

LONE PINE UNIFIED SCHOOL DISTRICT

SCHOOL BOARD RESPONSIBILITIES

1. Set Direction
2. Establish the Structure
3. Demonstrate Support
4. Ensure Accountability
5. Demonstrate Community Leadership

MISSION STATEMENT

Lone Pine Unified School District is committed to providing every student the tools they need for academic, personal and social achievement so that each student may become a productive member of society.

Governance Team Goals

1. Maintain an exceptional academic environment that provides quality instruction to all students
2. Recognize parents as key partners in the success of our students
3. Maintain fiscal solvency
4. Provide clean, safe, and secure sites for the well-being of our students and staff
5. Recruit, retain and support the growth of all employees
6. Support 21st century skills competence to assist in academic progress, communication and learning
7. Clearly communicate with local community members and share the district achievements.

Addressing the Board

There are many different ways individuals may choose to address the Board. Those who wish to request an agenda item may do so by submitting the request in writing, along with supporting documents and information, to the Superintendent at least one week prior to a scheduled meeting. Those wishing to address an item on the agenda may do so by submitting a card at the beginning of the meeting. Individuals will be recognized by the Board President when the item is considered. For matters not on the agenda, individuals may also submit a card prior to the start of the meeting. There will be an opportunity to address the Board when called upon by the Board President. The Board shall not take action on such items at that meeting. If you have a question or comment during discussions, please raise your hand and wait to be called upon before speaking.

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
AGENDA**

April 21, 2021

5:15 p.m.

District Conference Room
301 S. Hay Street, Lone Pine, CA

NOTICE TO PUBLIC: *Please be advised that the Board Conference Room will be closed to the public. The Board will be conducting its meeting online. Board Members will participate via videoconference, accessible to the public at <https://inyocoe.zoom.us/j/97038962819>, or you may join by phone dial (669)900-9128 then enter Meeting ID 970 3896 2819.*

Public Comment may be provided by emailing the comments prior to the meeting to lpusdcomment@lpusd.k12.ca.us or you may drop your comments in the drop slot at the District Office, 301 S Hay St. at least 2 hours prior to the start of the meeting. This meeting will be recorded and will be held for 30 days after the meeting.

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Superintendent at the Lone Pine Unified School District Office located at 301 S. Hay Street in Lone Pine or phone (760) 876-5579 between the hours of 7:30 a.m. and 4:30 p.m. at least 48 hours before the meeting. Government Code Section 54954.2

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 301 S. Hay Street, Lone Pine during normal business hours.

1. CALL TO ORDER & ROLL CALL

Mrs. Susan Patton, President
Mrs. Krista Sullivan, Clerk
Mr. Jason Olin, Member
Mr. Scott Kemp, Member
Mrs. Susan Lutze, Member
Patrick Traynor, Superintendent and
Secretary to the Board

PUBLIC PARTICIPATION (HEARING SESSION)

Members of the public who wish to speak to the Board about any item on the Closed Session agenda are invited to do so at this time. Comments shall be limited to four minutes per person for a total of 20 minutes. Persons wishing to comment must send an email to lpusdcomment@lpusd.k12.ca.us.

2. CLOSED SESSION (4:30 P.M.)

2.1 Moved by _____ and seconded by _____ that the Board convene into closed session to discuss the following items:

- 1) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
 - A. Superintendent Evaluation
- 2) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (G.C. Sec. 54957)
- 3) PUBLIC EMPLOYMENT (Gov. Code 54957)
 - Elementary Teacher(s)
- 4) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
 - a) District Employees: CSEA
 - b) District Negotiators: Patrick Traynor

3. OPEN SESSION (5:15 P.M.)

3.1 Moved by _____ and seconded by _____ that the Board return to open session at 5:15 p.m.

3.2 Pledge of Allegiance

3.3 Moved by _____ and seconded by _____ that the Board approve the agenda order as presented.

3.4 Report of any action taken in Closed Session.

4. PRESENTATION SESSION

- 4.1 Lo-Inyo Student Representative – Zachary Daughtry
- 4.2 Lo-Inyo Principal Report – Mr. Dutton
- 4.3 LPHS Student Representative – Brisa Gutierrez
- 4.4 LPHS Principal Report – Ms. O’Sullivan
- 4.5 SITA and/or CSEA Representative Reports

PUBLIC PARTICIPATION (HEARING SESSION)

Interested parties who wish to speak to the Board about matters pertaining to the schools that do not appear on the agenda are invited to do so at this time. Comments on agenda items will be heard at the time the Board considers that agenda item. All public comments on an agenda item will be heard prior to the Board’s discussion of the item. Individuals will be allowed four minutes to address the Board and the Board shall limit the total time for public input on any one item to 20 minutes (BB 9323). Persons wishing to comment must send an email to lpusdcomment@lpusd.k12.ca.us.

5. GENERAL FUNCTIONS OF THE BOARD**NON-CONSENT AGENDA**

- 5.1 Moved by _____ and seconded by _____ to accept for first reading revised Board Policies and/or Administrative Regulation as presented to the Board.
- 1) BP 3110, Transfer of Funds
 - 2) BP/AR 3230, Federal Grant Funds
 - 3) AR 3311.2, Lease-Leaseback Contracts
 - 4) AR 3311.3, Design-Builds Contracts
 - 5) AR 3320, Claims and Actions Against the District
 - 6) BP 3452, Student Activity Funds
 - 7) BP 3600, Consultants
 - 8) E 4112.9/4212.9/4312.9, Employee Notifications
 - 9) AR 4161.2/4261.1/4361.2, Personal Leaves
 - 10) AR 4161.8/4261.8/4361.8, Family Care and Medical Leave
 - 11) BP/AR 6142.8, Comprehensive Health Education
 - 12) BP 7210, Facilities Financing
- 5.2 Moved by _____ and seconded by _____ that the Board approve the regular minutes of March 17, 2021, as presented to the Board.

6. PERSONNEL**CONSENT AGENDA**

The following items may be approved by a single vote of the Board. Any item that warrants further discussion may be separated for discussion and action.

Moved by _____ and seconded by _____ that the Board approve consent agenda items 6.1 to 6.5.

- 6.1 Approve resignation/retirement of Margarita Cornwell, as Custodian, effective May 1, 2021. Mrs. Cornwell will be retiring after 21 years with the District.
- 6.2 Approve the tentative agreement between the District and Southern Inyo Teachers Association for the 2020-21 school year, dated April 15, 2021.
- 6.3 Approve probationary employment of Lauren Kausen to serve as Elementary Teacher, effective August 18, 2021. Compensation shall be upon verification of units and employment requirements.
- 6.4 Approve probationary employment of Scott Allen to serve as Elementary Teacher, effective August 18, 2021. Compensation shall be upon verification of units and employment requirements.
- 6.5 Approve the addition of James Dawson to the list of Classified Substitute Worker.

7. CURRICULUM & INSTRUCTION

CONSENT AGENDA

The following items may be approved by a single vote of the Board. Any item that warrants further discussion may be separated for discussion and action.

Moved by _____ and seconded by _____ that the Board approve consent agenda items 7.1 to 7.3.

- 7.1 Approve the 2021 Baseball/Softball Schedule, as presented to the Board.
- 7.2 Approval to exempt the Senior Class of 2021 from their 5 hours of community service required to fulfill graduation requirements for the 2020-21 school year due to government imposed COVID-19 tier restrictions.
- 7.3 Approve field trip for Senior Class of 2021 to Southern California on June 4, 2021. Chaperones will be Megan Maybury and Nancy O'Sullivan. Costs will be paid for by class funds and transportation expenses will be paid by the District in accordance with Board Policy 6153.

8. BUSINESS AND FINANCE**SPECIAL HEARING RELATED TO APPLICATION FOR TITLE VI INDIAN EDUCATION FUNDS FOR THE 2021-22 SCHOOL YEAR**

The Board President will open a special hearing to allow interested staff, parents and community members to comment on the Title VI Indian Education Grant and the continuation of the application for funding during the 2021-22, which will be year one of a multi-year application.

NON-CONSENT AGENDA

- 8.1 Moved by _____ and seconded by _____ that the Board approve submission of a continuation application grant for Title VI Indian Education Funding for the 2021-22 school year.

CONSENT AGENDA

The following items may be approved by a single vote of the Board. Any item that warrants further discussion may be separated for discussion and action.

Moved by _____ and seconded by _____ that the Board approve consent agenda items 8.2 to 8.7.

- 8.2 Approve Rehabilitation Services Agreement between Southern Inyo Healthcare District and Lone Pine Unified School District for speech services between August 1, 2021 to August 1, 2023, as presented to the Board.
- 8.3 Accept the Williams Quarterly Uniform Complaint Report for the period January 2021 to March 2021.
- 8.4 Approve Patrick Traynor, Superintendent, Marjianne Yonge, Director of Finance, and Kasey Wuester, Executive Secretary/Personnel, as authorized agents of the District to sign and furnish the Federal and State governments with data and documents pertaining to all specially funded programs; authorized agents for Impact Aid; authorized agents for all District and payroll orders, and all district generated reports or documents; and, to sign checks and other documents pertaining to the petty cash and cafeteria funds on behalf of the Board of Trustees for the 2020-21 school year.
- 8.5 Authorize the County Superintendent of Schools to identify and make such transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications, or balance any expenditure classifications of the budget for the current fiscal year to permit payment of obligations of the County Superintendent of Schools incurred during the 2020-21 school year.
- 8.6 Approve Purchase Orders and Warrants.
- 8.7 Approve Budget Revisions.

ITEMS FROM THE SUPERINTENDENT

- A. Other

ITEMS FROM THE BOARD

For the purpose of sharing school-related activities, school visits, or sharing any district related issues or comments with other members of the Board and staff.

UPCOMING DATES AND REMINDERS (See District Calendar at www.lpusd.k12.ca.us)

- **Wed. May 19**

- Regular Board Meeting 5:15 p.m. DCR

9. ADJOURNMENT

TO: Board of Trustees

FROM: Patrick Traynor, Superintendent

SUBJECT: Board Meeting of April 21, 2021

The following policies are presented for first reading with changes/revisions as provided by the following CSBA Policy Guidesheet. This process continues the list of policy updates that will be submitted to the Board for review as necessary and time permits. Please note that policies for your review include ~~strikeout~~ text for language to be removed and *italics* for language being added.

Please contact me if you have any questions.

CSBA POLICY GUIDESHEET

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

Board Policy 3110 - Transfer of Funds

Policy updated to reflect **NEW LAW (SB 98, 2020)** which authorizes, for the 2020-21 and 2021-22 fiscal years if the state defers any payments owed to districts, the temporary transfer of up to 85 percent of the maximum amount held in any fund or account for the payment of obligations. Item #4 revised to clarify requirements for transfers from special reserve funds for capital outlay or other purposes into the general fund for general operating purposes of the district.

Board Policy 3230 - Federal Grant Funds

Policy updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506)**, effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called the "Uniform Guidance"). Policy reflects an amendment to the Uniform Guidance which extends the timeframe for submitting the final performance report from 90 to 120 calendar days after the ending date of the grant.

Administrative Regulation 3230 - Federal Grant Funds

Regulation updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506)**, effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Uniform Guidance. Regulation reflects amendments to the Uniform Guidance which (1) extend the timeframe for paying all obligations of federal funds from 90 to 120 calendar days after the end of the funding period; (2) require districts to give a preference to the purchase, acquisition, or use of goods, products, or materials from the United States as practicable; and (3) increase the threshold for "micro-purchases" and "small purchases" that qualify for simplified procurement procedures. Regulation also adds the requirement to provide for disciplinary actions to be applied when officers, employees, or representatives of the district violate conflict of interest standards. Section on "Personnel" revised to (1) add the district's responsibility to check employee records and ensure that the charges are accurate, allowable, and properly allocated and (2) clarify the documentation requirements for employees whose salary is paid with state or local funds but is used to meet a cost-sharing or matching requirement of the federal grant.

Administrative Regulation 3311.2 - Lease-Leaseback Contracts

Regulation updated to (1) include the maximum term for the lease-leaseback contract as specified in law, (2) reflect the requirement for site and plan approval prior to entering into an agreement, (3) add optional language for a board resolution declaring the intent to enter into a lease-leaseback contract, and (4) move evaluation criteria into the list of items that must be included in the request for sealed proposals. Regulation also reflects **NEW LAW (AB 2311, 2020)** which requires districts to include in all bid documents and construction contracts a notice that the project is subject to state "skilled and trained workforce" requirements.

Administrative Regulation 3311.3 - Design-Build Contracts

Regulation updated to reflect **NEW LAW (AB 2311, 2020)** which requires districts to include in all bid documents and construction contracts a notice that the project is subject to state "skilled and trained workforce" requirements. Regulation also adds a definition of "skilled and trained workforce," and describes the district's responsibilities if the contractor fails to demonstrate compliance with these requirements.

Administrative Regulation 3320 - Claims and Actions Against the District

Regulation updated to add introductory information explaining the procedures that may be used to file a claim for money or damages against the district depending on the cause of action. Section on "Time Limitations" reorganized and clarified, especially with regard to the time limits for claims related to causes of actions which are excepted from the Government Claims Act, are not governed by any other claim presentation statute or regulation, and are addressed through procedures established by the district. Regulation also reflects **NEW LAW (SB 1473, 2020)** which allows a person to submit a claim, amendment to a claim, or application for a late claim by electronic means, if so authorized by a board resolution, in which case the subsequent notices provided by the district must be sent to the electronic address from which the claim was sent unless the claimant specifies an alternative electronic address for that purpose.

Board Policy 3452 - Student Activity Funds

Policy updated to clarify that the policy does not apply to school-connected organizations that are not composed entirely of students or subject to the board's control and regulation. Section on "Fundraising" adds a reference to policy that addresses online fundraising, and addresses fundraising events that involve the sale of foods and/or beverages. Section on "Management and Reporting of Funds" updated to reflect Governmental Accounting Standards Board (GASB) Statement 84, which provides that, if the district has administrative or direct financial involvement with the student organization's assets, as defined, the student activity fund may be considered a governmental fund subject to specific accounting and financial reporting requirements.

Board Policy 3600 - Consultants

Policy updated to reflect **NEW LAW (AB 2257, 2020)** which recodifies the three-part test established in Dynamex Operations West, Inc. v. Superior Court of Los Angeles to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor, and **NEW LAWS (AB 2257 and AB 323, 2020)** which establish exceptions to the use of the three-part test. Requirement to afford equal opportunity for contracts revised to add ethnicity and reflect **NEW LAW (AB 3364, 2020)** which changes the term "military and veteran status" to "veteran or military status."

Exhibit 4112.9/4212.9/4312.9 - Employee Notifications

Exhibit updated to add employee notifications related to (1) the rights of employees who are victims of crime or abuse; (2) potential exposure to COVID-19 at a district facility; (3) the right and procedure to access the district's injury and illness prevention program; (4) nondiscrimination on the basis of sex and contact information for the district's Title IX Coordinator; and (5) following an investigation of an alleged misconduct of a district police officer, the district's decision to impose discipline.

Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves

Regulation updated to reflect **NEW LAW (AB 2992, 2020)** which extends leave for employees who are victims of domestic violence, sexual assault, or stalking to include employees who are victims of a crime that caused physical injury, or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as a direct result of a crime. Regulation also reflects provisions of AB 2992 which require districts to inform employees of their rights for such leave and authorize employees, when an unscheduled absence occurs, to submit documentation from a victim advocate or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or an individual acting on the employee's behalf.

Administrative Regulation 4161.8/4261.8/4361.8 - Family Care and Medical Leave

Regulation updated to reflect **NEW LAW (SB 1383, 2020)** which, for purposes of leave under the California Family Rights Act, (1) revises the definition of "child" to include the child of a registered domestic partner; (2) includes an employee's grandparent, grandchild, sibling, and registered domestic partner as persons for whom an employee may take leave for a serious health condition; (3) repeals a provision of law which had limited any leave related to the birth or placement of the child to only one parent if a district employs both parents, thereby requiring the district to grant leave to each employee; (4) eliminates the district's authority to deny reinstatement, upon return from leave, for an employee who is among the highest paid 10 percent of district employees when the employee's absence would cause substantial and grievous economic injury to district operations; and (5) authorizes military family leave to attend to an exigency arising when the employee's registered domestic partner is on active duty or on call to active duty status in the National Guard or Reserves or is a member of the regular Armed Forces on deployment to a foreign country.

Board Policy 6142.8 - Comprehensive Health Education

Policy updated to reflect the 2019 state curriculum framework for health education, including emphasis on the physical, mental, and social well-being of students and integration of health education with other content areas of the district's curriculum. Policy also reflects law which authorizes districts to provide age-appropriate comprehensive sexual health education prior to grade 7, and law which authorizes instruction in grades K-12 in sexual abuse and sexual assault awareness and prevention provided students are allowed to be excused from such instruction with the written request of the parent/guardian.

Administrative Regulation 6142.8 - Comprehensive Health Education

Regulation updated to more directly reflect state content standards for injury prevention and safety and for personal and community health. Regulation also adds a new section on "High School Health Education" for districts that require a course in health education for graduation, which reflects law requiring that the course in health education include instruction in sexual harassment and violence and instruction in performing compression-only cardiopulmonary resuscitation. Section on "Students Excused from Health Instruction" expanded to address excusals from (1) comprehensive sexual health education and HIV prevention education; (2) instruction in sexual abuse and/or sexual assault awareness and prevention; (3) any exam, survey, or questionnaire which contains questions about the student's or family's personal beliefs or practices in sex, family life, morality, or religion; and (4) anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex.

Board Policy 7210 - Facilities Financing

Policy updated to add state facilities funding from the Leroy F. Greene School Facilities Act as a method of funding facilities and to reflect **NEW LAW (SB 820, 2020)** which requires filing the audit of completed facilities projects with the California State Controller. Policy also adds the requirement to comply with law and board policy regarding debt issuance and management.

TRANSFER OF FUNDS

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

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

(cf. 3460 - Financial Reports and Accountability)

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the **C**ounty **A**uditor. (Education Code 42600)

(cf. 9323.2 - Actions by the Board)

2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)

For the 2020-21 and 2021-22 fiscal years only, if the state defers any payments owed to districts, the Board may direct the temporary transfer of up to 85 percent of the maximum amount held in any fund or account during the current fiscal year for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. Prior to exercising this authority, the Board shall hold a public hearing and adopt a resolution authorizing such transfer. (Education Code 42603.1)

3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district

TRANSFER OF FUNDS (continued)

budget as necessary for the payment of obligations incurred during that school year.
(Education Code 42601)

4. ~~Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds that are maintained for purposes other than capital outlay or other purposes pursuant to Education Code 42842 if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a, by written request to the County Superintendent, Auditor, and Treasurer, to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)~~
5. Transfer monies between other funds or accounts when authorized by law.

*Legal Reference:***EDUCATION CODE**

78 Definition, governing board

5200 Districts governed by boards of education

16095 Transfer of district funds to district state school building fund

41010 California School Accounting Manual

41301 Section A state school fund allocation schedule

42125 Designated and unappropriated fund balances

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42600 District budget limitation on expenditure

42601 Transfers between funds to permit payment of obligations at close of year

42603 **Temporary** Transfer of monies held in any fund or account to another fund; repayment**42603.1 Temporary transfer of monies held in any fund or account to another fund; state deferrals; fiscal years 2020-21 and 2021-22**

42840-42843 Special reserve fund

52616.4 Expenditures from adult education fund

*Management Resources:***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS****California School Accounting Manual****WEB SITES**CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Policy

adopted: September 15, 2010

Revised/Adopted: December 11, 2013

Reviewed: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

FEDERAL GRANT FUNDS

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received

(cf. 3100 - Budget)

2. Accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.328 and 200.329

(cf. 3460 - Financial Reports and Accountability)

3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

4. Effective control over and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

FEDERAL GRANT FUNDS (continued)

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

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall submit financial and performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost-effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted no later than 120 calendar days after the ending date of the grant. (2 CFR 200.301, 200.328, 200.329)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

FEDERAL GRANT FUNDS (continued)***Legal Reference:*****EDUCATION CODE*****42122-42129 Budget requirements******64001 School plan for student achievement, consolidated application programs*****CODE OF FEDERAL REGULATIONS, TITLE 2*****180.220 Amount of contract subject to suspension and debarment rules******200.0-200.521 Federal uniform grant guidance, especially:******200.1-200.99 Definitions******200.100-200.113 General provisions******200.317-200.326 Procurement standards******200.327-200.329 Monitoring and reporting******200.333-200.337 Record retention******200.400-200.475 Cost principles******200.500-200.521 Audit requirements*****CODE OF FEDERAL REGULATIONS, TITLE 34*****76.730-76.731 Records related to federal grant programs*****CODE OF FEDERAL REGULATIONS, TITLE 48*****2.101 Federal acquisition regulation; definitions******Management Resources:*****CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*****California Department of Education Audit Guide******California School Accounting Manual*****EDUCATION AUDIT APPEALS PANEL PUBLICATIONS*****Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*****U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*****Questions and Answers Regarding 2 CFR Part 200*****WEB SITES*****California Department of Education: <http://www.cde.ca.gov>******Education Audit Appeals Panel: <http://www.eaap.ca.gov>******Office of Management and Budget, Uniform Guidance: <https://www.whitehouse.gov/omb>******State Controller's Office: <http://www.sco.ca.gov>******System for Award Management (SAM): <http://www.sam.gov/SAM>******U.S. Department of Education: <http://www.ed.gov>******U.S. Government Accountability Office: <http://www.gao.gov>***

FEDERAL GRANT FUNDS

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the district, the Superintendent or designee shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the award. The Superintendent or designee shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 120 calendar days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.344)

Procurement

When procuring goods and services with a federal grant, the Superintendent or designee shall comply with the standards contained in 2 CFR 200.317 200.327 and Appendix II of Part 200, and with any applicable state bidding or procurement law or district policy that is more restrictive.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

FEDERAL GRANT FUNDS (continued)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold established by the district in accordance with 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

(cf. 3311 - Bids)

4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available exclusively from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. *Time and materials type contract* means a contract for which the cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (2 CFR 200.318)

FEDERAL GRANT FUNDS (continued)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.214)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.327)

Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.313, 200.439)

Conflict of Interest

Governing Board members, district employees, and other district representatives shall not participate in the selection, award, or administration of a contract supported by federal funds if they have a real or apparent conflict of interest, such as when they or a member of

FEDERAL GRANT FUNDS (continued)

their immediate family, their partner, or an organization which employs or is about to employ any of them has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

(cf. 9270 - Conflict of Interest)

Persons involved in the selection, award, or administration of a contract supported by federal funds shall be subject to discipline for any violation of conflict of interest standards. (2 CFR 200.318)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System))

Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

FEDERAL GRANT FUNDS (continued)

All district employees who are paid in full or in part with federal funds shall document the amount of time they spend on grant activities. Such records shall be incorporated into the official records of the district and shall be subject to a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated in accordance with 2 CFR 200.430. (2 CFR 200.430)

Salaries and wages of employees whose salary is paid with state or local funds but are used to meet a cost-sharing or matching requirement of the federal grant shall be documented in the same manner as salaries and wages claimed for reimbursement under a federal grant. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.334, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.334)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

FEDERAL GRANT FUNDS (continued)

Regulation
Adopted: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

LEASE-LEASEBACK CONTRACTS

The district may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year **for a term not to exceed 99 years**, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code **17403**, 17406)

(cf. 3280 - Sale or Lease of District-Owned Real Property)
(cf. 3312 - Contracts)

Before the district enters into such a lease or agreement, it shall have available a site upon which a building may be constructed for use by the district, shall have complied with requirements related to the selection and approval of sites, and shall have prepared and adopted plans and specifications for the building that have been approved in accordance with Education Code 17280-17316. (Education Code 17402)

(cf. 7150 - Site Selection and Development)

Procedures for Awarding the Contract

The district's intent to enter into a lease-leaseback contract may be described in a resolution adopted by the Governing Board which includes, but is not be limited to, a description of the available site and the building to be constructed, the amount and term of the lease, and where to obtain information about the procedures for submitting a proposal.

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. ~~To make this determination, the district shall use the following procedures:~~ (Education Code 17400, 17406)

To make this determination, the district shall use the following procedures: (Education Code 17406; Public Contract Code 2600)

1. **Request for Sealed Proposals:** The Superintendent or designee shall prepare a request for sealed proposals which shall include:
 - a. An estimate of the project's price
 - b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed
 - c. The key elements of the contract to be awarded

LEASE-LEASEBACK CONTRACTS (continued)

- d. A description of the format that proposals shall follow and the elements they shall contain
 - e. The standards the district will use in evaluating proposals and the qualifications of the proposers, including:
 - (1) Relevant experience
 - (2) Safety record
 - (3) Price proposal, including, at the district's discretion, either a lump-sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district
 - (4) Whether each criterion will be evaluated on a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract
 - (5) For each scored criterion, the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score
 - (6) Other factors established by the district
 - f. The date on which proposals are due
 - g. The timetable the district will follow in reviewing and evaluating proposals
 - h. A statement that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603**
2. **Notice:** At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:
- a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code 20112
 - b. Providing notice in a trade paper of general circulation published in the county where the project is located

LEASE-LEASEBACK CONTRACTS (continued)

The Superintendent or designee also may post the notice on the district's web site or through an electronic portal.

3. **Prequalification:** A proposer shall be prequalified in accordance with Public Contract Code 20111.6(b)-(m) in order to submit a proposal. Any electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements.

(cf. 3311 - Bids)

4. ~~Evaluation Criteria: The request for sealed proposals shall identify all criteria that the district will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the district. The price proposal shall include, at the district's discretion, either a lump sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district.~~

~~The request for sealed proposals shall specify whether each criterion will be evaluated on a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract. For each scored criterion, the district shall identify the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.~~

- 5.4. **Evaluation of Proposals:** All proposals received shall be reviewed to determine whether they meet the format requirements and the standards specified in the request for sealed proposals. The district shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the district.

- 6.5. **Award of Contract:** The award of the contract shall be made by the **Governing** Board to the responsive proposer whose proposal is determined, in writing by the Board, to be the best value to the district.

If the selected proposer refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the district. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score.

LEASE-LEASEBACK CONTRACTS (continued)

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

7.6. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.

~~Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17407.5)~~

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

Skilled and Trained Workforce

~~Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17407.5; Public Contract Code 2602)~~

***Skilled and trained workforce* means that all the workers performing the work are either skilled journeypersons or apprentices registered in a state-approved apprenticeship program. At least 60 percent of the skilled journeypersons employed to perform the work shall be graduates of an apprenticeship program for the applicable occupation or at least 60 percent of the hours worked by skilled journeypersons shall be performed by graduates of an apprenticeship program, with the exception of certain occupations specified in Public Contract Code 2601 which are subject to a 30 percent threshold. (Public Contract Code 2601)**

If the contractor fails to provide the monthly report demonstrating compliance with the skilled and trained workforce requirements or provides an incomplete report, the district shall withhold further payments until a complete report is provided. If a report does not demonstrate compliance with the skilled and trained workforce requirements, the district

LEASE-LEASEBACK CONTRACTS (continued)

shall withhold further payments until the contractor provides a sufficient plan to achieve substantial compliance with respect to the relevant apprenticeable occupation, prior to completion of the contract or project. In addition, the district shall forward to the Labor Commissioner a copy of the monthly report, any plan to achieve compliance, and the district's response to that plan. (Public Contract Code 2602)

(cf. 9124 - Attorney)

Legal Reference:

EDUCATION CODE

17280-17316 Construction of school buildings; approvals

17400-17429 Leasing property, especially:

17400 Definitions

17403 Term of lease or agreement

17406 Lease-leaseback contract

17407.5 Use of a skilled and trained workforce

PUBLIC CONTRACT CODE

2600-2603 Skilled and trained workforce requirements

20111.6 Prequalification procedures

20112 Notices

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850) (2016) 247 Cal. App. 4th 235

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Management Resources:

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

Regulation
approved: April 18, 2018
Reviewed: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

DESIGN-BUILD CONTRACTS

The Governing Board may approve a contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 7110 - Facilities Master Plan)

(cf. 7140 - Architectural and Engineering Services)

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25)

Procedures for Awarding the Contract

The procurement process for design-build projects shall be as follows: (Education Code 17250.25, 17250.35; **Public Contract Code 2600**)

1. **Performance Specifications:** The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:
 - a. The size, type, and desired design character of the project
 - b. Performance specifications that cover the quality of materials, equipment, and workmanship
 - c. Preliminary plans or building layouts
 - d. Any other information deemed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. **Prequalification:** The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:
 - a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity

DESIGN-BUILD CONTRACTS (continued)

- b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors
- c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25
- d. **A notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603**

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

~~A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract.~~

- 3. **Request for Proposals:** The district shall prepare a request for proposals (RFP) that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in items #2a, and 2b, and 2d above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.
- 4. **Selection Based on Low Bid:** For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.
- 5. **Selection Based on Best Value:** For those projects utilizing best value as a selection method, the following procedures shall be used:

DESIGN-BUILD CONTRACTS (continued)

- a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.
- b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.
- c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.
- d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

Skilled and Trained Workforce

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, ~~as defined in Education Code 17250.25~~, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. **(Education Code 17250.25; Public Contract Code 2602)**

***Skilled and trained workforce* means that all the workers performing the work are either skilled journeypersons or apprentices registered in a state-approved apprenticeship program. At least 60 percent of the skilled journeypersons employed to perform the work shall be graduates of an apprenticeship program for the applicable occupation or at least 60 percent of the hours worked by skilled journeypersons shall be performed by graduates of an apprenticeship program, with the exception of certain occupations specified in Public Contract Code 2601 which are subject to a 30 percent threshold. (Public Contract Code 2601)**

If the contractor fails to provide the monthly report demonstrating compliance with the skilled and trained workforce requirements or provides an incomplete report, the district shall withhold further payments until a complete report is provided. If a report does not demonstrate compliance with the skilled and trained workforce requirements, the district

DESIGN-BUILD CONTRACTS (continued)

shall withhold further payments until the contractor provides a sufficient plan to achieve substantial compliance with respect to the relevant apprenticeable occupation, prior to completion of the contract or project. In addition, the district shall forward to the Labor Commissioner a copy of the monthly report, any plan to achieve compliance, and the district's response to that plan. (Public Contract Code 2602)

Legal Reference:

EDUCATION CODE

17250.10-17250.55 *Design-build contracts*

PUBLIC CONTRACT CODE

2600-2603 *Skilled and trained workforce requirements*

Management Resources:

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

California Association of School Business Officials: <http://www.casbo.org>

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

Regulation
approved: April 18, 2018
Reviewed: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

CLAIMS AND ACTIONS AGAINST THE DISTRICT

Any claim against the district for money or damages shall be filed and acted upon in accordance with the Government Claims Act (Government Code 810-996.6) or other applicable law. Claims that are specifically excepted from the Government Claims Act by Government Code 905 and are not governed by any other statute or regulation may be filed and acted upon in accordance with district-established procedures pursuant to Government Code 935.

Unless otherwise provided by law, a written claim shall be presented to and acted upon by the Governing Board in accordance with such procedures prior to filing a lawsuit against the district for money or damages.

Time Limitations

The following time limitations apply to the presentation of claims for money or damages against the district:

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action. (Government Code 911.2)
2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)
3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905 but are subject to a claims presentation procedure in another statute or regulation shall be presented to the Board in accordance with the applicable governing statute or regulation. (Government Code 905)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the Board within the time limits specified in items #1 and 2 above, depending on the applicable cause of action. ~~not~~ Government Code 911.2, 935)

Receipt of Claims

CLAIMS AND ACTIONS AGAINST THE DISTRICT (continued)

A claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

A claim may be submitted electronically in the manner specified by the Superintendent or designee. (Government Code 915, 915.2)

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

- 1. The name and post office address of the claimant**
- 2. The post office address to which the person presenting the claim desires notices to be sent**
- 3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted**
- 4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim**
- 5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known**
- 6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case of \$25,000 or less.**
- 7. The signature of the claimant or the person acting on the claimant's behalf**

Notice of Claim Insufficiency

CLAIMS AND ACTIONS AGAINST THE DISTRICT (continued)

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, provide a notice in the manner specified in Government Code 915.4 that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in the section "Time Limitations" above, is not presented within that time, an application to present a late claim may be presented to the Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4, 915, 915.2)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

- 1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.**

CLAIMS AND ACTIONS AGAINST THE DISTRICT (continued)

- 2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.**
- 3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim.**
- 4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.**

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8 and in the manner specified in Government Code 915.4. (Government Code 911.8, 915.4)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

- 1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.**
- 2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.**
- 3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.**
- 4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.**

CLAIMS AND ACTIONS AGAINST THE DISTRICT (continued)

5. If the Board takes no action on the claim, the claim shall be deemed rejected.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913, 915.4)

STUDENT ACTIVITY FUNDS

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities ~~beyond those provided by the district and can also~~ while helping students learn about effective financial practices and develop leadership and management skills. To that end, the Board may approve the formation of associated student body organizations which are composed entirely of students, operate under the oversight of the principal or other district-employed advisor, and are subject to the control and regulation of the Board. Student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

(cf. 1230 - School Connected Organizations)

(cf. 3260 - Fees and Charges)

(cf. 5000 - Concepts and Roles)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Fund Raising Events Fundraising

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the ~~fund raising~~ fundraising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and ~~are not in~~ do not conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3530 - Risk Management/Insurance)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

Fundraising events that involve the sale of food and/or beverages shall comply with applicable state and/or federal nutrition standards and BP/AR 3554 - Other Food Sales. If the fundraising event involves the sale of noncompliant food and/or beverages, it shall not take place from midnight until at least one-half hour after the end of the school day, or not be conducted on school premises.

(cf. 3554 - Other Food Sales)

Management and Reporting of Funds

STUDENT ACTIVITY FUNDS (continued)

Student body funds shall be managed in accordance with law, **regulations, Board policies**, and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of **fund-raising fundraising** ventures, provide reliable financial information, **protect employees and volunteers from accusations of impropriety**, and reduce the risk **and promote the detection** of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

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

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall **monitor the budget and** periodically review the organization's use of funds to ensure compliance with the district's internal control procedures.

Funds derived from the student body shall be **expended disbursed** according to procedures established by the student organization. All **expenditures disbursements** must be approved by a Board-designated **employee or** official, the certificated employee who is the **designated** student organization advisor, and a student organization representative. (Education Code 48933)

When student body funds are expended for equipment, supplies, or activities that support the district's athletic program, the Superintendent or designee shall ensure that the expenditures are aligned with the district's commitment to provide equitable opportunities for males and females.

(cf. 6145.2 - Athletic Competition)

Because of the district's administrative and/or direct financial involvement in the assets of the student organization, the student activity fund shall be reported within the district's fund in accordance with Governmental Accounting Standards Board Statement 84.

The Board shall provide an annual audit of student **organization** accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds. (Education Code 41020)

(cf. 3460 - Financial Reports and Accountability)

STUDENT ACTIVITY FUNDS (continued)

Legal Reference:

EDUCATION CODE

35182.5 Non-nutritious foods and beverages, vending machines

35564 Funds, obligations of the student body

41020 Requirement for annual audit

48930-48938 Student body organization

49431 Sale of food and beverages, elementary school

49431.2 Sale of food, middle and high schools

49431.5 Sale of food and beverages, elementary, middle, and high schools

51520 School premise, prohibited solicitations

51521 Fund raising Fundraising projects

CODE OF REGULATIONS, TITLE 5

4922 Nondiscrimination in intramural, interscholastic, and club activities

15500 Food sales, elementary schools

15501 Food sales, middle high schools and junior high schools

CODE OF FEDERAL REGULATIONS, TITLE 34

106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Prince v. Jacoby, (2002) 303 F.3d 1074

Management Resources:

FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM PUBLICATIONS

Fiscal Alert: GASB 84 and Its Impact on Associated Student Body Accounts, May 2020

Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference, 2015

GOVERNMENTAL ACCOUNTING STANDARDS BOARD PUBLICATIONS

Implementation Guide No. 2019-2, Fiduciary Activities, June 2019

Statement No. 84, January 2017

WEB SITES

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

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: www.gasb.org

Policy

adopted: September 15, 2010

Reviewed: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

CONSULTANTS

The Governing Board authorizes the use of consultants and other independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience, or knowledge. Individuals, firms, or organizations employed as independent contractors may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional, or other matters.

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

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the ~~individual, firm, or organization~~ **consultant** is properly classified as an independent contractor. **District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.**

A ~~person, firm, or organization~~ providing labor or services for remuneration shall be considered an employee rather than an independent contractor unless the district is able to demonstrate that all of the following conditions have been met: (Labor Code 2775)

- 1. The person is free from the control and direction of the district in connection with the performance of the work.**
- 2. The person is performing work that is outside the usual course of the district providing educational services.**
- 3. The person is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.**

The determination of whether an individual acting as a sole proprietor or a firm or other business organization is an independent contractor shall be made in accordance with Labor Code 2775-2785, as applicable.

All consultant contracts shall be brought to the Board for approval.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 4132/4232/4332 - Publication or Creation of Materials)

All qualified independent contractors shall be accorded equal opportunity for contracts regardless of actual or perceived race, ethnicity, color, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender

CONSULTANTS (continued)

identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 220; Government Code 12940)

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

(cf. 0415 - Equity)

(cf. 4030 - Nondiscrimination in Employment)

Independent contractors **applying for a consultant contract** shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend **the consultant's employment approval of the contract.**

Any consultant hired by the district who is subject to the filing requirements in the district's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

(cf. 9270 - Conflict of Interest)

When employees of a public university, county office of education, or other public agency serve as consultants or ~~resource persons~~ **independent contractors in other capacities** for the district, they shall certify as part of the **consultant** agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for the district.

The Board prohibits the harassment of an independent contractor by any district employee or by any other person with whom the independent contractor comes in contact during the course of employment with the district. Additionally, the Board prohibits the harassment of a district employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable district complaint procedures. (Government Code 12940)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures)

CONSULTANTS (continued)

Legal Reference:

EDUCATION CODE

220 *Prohibition of discrimination*

10400-10407 *Cooperative improvement programs*

17596 *Limit on continuing contracts*

35010 *Control of districts; prescription and enforcement of rules*

35172 *Promotional activities*

35204 *Contract with attorney*

44925 *Part-time readers employed as independent contractors*

45103 *Classified service in districts not incorporating the merit system*

45103.5 *Contracts for food service consulting services*

45134-45135 *Employment of retired classified employee*

45256 *Merit system districts; classified service; positions established for professional experts on a temporary basis*

GOVERNMENT CODE

12940 *Unlawful employment practices*

53060 *Contract for special services and advice*

82019 *Designated employee; definition*

87302 *Conflict of interest code*

LABOR CODE

~~2750.3-2775-2787 ABC three-part test: employees and independent contractors~~ **Worker status: employees**

UNEMPLOYMENT INSURANCE CODE

606.5 *Determination of employment status*

621 ~~Employer and e~~Employee defined

CODE OF REGULATIONS, TITLE 2

18700.3 *Consultant*

COURT DECISIONS

Dynamex Operations West, Inc. v. Superior Court of Los Angeles (2018) 4 Cal. 5th 903

S.G. Borello & Sons, Inc. v. Department of Industrial Relations (1989) 48 Cal. 3d 341

Policy

adopted: September 15, 2010

Reviewed: April 7, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

All Personnel

E 4112.9(a)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually ~~to all employees,~~ and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
~~To all employees,~~ Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
~~To all employees,~~ Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually ~~to all employees~~	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually ~~to all employees~~	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment

E 4112.9(b)
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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

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4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act(cfRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
To all employees	34 CFR 106.8	AR 4119.11 4219.11 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response

E 4112.9(d)
4212.9
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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
			actions planned or in progress
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated probationary and temporary certificated employees upon employment, and to nonpermanent employees and every July thereafter in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion

E 4112.9(f)
4212.9
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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees at employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions

E 4112.9(g)
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4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employees returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action	Government Code	BP 4119.23	Law prohibiting disclosure of

E 4112.9(h)
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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
against employee for disclosure of confidential information	54963	4219.23 4319.23	confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness- for-duty certification; any subsequent changes in designation notice

E 4112.9(i)
4212.9
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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

Exhibit
version: December 13, 2017
Revised: May 23, 2018
Revised: October 21, 2020
Reviewed: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

All Personnel

AR 4161.2(a)

4261.2

PERSONAL LEAVES

4361.2

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

(cf. 4121 - Temporary/Substitute Personnel)

Bereavement

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

(cf. 4161/4261/4361 - Leaves)

Members of the immediate family include: (Education Code 44985, 45194)

1. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
3. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

Employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)

PERSONAL LEAVES (continued)

2. An accident involving the employee or **his/her the employee's** property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. A serious illness of a member of the certificated employee's immediate family (Education Code 44981)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether **or not** a request reflects personal necessity.

Advance permission shall not be required of any employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of **his/her the employee's** immediate family, or the serious illness of a member of the employee's immediate family. (Education Code 44981, 45207)

However, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to **his/her the employee's** immediate supervisor.

Legal Duties

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

PERSONAL LEAVES (continued)

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between ~~his/her~~ **the employee's** regular earnings and any amount received for jury fees. (Education Code 44037)

A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between ~~his/her~~ **the employee's** regular earnings and any jury fees ~~he/she~~ received.

Employees shall be granted leave to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between ~~his/her~~ **the employee's** regular earnings and any amount received for witness fees ~~he/she~~ received.

Leaves for Crime Victims for Judicial Proceedings

An employee may be absent from work in order to attend judicial proceedings related to a crime when ~~he/she~~ **the employee** is a victim, or an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim, of any of the following crimes: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give ~~his/her supervisor~~ **the Superintendent or designee** a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

PERSONAL LEAVES (continued)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Domestic Violence, Sexual Assault and Stalking Crime or Abuse

An employee who is a victim of domestic violence, sexual assault, or stalking, **who is a victim of a crime that caused physical injury or that caused mental injury with a threat of physical injury, or whose immediate family member, as defined, is deceased as the direct result of a crime** ~~as defined by law~~ may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to ~~him/her~~ **the employee** ~~under the terms of his/her employment~~ to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or ~~his/her~~ **the employee's** child
2. Seek medical attention for injuries caused by ~~domestic violence, sexual assault, or stalking~~ **crime or abuse**
3. Obtain services from a domestic violence shelter, program, ~~or rape crisis center,~~ **or victim services organization or agency** as a result of ~~domestic violence, sexual assault, or stalking~~ **the crime or abuse**
4. Obtain psychological counseling **or mental health services** related to an experience of ~~domestic violence, sexual assault, or stalking~~ **crime or abuse**
5. Participate in safety planning and take other actions to increase safety from future ~~domestic violence, sexual assault, or stalking~~ **crime or abuse**, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to ~~his/her supervisor~~ **the Superintendent or designee**, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim ~~of domestic violence, sexual assault, or stalking~~
2. A court order protecting or separating the employee from the perpetrator of ~~an act of domestic violence, sexual assault, or stalking,~~ **the crime or abuse**, or other evidence from the court or prosecuting attorney that the employee has appeared in court

PERSONAL LEAVES (continued)

3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, **victim advocate**, or counselor that the employee was undergoing treatment **or receiving services** for physical or mental injuries or abuse resulting in victimization from **an act of domestic violence, sexual assault, or stalking the crime or abuse**
4. **Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1**

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

The Superintendent or designee shall inform employees of their rights pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Personal Leave for ~~a Child's School Activities~~ Child-Related Activities

Any employee who is a parent/guardian ~~or grandparent having custody of one or more children enrolled in grades K-12 or who attend a licensed day care facility~~ may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year. ~~The employee shall give reasonable advance notice of the absence.~~ **of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to:** (Labor Code 230.8)

1. **Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.**
2. **Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:**
 - a. **A request by the school or child care provider that the child be picked up**

PERSONAL LEAVES (continued)

- b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider**
- c. Behavioral or discipline problems**
- d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays**
- e. A natural disaster, including, but not limited to, fire, earthquake, or flood**

(cf. 5148 - Child Care and Development)

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

If **both** two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the **first** parent/guardian who **applies first gives notice to the district**. Simultaneous absence by the **second another** parent/guardian may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed **day child care facility provider** that **he/she the employee participated engaged in permitted child-related activities** ~~school or licensed day care facility activities~~ on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state.
2. The board, commission, organization, or group informs the district in writing of the service.
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

AR 4161.2(g)
4261.2
4361.2

PERSONAL LEAVES (continued)

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. (Education Code 44987, 45210)

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4143/4243 - Negotiations)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that **his/her the employee's** spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

PERSONAL LEAVES (continued)

Within two business days of receiving official notice that ~~his/her~~ **the employee's** spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of ~~his/her~~ **the** intention to take the leave. The employee shall submit written documentation certifying that ~~his/her~~ **the employee's** spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to ~~him/her~~ **the employee**, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Legal Reference:

EDUCATION CODE

- 44036-44037 Leaves of absence for judicial and official appearances
- 44963 Power to grant leaves of absence (certificated)
- 44981 Leave of absence for personal necessity (certificated)
- 44985 Leave of absence due to death in immediate family (certificated)
- 44987 Service as officer of employee organization (certificated)
- 44987.3 Leave of absence to serve on certain boards, commissions, etc.
- 45190 Leaves of absence and vacations (classified)
- 45194 Bereavement leave of absence (classified)
- 45198 Effect of provisions authorizing leaves of absence

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4261.2
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PERSONAL LEAVES (continued)

Legal Reference Con't:

45207 *Personal necessity (classified)*

45210 *Service as officer of employee organization (classified)*

45240-45320 *Merit system, classified employees*

EVIDENCE CODE

1035.2 *Sex assault counselor; definition*

1037.1 *Domestic violence counselor; definition*

FAMILY CODE

297-297.5 *Registered domestic partner rights, protections, and benefits*

GOVERNMENT CODE

3543.1 *Release time for representatives of employee organizations*

12945.1-12945.2 *California Family Rights Act*

LABOR CODE

230-230.2 *Leave for victims of domestic violence, sexual assault, or specified felonies*

230.3 *Leave for emergency personnel*

230.4 *Leave for volunteer firefighters*

230.8 *Leave to visit child's school*

233 *Illness of child, parent, spouse, domestic partner or domestic partner's child*

234 *Absence control policy*

246.5 *Paid sick days, purposes for use*

1500-1507 *Civil Air Patrol leave*

MILITARY AND VETERANS CODE

395.10 *Leave when spouse on leave from military deployment*

PENAL CODE

667.5 *Violent felony, defined*

1192.7 *Serious felony, defined*

CALIFORNIA CONSTITUTION

Article I, Section 8 *Religious discrimination*

UNITED STATES CODE, TITLE 29

2601-2654 *Family and Medical Leave Act*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VII, Civil Rights Act of 1964*

COURT DECISIONS

Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954

Management Resources:

WEB SITES

California Department of Industrial Relations: <http://www.dir.ca.gov>

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

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

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

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

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

Regulation:

Approved: September 21, 2016

Reviewed: April 21, 2021

FAMILY CARE AND MEDICAL LEAVE

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or leave for pregnancy disability pursuant to California Pregnancy Disability Leave (PDL). The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in *loco parentis*. For purposes of CFRA leave, *child* also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, *eligible family member* includes an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion

FAMILY CARE AND MEDICAL LEAVE (continued)

2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in *loco parentis* to the employee when the employee was a child. *Parent* does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective

FAMILY CARE AND MEDICAL LEAVE (continued)

- e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage or. For purposes of CFRA leave, *spouse* also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. To care for the employee's eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform one or more essential job functions of the position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. In circumstances where the leaves do not run concurrently under the law, the employee may take up to 12 work weeks for both CFRA and FMLA, for a total of 24 work weeks. (Government Code 12945.2; 29 USC 2612)

AR 4161.8(d)

4261.8

4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

This 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2, 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Intermittent Leave/Reduced Work or Leave Schedule

FAMILY CARE AND MEDICAL LEAVE (continued)

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

FAMILY CARE AND MEDICAL LEAVE (continued)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

FAMILY CARE AND MEDICAL LEAVE (continued)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

- 1. The date on which the serious health condition began**
- 2. The probable duration of the condition**
- 3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:**
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision**
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member**
- 4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position**
- 5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave**

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

FAMILY CARE AND MEDICAL LEAVE (continued)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the

FAMILY CARE AND MEDICAL LEAVE (continued)

health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

FAMILY CARE AND MEDICAL LEAVE (continued)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country and, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign country includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence

FAMILY CARE AND MEDICAL LEAVE (continued)

5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

FAMILY CARE AND MEDICAL LEAVE (continued)***Covered servicemember* may be: (29 CFR 825.127)**

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in *loco parentis*, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in *loco parentis* to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:

FAMILY CARE AND MEDICAL LEAVE (continued)

- a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember him/her unable to perform the duties of the servicemember's office, grade, rank, or rating
- b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
- c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
- d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

FAMILY CARE AND MEDICAL LEAVE (continued)

- 1. General Notice:** Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

- 2. Eligibility Notice:** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)

- 3. Rights and Responsibilities Notice:** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)

- a.** A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
- b.** Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
- c.** The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
- d.** Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis

FAMILY CARE AND MEDICAL LEAVE (continued)

- e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave**
- f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave**

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

- 4. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)**

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

FAMILY CARE AND MEDICAL LEAVE (continued)

Legal Reference:

EDUCATION CODE

44965 Granting of leaves of absence for pregnancy and childbirth

FAMILY CODE

297-297.5 Rights, protections, and benefits under law; registered domestic partners

300 Validity of marriage

GOVERNMENT CODE

12926 Fair employment and housing act, definitions

12940 Unlawful employment practices

12945 Pregnancy; childbirth or related medical condition; unlawful practice

12945.1-12945.2 California Family Rights Act

12946 Fair Employment and Housing Act: discrimination prohibited

UNEMPLOYMENT INSURANCE CODE

3300-3308 Paid family leave

CODE OF REGULATIONS, TITLE 2

11035-11051 Sex discrimination: pregnancy, childbirth and related medical conditions

11087-11097 California Family Rights Act

UNITED STATES CODE, TITLE 1

7 Definition of marriage and spouse

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

COURT DECISIONS

United States v. Windsor, (2012) 699 F.3d 169

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Management Resources:

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act, Form WH-380-F

FMLA Frequently Asked Questions

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES PUBLICATIONS

Questions and Answers - Military Family Leave - FMLA

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

California Department of Human Resources: <https://www.calhr.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Regulation:
Approved: April 21, 2021

COMPREHENSIVE HEALTH EDUCATION

The Governing Board believes ~~perceives~~ that health education ~~as part of a comprehensive district program to promote the health and well-being of students and staff,~~ **should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students.** ~~As part of this program, the board is committed to providing for physical education, health services, psychological and counseling services, a safe and healthy school environment, health promotion for staff, and parent/guardian/community involvement.~~ **The district's health education program shall be part of a coordinated school health system which supports the physical, mental, and social well-being of students and is linked to district and community services and resources.**

(cf. 0415 - Equity)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

(cf. 5137 - Positive School Climate)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.3 - Health Examinations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.5 - Mental Health)

(cf. 5141.52 - Suicide Prevention)

(cf. 5141.6 - School Health Services)

(cf. 5141.7 - Sun Safety)

(cf. 5142 - Safety)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

(cf. 6164.2 - Guidance/Counseling Services)

The Board believes that health education should foster the knowledge, skills and behaviors that students will need in order to lead healthy, productive lives. Besides understanding the process of growth and development, students should know how to obtain and use health-related information, products and services. They should learn to accept personal responsibility for their own lifelong health and to respect and promote the health of others.

The district shall provide instruction related to the following:

1. Personal health

2. Consumer and community health

3. Injury prevention and safety

COMPREHENSIVE HEALTH EDUCATION (continued)

4. Alcohol, tobacco and other drugs

5. Nutrition

6. Environmental health

7. Family living

8. Individual growth and development

9. Communicable and chronic diseases.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition **promotion and** education, **and** physical activity, **and other school-based activities that promote student well-being.**

(cf. 0200 - Goals for the School District)

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework **and integrated with other content areas of the district's curriculum.** The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6143 - Courses of Study)

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

(cf. 6145.8 - Assemblies and Special Events)

(cf. 6162.8 - Research)

COMPREHENSIVE HEALTH EDUCATION (continued)

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, **the state curriculum framework**, and effective instructional methodologies.

(cf. 4131 - Staff Development)

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, ~~and~~ student achievement of district standards for health education, **and the manner in which the district's health education program supports the physical, mental, and social well-being of students.**

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

8850.5 Family relationships and parenting education

35183.5 Sun protection

49413 First aid **and cardiopulmonary resuscitation** training

49430-49434 Pupil Nutrition, Health and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and dangerous drugs

51210 Areas of study; **grades 1-6**

51210.8 State content standards for health education

51220.5 Parenting skills; areas of instruction

51225.36 Sexual harassment and violence instruction; affirmative consent standard

51225.6 Compression-only cardiopulmonary resuscitation instruction

51260-51269 Drug education

51513 Personal beliefs; **exams, questionnaires, and surveys**

51880-51881.5 Health education, legislative findings and intent

51890-51891 Comprehensive health education programs **and community participation; definitions**

51900.6 Sexual abuse and sexual assault awareness and prevention

51913 District health education plan

51920 Inservice training, health education

51930-51939 **California Healthy Youth Act**; Comprehensive sexual health and HIV/AIDS prevention education

67386 Affirmative consent; definition

COMPREHENSIVE HEALTH EDUCATION (continued)

Legal Reference: continued

CALIFORNIA CODE OF REGULATIONS, TITLE 5

11800-11801 District health education plan

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, **especially:**

1758b Local wellness policy

1771-1793 Child nutrition programs, including National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019

The Impact of Marijuana Legalization on K-12: The Effect of Marijuana on the Brain, November 2018

Preventing Catastrophic Health Illness, Governance Brief, July 2018

Integrating Physical Activity into the School Day, April 2016

Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014

Asthma Management in the Schools, Policy Brief, March 2008

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies Student

Wellness Policy Implementation Monitoring Report and Guide, 2007-2012

Physical Education and California Schools, Policy Brief, rev. October 2007

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007 November 2008

Asthma Management in the Schools, Policy Brief, March 2008

CSBA PUBLICATIONS (continued)

Sun Safety in Schools, Policy Brief, July 2006

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

AMERICAN ASSOCIATION FOR HEALTH EDUCATION PUBLICATIONS

National Health Education Standards: Achieving Excellence, 2007-rev. November 2012

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003 2019

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

HUMAN RIGHTS CAMPAIGN FOUNDATION PUBLICATIONS

California LGBTQ Youth Report, January 2019

WEB SITES

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

American Association for Health Education: <http://www.aahperd.org>

American School Health Association: <http://www.ashaweb.org>

California Association of School Health Educators: <http://www.cashe.org>

California Department of Education, Health Education: <http://www.cde.ca.gov/ci/he>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Subject Matter Project, Physical Education-Health Project: <https://csmp.online>
<http://csmp.ucop.edu/cpehp>

Center for Injury Prevention Policy and Practice: <http://www.cipp.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Human Rights Campaign Foundation: <https://www.hrc.org/>

National Center for Health Education: <http://www.nche.org>

National Hearing Conservation Association: <http://www.hearingconservation.org>

COMPREHENSIVE HEALTH EDUCATION (continued)

Management Resources continued:

*Shape America Association for Society of Health and Physical Educatorsion: <http://www.aahperd.org>
<https://www.shapeamerica.org>*

Policy
adopted: September 15, 2010
Reviewed: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

COMPREHENSIVE HEALTH EDUCATION

Content of Instruction

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

2. Human growth, development, and sexual health

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

3. Injury prevention and safety

Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, violence prevention, topics related to bullying and harassment, emergency procedures, and Internet safety.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 5131 - Conduct)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6145.2 - Athletic Competition)

(cf. 6163.4 - Student Use of Technology)

4. Mental, emotional, and social health

(cf. 5137 - Positive School Climate)

(cf. 5141.5 - Mental Health)

(cf. 5141.52 - Suicide Prevention)

5. Nutrition and physical activity

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

COMPREHENSIVE HEALTH EDUCATION (continued)

6. Personal and community health

Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, vision and hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases, and the effect of behavior on the environment.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.7 - Sun Safety)

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

(cf. 6142.5 - Environmental Education)

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
 2. The ability to analyze internal and external influences that affect health
 3. The ability to access and analyze health information, products, and services
- (cf. 5141.6 - School Health Services)*
4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health
 5. The ability to practice behaviors that reduce risk and promote health
 6. The ability to promote and support personal, family, and community health

High School Health Education

Whenever the Board requires a course in health education for graduation from high school, the district's high school health education course(s) shall include instruction in:

1. Sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386. When delivering such instruction, teachers shall consult information related to sexual harassment and violence in the Health Education Framework for California Public Schools. (Education Code 51225.36)

COMPREHENSIVE HEALTH EDUCATION (continued)

- 2. Compression-only cardiopulmonary resuscitation (CPR), which is based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR and includes instruction relative to the psychomotor skills necessary to perform compression-only CPR. (Education Code 51225.6)**

(cf. 6146.1 - High School Graduation Requirements)

Students Excused from Health Instruction

Upon written request from a parent/guardian, a student shall be excused from any part of health instruction that conflicts with the student's religious training and beliefs, including personal moral convictions. (Education Code 51240)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

The district shall excuse a student from instruction in comprehensive sexual health education and HIV prevention education if the student's parent/guardian requests in writing that the student be excused. (Education Code 51938)

(cf. 5145.6 - Parental Notifications)

(cf. 6145.8 - Assemblies and Special Events)

In addition, the district shall excuse a student from instruction in sexual abuse and/or sexual assault awareness and prevention if the student's parent/guardian requests in writing that the student be excused. (Education Code 51900.6)

The district shall not administer any exam, survey, or questionnaire which contains questions about the student's or the student's family's personal beliefs or practices in sex, family life, morality, or religion unless the student's parent/guardian has given written permission. (Education Code 51513)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

However, the district may administer anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex, as long as parents/guardians are notified of the right to request in writing that the student be excused from participation. A student shall be excused from participating in any such research or evaluation tools if the student's parent/guardian requests in writing to excuse the student from participation. (Education Code 51938)

COMPREHENSIVE HEALTH EDUCATION (continued)

Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative
2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs if the activities are conducted in compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs.

(cf. 1325 - Advertising and Promotion)

FACILITIES FINANCING

The Governing Board recognizes its responsibility to identify the most cost-efficient and effective method of financing when purchasing or modifying district facilities. Financing may be necessary ~~When it is determined that school facilities must be built or expanded to accommodate an increased or projected increased enrollment, the Governing Board shall consider appropriate methods of financing for the purchase of school sites and the construction of buildings. In addition, financing may be needed~~ or when safety considerations and educational program improvements require the replacement, reconstruction, or modernization of existing facilities.

The Superintendent or designee shall research funding alternatives and recommend to the Board the method **of funding** that ~~would~~ **will** best serve district needs as identified in the district's master plan for school facilities.

(cf. 7110 - Facilities Master Plan)

~~These funding~~ alternatives may include, but **are** not be limited to:

1. Levying developer fees pursuant to Education Code 17620 and Government Code 65995-65998

(cf. 7211- Developer Fees)

2. Forming a community facilities district pursuant to Government Code 53311-53368.3, the Mello-Roos Community Facilities Act

(cf. 7212 - Mello-Roos Districts)

3. Forming a school facilities improvement district pursuant to Education Code 15300-15425

(cf. 7213 - School Facilities Improvement Districts)

4. Issuing voter-approved general obligation bonds

(cf. 7214 - General Obligation Bonds)

5. Imposing a ~~qualified~~ parcel tax pursuant to Government Code 50079

(cf. 3471 - Parcel Taxes)

6. Using lease revenues for capital outlay purposes from surplus school property

(cf. 3280 - Sale or Lease of District-Owned Real Property)

7. **Applying for state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30)**

The district shall provide reports, maintain records, and provide for audits of the expenditure of state facilities funds as required by law and AR 3460 - Financial Reports and Accountability. (Education Code 41024)

(cf. 3460 - Financial Reports and Accountability)

As applicable, the district shall comply with BP 3470 - Debt Issuance and Management.

(cf. 3470 - Debt Issuance and Management)

Legal Reference:

EDUCATION CODE

15100-~~17059.2~~ **17199.6** School bonds, especially:
15122.5 Ballot statement
15300-15327 School facilities improvement districts
17000-17059.2 State School Building Lease-Purchase Law of 1976
17060-17066 Joint venture school facilities construction projects
17070.10-~~17076.10~~ **17079.30** Leroy F. Greene School Facilities Act of 1998
17085-~~17095~~ **17096** State Relocatable Classroom Law of 1979
17582 District deferred maintenance fund
17620-17626 Levies against development projects by school districts, especially:
17621 Procedures for levying fees

41024 Accounting system and audits

GOVERNMENT CODE

6061 ~~One-time~~ **Manner of notice as prescribed in designated section**
6066 Two weeks' notice
8855 Debt issuance and management
50075-50077.5 Voter-approved special taxes
50079 School districts; qualified special taxes
53175-53187 Integrated Financing District Act
53311-53368.3 Mello-Roos Community Facilities Act of 1982
53753 Assessment notice and hearing requirements
53753.5 Exemptions
~~54954.1 Mailing of agenda notice to property owners~~
54954.6 New or increased tax or assessment; public meetings and hearings; notice
65864-~~65867~~ **65869.5** Development agreements
65970-~~65980.1~~ **65981** School facilities development project
65995-65998 Payment of fees against a development project
66000-66008 Fees for development projects
66016-~~66018.5~~ **66019** Development project fees
66020-66025 Protests and audits

HEALTH AND SAFETY CODE

33445.5 Overcrowding of schools resulting from redevelopment

FACILITIES FINANCING (continued)

Legal Reference: continued

33446 School construction by redevelopment agency

CALIFORNIA CONSTITUTION

Article 13D, Sections 1-6 Assessment and property related fee reform

UNCODIFIED STATUTES

~~17696-17696.98 Greene Hughes School Building Lease Purchase Bond Law of 1986~~

CODE OF REGULATIONS, TITLE 2

1859-1859.106199 School facility program

COURT DECISIONS

Ehrlich v. City of Culver City (1996) 12 Cal.4th 854

Loyola Marymount University v. Los Angeles Unified School District (1996) 45 Cal.App.4th 1256

~~Ehrlich v. City of Culver City (1996) 12 Cal.4th 854~~

Dolan v. City of Tigard (1994) 114 S.Ct. 2309

Canyon North Co. v. Conejo Valley Unified School District (1993) 19 Cal.App.4th 243, 23 Cal.Rptr.2d 495

Garlic Development Co. v. Hayward Unified School District (1992) 3 Cal.App.4th 320, 4 Cal.Rptr.2d 897

Nollan v. California Coastal Commission (1987) 107 S.Ct. 3141

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 149 (1996)

Management Resources:

WEB SITES

California Department of Education: www.cde.ca.gov

California State Controller: www.sco.ca.gov

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

Regulation

Approved: September 15, 2010

Reviewed: April 21, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES
March 17, 2021**

The regular meeting was held via videoconferencing per California Governor Executive Order N-25-20.

1. CALLED TO ORDER & ROLL CALL @ 4:38 P.M.

Mrs. Susan Patton, President	Present
Mrs. Krista Sullivan, Clerk	Present
Mr. Jason Olin, Member	Present
Mr. Scott Kemp, Member	Present
Mrs. Susan Lutze, Member	Present
Patrick Traynor, Superintendent and Secretary to the Board	Present

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

2. CLOSED SESSION (4:30 P.M.)

2.1 Moved by Trustee Lutze and seconded by Trustee Kemp that the Board recess to closed session to discuss the following items:

- 1) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
 - A. Superintendent Evaluation
- 2) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/REASSIGNMENT (Gov. Code 54957)
- 3) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
 - District Employees: SITA and CSEA
 - District Negotiator: Patrick Traynor

3. OPEN SESSION (5:15 P.M.)

3.1 Moved by Trustee Olin and seconded by Trustee Sullivan that the Board return to open session at 5:15 p.m.

3.2 Pledge of Allegiance was led by President Patton.

3.3 Moved by Trustee Olin and seconded by Trustee Kemp that the Board approve the agenda order as presented. Motion passed 5-0 with additions to #7.3 and changed Approved to Ratify on #7.4.

3.4 President Patton reported that the Board approved an Resignation Agreement with employee #167 and the District effective April 16, 2021 and will remain on paid administrative leave until that date. Motion passed 5-0.

4. RECOGNITION SESSION

4.1 The Board wishes to applaud and recognize the following high school students for participating in the Lions Club Speech Contest Topic: "Distance and Online Learning: Pros and Cons?"

Lheslie-An Pavia, First Place
Yairelin Lopez, Finalist
Juanita Joseph, Finalist
Teresa Dixon, Finalist
Tyler Romero, Finalist

5. PRESENTATION SESSION

5.1 Lo-Inyo Student Representative – Daniel Rivera reported on 4.0 lunch; 1st Annual Photo contest winners, Jocelynn Hernandez for division 3-5, Tommy Fogarty for division 6-8, overall winner Selena Bowen 2nd grade pictures were in the Inyo Register; Spirit Week had Patriotic Day, Throwback Day, Twin Day; Virtual Cooking Class every Tuesday in March; St. Patrick's Day everyone will wear green and the class who has the most green on will have a cookie party.

5.2 Lo-Inyo Principal Report – Mr. Dutton announced the February Students of the Month; continue to keep social distancing and washing hands; attendance averaging around 95% this month and enrollment is at 215; In-seat is

at 82.7% and distance learning is at 17.3%; Lo-Inyo Photo Contest over 100 students participated; Taking Root in 3rd grade for science; Branching Out for 5th grade; Mrs. Huizar's has their gardening up and running; Teaming up with Healthy Communities to have some 3 on 3 tournaments at the site in basketball, volleyball, and possibly soccer would like to try and play some of the local schools; shared pictures of the St. Patrick's Day bulletin board; Spring Break April 2-9.

5.3 LPHS Student Representative – Neftali Ruiz a Senior at LPHS, Volleyball did not get a season but still trying to practice; same with football has been going at it for 6 months; Girls Basketball no season but met once and is looking forward to next season; Cheer has been working on their routines; Lions Club Contest winner was Lheslie An-Pavia and she will represent LPHS in Bishop at the County Level Competition; FFA just got turkeys.

5.4 LPHS Principal Report – Ms. O'Sullivan reported that attendance is around 97%; 2 more students taking Cerro Coso courses; Freshman class had Trout in the Classroom provided by CA Fish and Wildlife Department; Virtual Cooking Class were guest chefs made parfaits; St. Patrick's Day had a Staff Luncheon and the Floral Class provided a formal place setting for the tables.

5.5 SITA and/or CSEA Representative Reports – No reports

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

6. GENERAL FUNCTIONS OF THE BOARD

NON-CONSENT AGENDA

6.1 Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve the regular minutes of February 24, 2021, as presented to the Board. Motion passed 5-0.

7. PERSONNEL

CONSENT AGENDA

Moved by Trustee Olin and seconded by Trustee Sullivan that the Board approve consent agenda items 7.1 to 7.6. Motion passed 5-0.

7.1 Certification of the Superintendent that all LPUSD athletic coaches have met, by April 1, the provision of Title 5, Section 5593 pertaining to Athletic Team Coach Qualifications and Competencies.

7.2 Approve resignation of Lisa Stephens as Food Service Assistant and Food Service Worker, effective March 12, 2021.

7.3 Approve the addition of Melany Lucia to the list of Classified Substitute Worker. Added Maggie Kemp and Tammy Daughtry.

7.4 Ratify probationary employment of Jefferson Yonge to serve as Title VI Tutor for grades 6-8.

Compensation shall be Level IV on the 2017-18 Extra Duty Pay Schedule.

7.5 Approve probationary employment of Jefferson Yonge to serve as Title VI Tutor for grades 9-12.

Compensation shall be Level IV on the 2017-18 Extra Duty Pay Schedule.

7.6 Approve retirement/resignation of Pamela Fleming as Lead Food Service effective April 16, 2021.

8. CURRICULUM & INSTRUCTION

Discussion - Moving to Full In-Seat Instruction – Dr. Traynor issued a teacher survey about coming back to full in seat instruction, a lot of schools are not reopened, Mr. Simpson is calling for all schools to go back to full in seat instruction when they go back to red tier. Surveyed teachers and had two staff meetings about coming back, need to fresh out details with transportation and food services; K-8, based on teacher input, full in seat no distance learning from 8-2:15 (2:15-3:00 teacher prep) would have staggered breaks and lunches. For high school and meeting with teachers, they would like to keep it the same. Looking at the decrease in student failures is working by the decreased number of F's, if students were to go back until 2:15, teachers were thinking this would dilute the effectiveness of their focus to keep students from failing, so they would stay the same. Mrs. Sullivan clarified that all students would be in-seat from 8:00

am to 12:15 pm and the students who are failing or at risk they would come back from 1:00-3:00 pm. Ms. O'Sullivan commented that the teachers are working hard and the goal is to get all students back in seat, it seems to be working to keep high school schedule as is, the number of F's from last spring to this year have gone down tremendously. There was numerous discussion and suggestions on high school schedule for the students from 1:00-3:00 pm. Dr. Traynor commented that the target date for full in-seat is April 12th.

Discussion – Draft of the South County Alternative School Proposal from Inyo County Superintendent of Schools – Barry Simpson – Dr. Traynor commented that it would be an alternative school setting for high school students that would need an alternative setting for them. It would be Owens Valley, County Office of Education, and LPUSD to put in for the alternative school and our district would pay around \$20,000. It would be a separate school with a different CDS code.

Discussion – In Person Speech with Southern Inyo Hospital – Dr. Traynor said that our local hospital has a speech pathologist who may be interested in serving our students and would the board be in support of pursuing this option. The Board is in favor of pursuing with the hospital.

NON-CONSENT AGENDA

- 8.1 Moved by Trustee Olin and seconded by Trustee Sullivan that the Board approve 2021 Summer School Program for grades 9-12 credit recovery with dates from June 15, 2021 to July 7, 2021 on Monday through Friday, for two 4-hour sessions each attendance day. Motion passed 5-0.
- 8.2 Moved by Trustee Olin and seconded by Trustee Sullivan that the Board approve the revised Tentative 2020-21 Football Schedule, as presented to the Board. Motion passed 5-0.

9. BUSINESS AND FINANCE

BUDGET REPORT – Marjianne Yonge reported on an increase of property taxes since the 1st Interim Report to \$465,000 but \$117,000 went to Sierra Sands. There was also an increase to Hold Harmless, LCFF, Federal Revenue, Special Education, Medi-Cal, Title II, Title IV, and REAP. The district has not received the ESSR II Funds of \$339,000 but the funds are allocated to the district. The ESSR Funds, Learning Loss Funds, and COVID monies helped offset 10% of administration salaries, teacher stipends, Learning Loss stipends, and classified stipends. Retiree benefits increase every year, Ms. Yonge is suggesting to put a one-time transfer of \$100,000 to GASB 71 funds to offset future retirees. Overall the budget is showing a positive \$155,587 since December. The district is looking at receiving an additional \$382,000 for in seat instruction. Trustee Patton asked about the Federal Government monies. Ms. Yonge commented that we have not been awarded any monies and is awaiting the letter of what the district will be allotted.

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve consent agenda items 9.1 to 9.4. Motion passed 5-0.

- 9.1 Approve the 2020-21 Second Interim Report, as presented to the Board.
- 9.2 Approve Surplus List, as presented to the Board.
- 9.3 Approve Budget Revisions.
- 9.4 Approve Purchase Orders and Warrants.

ITEMS FROM THE SUPERINTENDENT

- A. Other – Dr. Traynor commented that students can participate in sports but need to be tested weekly, that has been started and can only play neighboring counties. Players must sign a consent to play and only immediate household members can attend. Title IX Training, board approved policy, there is a training scheduled for March 31st with Schools Legal Service. COVID update, our county is one of the few to remain in the purple, just a matter of time before we go into the red. President Patton stated that Public Health is trying to get our county a waiver to move tiers and that is why our district feels that we can return to full in seat instruction.

ITEMS FROM THE BOARD

Trustee Patton commented that she was pleased to tour Lo-Inyo and Mr. Dutton is dialed in and looking forward to visiting high school tomorrow. Trustee Kemp commented that the he and his son really enjoy the staff greeting everyone and would like to see it continue and thanked Ms. Julie, Alicia, Barbara, and Mr. Dutton for being there, would like to see the Flag Friday continue. Trustee Sullivan asked about baseball and softball for the students, Dr. Traynor commented that they have started practice. Trustee Lutze appreciates all the hard work Mr. Dutton has done to keep the students and staff safe and secure and parents appreciate how the safety is being handled.

UPCOMING DATES AND REMINDERS (See District Calendar at www.lpusd.k12.ca.us)

- April 2-9 - Spring Break
- Wed. April 21 - Regular Board Meeting 5:15 p.m. DCR

10 ADJOURNMENT @ 6:43 p.m.

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board

**Summary of Tentative Settlement Agreement between the
District and the Southern Inyo Teachers Association (SITA)
for the 2020-21 School Year**

April 15, 2021

Article 1 – Agreement

Both parties agree that all items in the 2018-20 contract will remain in effect until June 30, 2024.

Article 7-Salary

Both parties agree current salaries will remain in effect through the 2020-21 school year and will not be negotiated.

Article 8 – Benefits

Both parties agree the district's contributions to health care coverage and other benefits as listed in the contract will remain in effect for the 2020-21 school year and will not be negotiated.

Other

Both parties agree that per Article 16.1, salary, benefits, and calendar shall be negotiated for the 2021-22 school year and each subsequent school year. Additionally, in each subsequent school year, both parties agree that each party may choose two additional articles to renegotiate unless both parties agree to negotiate additional ones.

SITA

Lone Pine Unified School District

Megan Maybury, Negotiator

Patrick Traynor, Superintendent

Date

Date

Bob Heist, President

Date

**Lone Pine High School
2020-21 Baseball/Softball Schedule**

Date	Day	Opponent	Softball	Baseball	Dismiss	Leave	Return
April 19	Mon	Mammoth Softball Only	3:00	X			
April 21	Wed	@ Bishop	3:15	3:15		1:00	7:30
April 22	Thurs	@ Vasquez (still confirming)	3:15	3:15		11:00	9:30
May 1	Sat	Double Header vs Coleville @ Whitmore Field	11:00 1:30	11:00 1:30		8:00 am	7:00 pm
May 3	Mon	Baseball @ Mammoth	X	3:15	11:45	12:00	8:00
May 4	Tues	* Trona	3:15	3:15	10:30	10:45	10:00
May 6	Thurs	@ Rosamond	3:15	3:15	10:45	11:00	8:30
May 11	Tues	* Immanuel Christian	3:15	X			
May 11	Tues	* Trona		3:15			
May 14	Fri	@ Desert (still confirming)	3:15	3:15			
May 18	Tues	*Trona	3:15	3:15			
May 21	Fri	@ * Immanuel Christian	3:15	X	11:45	12:15	7:00
May 27	Thurs	Boron	3:15	3:15			

Pending Board Approval 4/21/21 Updated 4/16/21

*Denotes League Games

HOME GAMES ARE IN BOLD

Please Note: Return times may vary up to 1 hr. either way

Baseball: Mike Button

Softball: Joey Kinberg

Co Athletic Directors: Kasey Wuester & Mike Button

Proposed Itinerary for One-Day Senior Trip

Please note: Pre-planning for the senior trip has been largely impossible up until now due to not knowing when or if COVID restrictions would be eased in the state. With the state finally beginning to open up, the class is just now beginning to plan. We would like to ask for the Board's patience when it comes to exact details. A more detailed itinerary can be furnished to the board at the May meeting, but we would ask that a one day (no overnight) trip to Southern California, exact destination still to be determined, be approved at this time.

Departure: June 4, 2021 8:00 a.m.

Return Time: June 4, 2021 11:59 p.m.

Method of Transportation: School Bus

Lodging: N/A

Chaperones: Megan Maybury and one additional district-approved adult to be determined (Nancy O'Sullivan has volunteered, for example)

6) Students: Entire Senior Class: 20 Students

8:00 a.m. Leave LPHS

11:00 a.m. Lunch in Lancaster

2:00 p.m. Arrive in Southern California area (exact destination to be determined)

6:00 p.m. Dinner in Southern California area (exact destination to be determined)

8:00 p.m. Leave Southern California area

11:59 p.m. Arrive at LPHS

Rehabilitation Services Agreement for Lone Pine Unified School District

This Agreement is made between Lone Pine Unified School District ("Client") with a mailing address of PO Box 159, Lone Pine, California, and Southern Inyo Healthcare District, a public entity ("District") with a mailing address of PO Box 1009, Lone Pine, California, for the provision of certain services. Client intends to pay the District for services provided effective August 1, 2021, under the following terms and conditions:

Recitals

WHEREAS the Client desires to have the District provide physical, occupational and speech therapy during the term of this Agreement, and

WHEREAS, District represents that it has Physical therapist, Physical Therapy Assistant, Occupational Therapist and Speech Language Pathologists licensed by the state of California, and has complied with all local, state, and federal laws regarding business permits and licenses that may be required to perform the services to be performed under this Agreement, and

WHEREAS, District represents that it is engaged in the same or similar activities for others and that Client is not the District's sole client or customer,

THEREFORE, in consideration of these recitals and the premises set forth in this Agreement, Client and District agree to the following.

Definitions

The following terms used in this Contract are defined as follows:

- A. Patient: any student of Client with illness or disability requiring the professional services of District who may or may not have a need for Physical therapy, Occupational therapy or Speech therapy.
- B. Providers: The therapists that will be providing the services for the Client and are hired by the District.
- C. Conditions of Participation in Medicare: Such conditions as are set forth in the U.S. Code of Federal Regulations, title 42, or its successor statute, including any amendments thereto.
- D. Service Area: The area served by Southern Inyo Healthcare District with Independence being the Northern boundary, Death Valley Junction the Eastern boundary, and Pearsonville being the Southern Boundary.
- E. Services: Any single or combination of Physical therapy ("PT"), Occupational therapy ("OT") or Speech therapy ("ST") services provided.
- F. Term: The initial term of this Agreement or any renewal thereof.

Relationship Between the Parties

- A. Parties to this Agreement agree that the District is acting independently of the Client and is licensed to perform physical, occupational or speech therapy services under during the term of this Agreement. The District shall provide a copy of a current California license, proof of liability insurance, a tuberculosis test and/chest x-ray, and CPR certifications for each Provider performing services during the Term and upon renewal or request. The District is not an agent or employee of the Client and is not entitled to the benefits provided by the Client to its employees including, but not limited to, company paid insurance, vacations, unemployment insurance and retirement benefits.
- B. **Compensation:** Client agrees to pay District a fee as per the Payment section of this Agreement for services rendered. All fees shall be paid within 30 days of receipt of the invoice. The District shall maintain time records of hours actually worked, and shall submit such records to the Client in a timely manner.
- a. Unless specifically agreed to in writing, expenses for lodging, meals, and materials are incurred by the District.
 - b. District agrees that it is the District's exclusive responsibility to provide all employment taxes, insurance premiums, and local, state, and federal taxes for District's employees related to this agreement.
 - c. Travel between assignments will be reimbursed by the Client.
- C. **Term.** The Term of this contract is from August 1, 2021 to August 1, 2023, and shall automatically renew for up to two one-year terms (each a "Renewal Term").
- D. **Termination.** This Agreement shall be in effect during the Term unless earlier terminated by either party, with or without cause. A written notice must be given specifying that this Agreement shall terminate on a specific date, which date must be at least 30 days after the date the notice is given. The District shall be entitled to payment for services rendered through the date of termination. Neither party's duties or obligations under this Agreement shall survive the termination of this Agreement.
- E. **Responsibilities.**
- a. **Quality.** The District agrees to regularly consult with and to report any inability or failure to render agreed services. Further, the District agrees to participate in any quality assurance activities reasonably requested by the Client.
 - b. **Scope of Work.** The District agrees to perform the Services at such time as may be mutually agreeable to both parties. The Services shall be provided in accordance with the District policies and procedures, and shall include but not limited to the following:
 - aa) Adhere to the Standards of Practice and Code of Ethics of the American Physical Therapy Association, American Occupational Therapy Association, and the American Speech Language Hearing Association.

bb) Participate in developing a Plan of Treatment by interpreting and clarifying the orders for patients and obtaining definitive medical orders, which include amount, frequency, duration and modality of PT, OT, or ST services to be provided.

cc) Upon referral, initiate and direct services based upon the patient's rehabilitation potential for functional benefit and attainment of goals.

dd) Administer an initial assessment of the patient's functional skills and deficits within 3 working days of the Start of Care date in order to establish the Plan of Treatment, establish a baseline for comparison for the purpose of documenting progress, and to revise treatment goals based upon patient progress.

ee) Document patient evaluations, visits, all consultation notes, and discharge summaries within the electronic medical record of the Client's agency within 24 hours.

ff) Recommend community resources.

gg) Provide consultation to patient and family regarding the nature of the patient's treatment and functional skill improvements.

hh) Pre-arrange visits with the patient or family at a mutually convenient time.

- F. **Meetings.** The providers shall participate in meetings for patients as reasonably requested by the Client and the Client shall be billed for that time.
- G. **Materials.** The Client shall provide the technology (i.e., Laptop with the software loaded on it to document in the patient's medical record) necessary to perform the services under this Agreement. The District shall provide all other materials, tools, and supplies necessary to carry out job functions under this Agreement.
- H. **HIPAA.** The District agrees that all information, records and data to which he or she may have access to or custody of pertaining to patients and their families shall be protected by the District from any unauthorized disclosure and in compliance with the Health Insurance Portability and Accountability Act (**HIPAA**). The parties will implement appropriate safeguards to prevent the use or disclosure of a patient's Protected Health Information (PHI) other than as provided for by this Agreement. District will promptly report to Client any use or disclosure of a patient's PHI not provided for by this Agreement or in violation of HIPAA, the Federal Privacy Regulations, or the Federal Security Regulation of which the District becomes aware. District will make its internal practices, books, and records relating to the use and disclosure of a patient's PHI available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations and the Federal Security Regulations.
- I. **Hours.** The District shall provide physical, occupational and speech therapy services only during its regular business hours.

- J. **Unsafe conditions.** If the District is requested to perform services within the Service Area and if the District believes the location is deemed to be unsafe, arrangements will be made for a shared visit, escort service, or other acceptable solution to both parties.
- K. **Professionalism.** The District agrees its Providers will conduct themselves consistent with ethical and professional standards, including acceptable manner and dress. Proper identification will be visible at all times when providing services under this Agreement.

Records and Legal Protections

- A. **Records.** The District agrees to prepare, maintain, and keep such records and forms as Medicare and Medicaid (or those programs' fiscal intermediaries) may reasonably require relating to the provision of services under this Agreement.
- B. **Business Licenses, Permits, and Certificates.** The District represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.
- C. **Ethics.** Notwithstanding any provision contained in the Agreement to the contrary, the District shall not be required to perform any function which would violate any applicable statute, regulatory agency rule or regulation, code, or canon of professional ethics or responsibility.
- D. **Insurance.** The District shall procure and maintain all insurance for its Providers prior to beginning performance of services under this Agreement, during the full Term of this Agreement, and beyond the Term of this Agreement if required. Copies of all policies and endorsements, as well as proof of insurance on a properly executed certificate of insurance shall be provided to the Client at least five days prior to the beginning of service under this Agreement.
- E. **Indemnification.** The District shall indemnify and hold the Client harmless from any loss or liability from performing the Services under this Agreement. Client shall defend and indemnify District for any losses, costs, fees, damages, and/or claims arising out of Client's acts or omissions to act under this agreement.
- F. **Non-discrimination.** The District and its providers shall not discriminate against any patient on the basis of race, religion, age, disability, national origin, or any other protected classification under federal or state law.
- G. **Governing Law.** This Agreement shall be governed and interpreted in accordance with the laws of the State of California.
- H. **Severability.** Should any portion of this Agreement be found to be invalid or unlawful, the remainder of the Agreement shall continue to be enforceable.
- I. **Integration.** The parties' entire understanding is set forth in this Agreement. Any prior or contemporaneous promises or understandings are superseded by the terms of this Agreement. This Agreement may only be amended or altered by another written agreement executed by both parties.

- J. **Miscellaneous.** This Agreement represents the entire agreement between the parties and may not be amended unless said amendment is in writing signed by both parties.
- K. **Attorney Fees.** In any legal action or proceeding arising from this Agreement the prevailing party shall be entitled to recover its costs, expenses, and reasonable attorney fees, including those incurred on appeal and in enforcement of a judgment.

Professional Fees

- A. District shall follow its typical and customary patient registration, insurance verification, and billing for Client patients.
- B. Client shall pay District \$80.00 per patient visit. Should travel be necessary for provision of services Client will reimburse District for mileage at the rate of \$0.58 per mile.

Lone Pine Unified School District

Signature _____

Date _____

Print Name _____

Southern Inyo Healthcare District

Signature *Peter Spiers*

Date 4/14/2021

Print Name Peter Spiers

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
[Education Code §35186(d)]

District: Lone Pine Unified Date: April 15, 2021

Person completing this form: Kasey Wuester Title: Executive Secretary

Quarterly Report Submission Date: (check one)

☐	October 2020 (Jul – Sep)
☐	January 2021 (Oct – Dec)
☒	April 2021 (Jan – Mar)
☐	July 2021 (Apr – Jun)

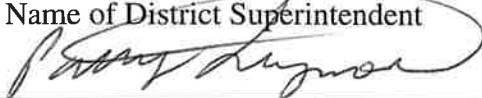
Date for information to be reported publicly at governing board meeting: April 21, 2021

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		
CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

Patrick Traynor
Print Name of District Superintendent


Signature of District Superintendent

4/15/21
Date

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
210251	BSN SPORTS	Baseball/Softball Equipment	1	01	0000	0	1110	4200	4310	456	BBAL	223.70
			2	01	0000	0	1110	4200	4310	456	SBAL	149.13
			Total									372.83
210254	DUMONT PRINTING	Desk Shields for Lo-Inyo	1	01	3212	0	0000	8210	4370	910	ESSR	2,123.34
			Total									2,123.34
210257	NATIONAL FFA ORGANIZATION	Variety of ag areas	1	01	7010	0	3800	1000	5810	456	AG	3,500.00
			Total									3,500.00
210258	U.S. BANK CORPORATE PAYMENT	Toner for new office printer	1	01	1100	0	0000	2700	4350	456	IN H	58.13
			Total									58.13
210259	U.S. BANK CORPORATE PAYMENT	Student understanding ag	1	01	7010	0	3800	1000	4310	456	AG	365.00
			Total									365.00
210260	GRAINGER INC	Paint for Pool	1	01	0000	0	8100	5000	4380	914	POOL	1,318.95
			Total									1,318.95
210261	U.S. BANK CORPORATE PAYMENT	Splashtop Yearly Renewal	1	01	3212	0	1110	1000	5810	910	ESSR	214.42
			Total									214.42
210262	THINGS MADEASY	Books for Alyssa	1	01	6500	0	5760	1120	4310	910	SS03	29.42
			Total									29.42
210264	SIS Q CUSTOM CAPS	Baseball Hats	1	01	0000	0	1110	4200	5810	456	ATHL	317.93
			Total									317.93
210265	U.S. BANK CORPORATE PAYMENT	Cables and Mics to set up boar	1	01	0000	0	0000	7700	4340	910	TECH	736.56
			Total									736.56
210266	BSN SPORTS	First Base Mitt	1	01	0000	0	1110	4200	4310	456	ATHL	68.26
			Total									68.26
210267	CALIFORNIA FFA ASSOCIATION	CA FFA State Conference Regist	1	01	7010	0	3800	1000	5810	456	AG	105.00
			Total									105.00
210268	FARM SUPPLY COMPANY	AG class instructional supplie	1	01	0000	0	6000	1000	4310	456	CTE1	804.42
			Total									804.42

APRIL 21, 2021 BOARD MEETING

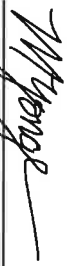
INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
210269	CATA	Annual CATA Virtual Conference	1	01	7010	0	3800	1000	5810	456	AG	150.00
												Total
												150.00
210270	U.S. BANK CORPORATE PAYMENT	Baseball Helmets	1	01	3212	0	0000	8210	4370	910	ESSR	215.50
												Total
												215.50
210271	WINDOW FAIR	Drapes	1	01	0000	0	1110	1000	6400	910	ADMD	38,422.57
												Total
												38,422.57
												Grand Total
												48,802.33
												Purchase Order Count: 16

The above Purchase Order(s) have been issued in accordance with the District's policies and procedures and are hereby recommended for approval.



Authorized Agent

Board Approval

Fund Summary: Fund 01 48,802.33

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000043-0 AUDIT

Reference Vendor
PO210103-041 AMERIGAS

Description	Amount
ANNUAL AMERIGAS PROPANE COSTS	1,970.08
Total Payment Amount	1,970.08

PO210248-001 CALIFORNIA FFA ASSOCIATION

Students acquire a broad under	350.00
Total Payment Amount	350.00

PO210142-066 INYO COUNTY WATER SYSTEMS
PO210142-072 INYO COUNTY WATER SYSTEMS

Annual Water Fees	260.23
Annual Water Fees	260.23
Total Payment Amount	520.46

PV210314-001 NATIONAL FOOD GROUP

CAFETERIA SUPPLIES	143.84
Total Payment Amount	143.84

PO210126-035 SYSCO VENTURA

Open PO for Cafeteria Food Sup	1,065.92
Total Payment Amount	1,065.92

Transmittal Total 4,050.30

Fund Summary:	Fund 01
	Fund 13
	2,840.54
	1,209.76

Transmittal Number: 21000043-0
PO210180-003 BISHOP VET HOSPITAL

AG education	876.21
Total Payment Amount	876.21

PO210112-009 CALIFORNIA BROADBAND COOPERATI

Annual Estate Year Contract 7/2	661.09
Total Payment Amount	661.09

PO210142-065 INYO COUNTY WATER SYSTEMS
PO210142-067 INYO COUNTY WATER SYSTEMS
PO210142-068 INYO COUNTY WATER SYSTEMS
PO210142-069 INYO COUNTY WATER SYSTEMS
PO210142-070 INYO COUNTY WATER SYSTEMS
PO210142-071 INYO COUNTY WATER SYSTEMS

Annual Water Fees	260.23
Annual Water Fees	260.23
Annual Water Fees	260.23
Annual Water Fees	81.32
Annual Water Fees	81.32
Annual Water Fees	260.23
Total Payment Amount	1,203.56

PO210133-005 MILLER'S TOWING

Bus/Van Repairs	300.00
Total Payment Amount	300.00

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000043-0

Reference

Vendor

PV210315-001

MODERN TROPHY

Description

NAME PLATE FOR NEW BOARD MEMBE

Amount

Total Payment Amount

21.49

PO210127-026

PRODUCERS DAIRY

Open PO for Food Purchases

Total Payment Amount

385.15
385.15

PV210312-001
PV210313-001

QUILL CORPORATION
QUILL CORPORATION

OFFICE SUPPLIES
PPE SUPPLIES

Total Payment Amount

49.45
123.87
173.32

PO210132-003

THOMAS PETROLEUM LLC

Bus Fuel

Total Payment Amount

1,794.97
1,794.97

PO210188-003

WWE RD FEED & SUPPLY

Ag awareness for students

Total Payment Amount

227.87
227.87

Transmittal Total

5,643.66

Fund Summary:

Fund 01 5,258.51
Fund 13 385.15

Transmittal Number: 21000043-1 AUDIT

PO210210-001

INYO MONO BODY SHOP

FFA truck repair

Total Payment Amount

2,095.07
2,095.07

Transmittal Total

2,095.07

Fund Summary:

Fund 01 2,095.07

Transmittal Number: 21000044-0 AUDIT

PV210316-001

CALIFORNIA'S VALUED TRUST

APRIL 2021 HEALTH & WELFARE

Total Payment Amount

88,230.29
88,230.29

PO210085-039
PO210085-045
PO210130-003
PO210187-014

GARDNER'S
GARDNER'S
GARDNER'S
GARDNER'S

Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Transportation Needs
Study Ag

Total Payment Amount

96.94
25.83
10.75
236.45
369.97

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000044-0 AUDIT

Reference Vendor
PV210317-001 INVO REGISTER

Description	Amount
TITLE VI TUTOR AD	194.05
Total Payment Amount	194.05

PO210016-003 PINCO
PO210021-003 PINCO
PO210036-001 PINCO

DEL MONTE	291.34
CAFE SUPPLIES	4.50
DON LEE PORK	560.20
Total Payment Amount	856.04

PO210127-027 PRODUCERS DAIRY

Open PO for Food Purchases	347.84
Total Payment Amount	347.84

PO210126-036 SYSCO VENTURA
PO210126-037 SYSCO VENTURA

Open PO for Cafeteria Food Sup	963.66
Open PO for Cafeteria Food Sup	972.52
Total Payment Amount	1,936.18

Transmittal Total 91,934.37

Fund Summary:	Fund 01	57,892.17
	Fund 13	6,182.71
	Fund 71	27,859.49

Transmittal Number: 21000044-0

PO210103-042 AMERIGAS
PO210103-043 AMERIGAS

ANNUAL AMERIGAS PROPANE COSTS	1,375.99
ANNUAL AMERIGAS PROPANE COSTS	1,332.57
Total Payment Amount	2,708.56

PO210129-007 ATKINSON, ANDELSON, LOYA, RUUD

Legal Fees	532.88
Total Payment Amount	532.88

PO210253-001 CEV MULTIMEDIA, LTD.

ICEV-Online Instruction for AG	1,750.00
Total Payment Amount	1,750.00

PO210084-001 GARDNER'S
PO210084-002 GARDNER'S
PO210085-035 GARDNER'S
PO210085-036 GARDNER'S
PO210085-037 GARDNER'S
PO210085-038 GARDNER'S

Annual Custodial Supplies-Open	16.15
Annual Custodial Supplies-Open	9.15
Annual Maintenance Supplies-Op	162.53
Annual Maintenance Supplies-Op	96.94
Annual Maintenance Supplies-Op	32.29
Annual Maintenance Supplies-Op	38.20

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000044-0

Reference	Vendor	Description	Amount
PO210085-040	GARDNER'S	Annual Maintenance Supplies-Op	11.84
PO210085-041	GARDNER'S	Annual Maintenance Supplies-Op	84.84
PO210085-042	GARDNER'S	Annual Maintenance Supplies-Op	23.91
PO210085-043	GARDNER'S	Annual Maintenance Supplies-Op	112.03
PO210085-044	GARDNER'S	Annual Maintenance Supplies-Op	70.87
PO210085-046	GARDNER'S	Annual Maintenance Supplies-Op	13.99
PO210085-047	GARDNER'S	Annual Maintenance Supplies-Op	95.63
PO210187-012	GARDNER'S	Annual Maintenance Supplies-Op	85.28
PO210187-013	GARDNER'S	Study Ag	100.81
PO210187-015	GARDNER'S	Study Ag	95.44
PV210318-001	GARDNER'S	Study Ag	20.24
		H2O HEATERS FOR HANDWASHING	1,021.47
		Total Payment Amount	2,091.61

PO210198-006	LONE PINE COMMUNICATIONS	Internet connectivity for stud	70.04
		Total Payment Amount	70.04
PO210086-010	MOUNTAIN INVESTMENTS INC	Cerro Gordo Site Rent-Trans Re	272.35
		Total Payment Amount	272.35

PO210021-004	PINCO	CAFE SUPPLIES	18.00
PO210029-001	PINCO	SYSO	82.24
PO210037-001	PINCO	DON LEE BEEF	490.40
		Total Payment Amount	590.64

PO210127-028	PRODUCERS DAIRY	Open PO for Food Purchases	415.88
		Total Payment Amount	415.88

PO210014-001	SMALL SCHOOL DISTRICTS ASSOCIA	SSDA Annual Membership	1,235.00
		Total Payment Amount	1,235.00

Transmittal Total	9,666.96
Fund Summary:	
Fund 01	8,660.44
Fund 13	1,006.52

Transmittal Number: 21000045-0 AUDIT	Desk Shields for Lo-Inyo	2,114.40
PO210254-001	DUMONT PRINTING	

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000045-0 AUDIT

Transmittal Number: 21000046-0 AUDIT		Vendor		Description	Amount
Reference				SDI Insurance for Classified E	
PO210121-010		AMERICAN FIDELITY ASSURANCE CO		Total Payment Amount	831.09
PO210256-001		CALIFORNIA FFA ASSOCIATION		Develop leadership ability	500.00
				Total Payment Amount	500.00
PO210091-009		CANON FINANCIAL SERVICES INC		Annual Copier Leases	2,175.56
				Total Payment Amount	2,175.56
PO210119-063		DEPT OF WATER AND POWER		DWP Annual Power Services	283.45
PO210119-064		DEPT OF WATER AND POWER		DWP Annual Power Services	188.37
PO210119-065		DEPT OF WATER AND POWER		DWP Annual Power Services	968.84
				Total Payment Amount	1,440.66
PV210320-001		GRAINGER INC		MAINTENANCE SUPPLIES	146.12
				Total Payment Amount	146.12
PO210027-002		PINCO		CAFE SUPPLIES	9.90
				Total Payment Amount	9.90
PO210127-029		PRODUCERS DAIRY		Open PO for Food Purchases	212.98
				Total Payment Amount	212.98
PO210126-038		SYSCO VENTURA		Open PO for Cafeteria Food Sup	1,033.47
PO210126-039		SYSCO VENTURA		Open PO for Cafeteria Food Sup	87.19
				Total Payment Amount	1,120.66
PO210244-002		U.S. BANK CORPORATE PAYMENT		AG FLORAL CLASS SUPPLIES	21.71
PV210327-001		U.S. BANK CORPORATE PAYMENT		BOX FOR COVID TESTING	3.49
PV210336-001		U.S. BANK CORPORATE PAYMENT		AD MEETING IN RIDGECREST	28.05
PV210340-001		U.S. BANK CORPORATE PAYMENT		COVID TESTING SHIPPING	91.68

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000046-0 AUDIT

Reference	Vendor	Description	Amount
PV210343-001	U.S. BANK CORPORATE PAYMENT	OFFICE SUPPLIES	46.95
PV210349-001	U.S. BANK CORPORATE PAYMENT	ART FEE FOR CERRO COSO	12.00
		Total Payment Amount	203.88
		Transmittal Total	6,640.85
Fund Summary:		Fund 01	5,297.31
		Fund 13	1,343.54
Transmittal Number: 21000046-0			
PO210103-044	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	1,966.94
PO210103-045	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	551.17
		Total Payment Amount	2,518.11
PO210179-001	BISHOP WELDING SUPPLY	Ag related for students	308.73
		Total Payment Amount	308.73
PV210323-001	CANON FINANCIAL SERVICES INC	COLOR COPIES AT DO	559.76
		Total Payment Amount	559.76
PV210324-001	DAILY INDEPENDENT	ADVERTISING JOB OPENINGS	409.69
PV210325-001	DAILY INDEPENDENT	ADVERTISING JOB OPENINGS	506.25
		Total Payment Amount	915.94
PV210319-001	GRAINGER INC	MAINTENANCE SUPPLIES	203.24
PV210321-001	GRAINGER INC	CUSTOMAL SUPPLIES	170.48
		Total Payment Amount	373.72
PO210110-009	MCI	MCI Long Dist	91.24
		Total Payment Amount	91.24
PO210086-011	MOUNTAIN INVESTMENTS INC	Cerro Gordo Site Rent-Trans Re	272.35
		Total Payment Amount	272.35
PO210027-001	PINCO	BUTTER BUDS	59.61
PO210029-002	PINCO	TAPATIO/AJIN PAKETS	111.20
		Total Payment Amount	170.81

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000046-0

Reference PO210127-030 Vendor PRODUCERS DAIRY

Description	Amount
Open PO for Food Purchases	321.97
Total Payment Amount	321.97

PO210132-004 THOMAS PETROLEUM LLC

Bus Fuel	1,142.26
Total Payment Amount	1,142.26

PO210239-001 U.S. BANK CORPORATE PAYMENT
PO210240-001 U.S. BANK CORPORATE PAYMENT
PO210241-001 U.S. BANK CORPORATE PAYMENT
PO210244-001 U.S. BANK CORPORATE PAYMENT
PO210244-003 U.S. BANK CORPORATE PAYMENT
PO210244-004 U.S. BANK CORPORATE PAYMENT
PO210244-005 U.S. BANK CORPORATE PAYMENT
PO210245-001 U.S. BANK CORPORATE PAYMENT
PO210249-001 U.S. BANK CORPORATE PAYMENT
PO210250-001 U.S. BANK CORPORATE PAYMENT
PO210255-001 U.S. BANK CORPORATE PAYMENT
PV210326-001 U.S. BANK CORPORATE PAYMENT
PV210328-001 U.S. BANK CORPORATE PAYMENT
PV210329-001 U.S. BANK CORPORATE PAYMENT
PV210330-001 U.S. BANK CORPORATE PAYMENT
PV210331-001 U.S. BANK CORPORATE PAYMENT
PV210332-001 U.S. BANK CORPORATE PAYMENT
PV210333-001 U.S. BANK CORPORATE PAYMENT
PV210334-001 U.S. BANK CORPORATE PAYMENT
PV210335-001 U.S. BANK CORPORATE PAYMENT
PV210337-001 U.S. BANK CORPORATE PAYMENT
PV210338-001 U.S. BANK CORPORATE PAYMENT
PV210339-001 U.S. BANK CORPORATE PAYMENT
PV210341-001 U.S. BANK CORPORATE PAYMENT
PV210342-001 U.S. BANK CORPORATE PAYMENT
PV210344-001 U.S. BANK CORPORATE PAYMENT
PV210345-001 U.S. BANK CORPORATE PAYMENT
PV210346-001 U.S. BANK CORPORATE PAYMENT
PV210347-001 U.S. BANK CORPORATE PAYMENT
PV210348-001 U.S. BANK CORPORATE PAYMENT

Ink	116.26
Touchless Hand Sanitizer Stand	183.03
Battery for Fire Alarm Systems	85.16
AG FLORAL CLASS SUPPLIES	37.42
AG FLORAL CLASS SUPPLIES	183.74
AG FLORAL CLASS SUPPLIES	64.31
AG FLORAL CLASS SUPPLIES	147.90
Heater	70.03
Football Equipment	25.00
Special Education HS needed fo	480.00
Bleacher Materials	198.86
DROP OFF COVID TESTS IN INDY	6.18
ZIPLOCK BAGS FOR COVID TESTING	7.42
TRAVEL FOR FOR COVID TESTING	4.51
TRAVEL FOR BUS DROP OFF	22.74
FUEL FOR DO CAR-DROP OFF BUS I	33.49
UPS TO SISC-ANGER MGMT CLASSES	11.95
UPS-SISC ANGER MGMT CLASSES	18.00
FOOTBALL HELMETS	438.59
AD SCHEDULING CALENDERS	15.06
OFFICE SUPPLIES	14.17
COVID TEST SHIPPING	67.13
QUICKBOOK SUBSCRIPTION	40.00
COVID TESTING SHIPPING	74.50
BOARD MEETING UPDATES	52.00
COVID TESTING SHIPPING	73.99
IPAD REPAIRS	49.00
IPAD REPAIRS	49.00
IPAD REPAIRS	49.00
DOCUSIGN LO-INYO	40.00
Total Payment Amount	2,658.44

PO210092-009

VERIZON WIRELESS

CELL PHONE SERVICE FOR IT

73.17

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000046-0

Total Payment Amount 73.17

Reference	Vendor	Description	Amount
PO210090-009	WEX BANK	Open Purchase Order for Annual	461.88
PV210322-001	WEX BANK	FINANCE FEE	35.00
		Total Payment Amount	496.88

PO210188-004 WYE RD FEED & SUPPLY

Ag awareness for students
Total Payment Amount 81.46

Transmittal Total 9,984.84

Fund Summary: Fund 01 9,492.06
Fund 13 492.78

Transmittal Number: 21000047-0 AUDIT

PO210103-046 AMERIGAS

ANNUAL AMERIGAS PROPANE COSTS
Total Payment Amount 2,109.56

PO210198-008 LONE PINE COMMUNICATIONS

Internet connectivity for stud
Total Payment Amount 70.04

PV210351-001 MARJIANNE YONGE

MILEAGE REIMBURSEMENT
Total Payment Amount 268.80

Transmittal Total 2,448.40

Fund Summary: Fund 01 2,448.40

Transmittal Number: 21000047-0

PO210198-007 LONE PINE COMMUNICATIONS

Internet connectivity for stud
Total Payment Amount 689.16

PV210350-001 SAMANTHA STEVENS

DISTANT LEARNING INTERNET
Total Payment Amount 221.00

Transmittal Total 910.16

Fund Summary: Fund 01 910.16

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000048-0 AUDIT

Reference Vendor
PO210135-040 BRITTS DIESEL & AUTOMOTIVE

Description	Amount
Transportation Repairs/Service	108.00
Total Payment Amount	108.00

PO210119-066 DEPT OF WATER AND POWER
PO210119-067 DEPT OF WATER AND POWER
PO210119-068 DEPT OF WATER AND POWER

DWP Annual Power Services	1,013.89
DWP Annual Power Services	91.55
DWP Annual Power Services	470.35
Total Payment Amount	1,575.79

PO210188-005 WYE RD FEED & SUPPLY

Ag awareness for students	75.99
Total Payment Amount	75.99

Transmittal Total 1,759.78

Fund Summary: Fund 01 1,759.78

Transmittal Number: 21000048-0

PO210135-036 BRITTS DIESEL & AUTOMOTIVE
PO210135-037 BRITTS DIESEL & AUTOMOTIVE
PO210135-038 BRITTS DIESEL & AUTOMOTIVE
PO210135-039 BRITTS DIESEL & AUTOMOTIVE
PO210135-041 BRITTS DIESEL & AUTOMOTIVE
PV210353-001 BRITTS DIESEL & AUTOMOTIVE

Transportation Repairs/Service	567.00
Transportation Repairs/Service	108.00
Transportation Repairs/Service	108.00
Transportation Repairs/Service	108.00
Transportation Repairs/Service	108.00
BUS REPAIRS-PARTS	27.44
Total Payment Amount	1,026.44

PV210352-001 INYO REGISTER

JOB OPENING-CAFE AND SUBS	1,019.95
Total Payment Amount	1,019.95

PO210077-009 LIGHTHOUSE THERAPY LLC

Speech Online Annual services	9,014.90
Total Payment Amount	9,014.90

PO210188-006 WYE RD FEED & SUPPLY

Ag awareness for students	149.90
Total Payment Amount	149.90

Transmittal Total 11,211.19

Fund Summary: Fund 01 11,211.19

Transmittal Number: 21000049-0 AUDIT

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000049-0 AUDIT

Reference	Vendor	Description	Amount
PO210118-020	DAVES AUTO PARTS	Annual Maintenance/Custodial S	18.87
PV210370-001	DAVES AUTO PARTS	AG SUPPLIES	20.18
PV210376-001	DAVES AUTO PARTS	AG SUPPLIES	35.17
Total Payment Amount			74.22
PO210119-069	DEPT OF WATER AND POWER	DWP Annual Power Services	8,507.35
Total Payment Amount			8,507.35
PO210123-055	FRONTIER COMMUNICATIONS	Open purchase order for school	72.33
PO210123-056	FRONTIER COMMUNICATIONS	Open purchase order for school	274.94
PO210123-057	FRONTIER COMMUNICATIONS	Open purchase order for school	206.11
PO210123-058	FRONTIER COMMUNICATIONS	Open purchase order for school	142.92
PO210123-059	FRONTIER COMMUNICATIONS	Open purchase order for school	69.79
PO210123-060	FRONTIER COMMUNICATIONS	Open purchase order for school	72.13
Total Payment Amount			838.22
PO210260-001	GRAINGER INC	Paint for Pool	387.51
PO210260-002	GRAINGER INC	Paint for Pool	465.74
PV210355-001	GRAINGER INC	MAINTENANCE SUPPLIES	26.91
PV210356-001	GRAINGER INC	MAINTENANCE SUPPLIES	171.84
PV210357-001	GRAINGER INC	MAINTENANCE SUPPLIES	7.00
PV210358-001	GRAINGER INC	MAINTENANCE SUPPLIES	21.14
PV210359-001	GRAINGER INC	CUSTODIAL SUPPLIES	329.39
PV210360-001	GRAINGER INC	CUSTODIAL SUPPLIES	176.81
PV210364-001	GRAINGER INC	CUSTODIAL SUPPLIES	107.06
PV210365-001	GRAINGER INC	CUSTODIAL SUPPLIES	283.81
PV210366-001	GRAINGER INC	CUSTODIAL SUPPLIES	125.95
PV210367-001	GRAINGER INC	MAINTENANCE SUPPLIES	74.25
PV210368-001	GRAINGER INC	MAINTENANCE SUPPLIES	343.68
Total Payment Amount			2,521.09
PO210142-078	INYO COUNTY WATER SYSTEMS	Annual Water Fees	81.32
Total Payment Amount			81.32
PO210232-002	QUILL CORPORATION	Office supplies as needed	63.69
PO210232-003	QUILL CORPORATION	Office supplies as needed	249.97
Total Payment Amount			313.66

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000049-0 AUDIT
Reference Vendor
PO210097-020 SIERRA DISPOSAL

Description	Amount
Waste Annual Needs	1,263.26
Total Payment Amount	1,263.26

PO210132-005 THOMAS PETROLEUM LLC

Bus Fuel	1,952.14
Total Payment Amount	1,952.14

Transmittal Total 15,551.26

Fund Summary: Fund 01 15,551.26

Transmittal Number: 21000049-0
PV210361-001 A-Z BUS SALES INC-COLTON

BUS REPAIRS	1,869.96
Total Payment Amount	1,869.96

PO210103-047 AMERIGAS

ANNUAL AMERIGAS PROPANE COSTS	478.06
Total Payment Amount	478.06

PV210362-001 BISHOP VET HOSPITAL
PV210363-001 BISHOP VET HOSPITAL

AG SUPPLIES	417.16
AG SUPPLIES	58.11
Total Payment Amount	475.27

PO210252-001 BSN SPORTS

Football Equipment	202.18
Total Payment Amount	202.18

PO210112-010 CALIFORNIA BROADBAND COOPERATI

Annual Erate Year Contract 7/2	668.98
Total Payment Amount	668.98

PO210091-010 CANON FINANCIAL SERVICES INC
PV210381-001 CANON FINANCIAL SERVICES INC

Annual Copier Leases	2,175.56
FINANCE CHARGE	254.65
Total Payment Amount	2,430.21

PO210111-003 CSM CONSULTING INC

Erate Consultant	1,000.00
Total Payment Amount	1,000.00

PV210354-001 DAILY INDEPENDENT

CLASSIFIED JOB LISTINGS	579.38
Total Payment Amount	579.38

PO210118-019 DAVES AUTO PARTS

Annual Maintenance/Custodial S	6.13
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APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000049-0

Reference	Vendor	Description	Amount
PV210369-001	DAVES AUTO PARTS	AG SUPPLIES	706.38
PV210371-001	DAVES AUTO PARTS	AG SUPPLIES	12.02
PV210372-001	DAVES AUTO PARTS	AG SUPPLIES	14.16
PV210373-001	DAVES AUTO PARTS	AG SUPPLIES	8.93
PV210374-001	DAVES AUTO PARTS	AG SUPPLIES	21.96
PV210375-001	DAVES AUTO PARTS	AG SUPPLIES	12.91
PV210377-001	DAVES AUTO PARTS	AG SUPPLIES	95.61
PV210378-001	DAVES AUTO PARTS	AG SUPPLIES	33.07
PV210379-001	DAVES AUTO PARTS	AG SUPPLIES	393.19
PV210380-001	DAVES AUTO PARTS	AG SUPPLIES	15.07
Total Payment Amount			1,319.43

PO210139-009	INYO COUNTY RECYCLING WASTE MA	Annual Dump Fees	49.25
Total Payment Amount			49.25

PO210142-073	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-074	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-075	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-076	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-077	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-079	INYO COUNTY WATER SYSTEMS	Annual Water Fees	81.32
PO210142-080	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
Total Payment Amount			1,642.70

PO210097-019	SIERRA DISPOSAL	Waste Annual Needs	151.43
Total Payment Amount			151.43

PO210008-008	SOUTHERN INYO HOSPITAL	Annual TB Test	25.00
Total Payment Amount			25.00

Fund Summary:			Fund 01
Transmittal Total			10,891.85
Fund Summary:			Fund 01
Payment Count:			69
Transmittal Count:			14
Grand Total:			174,903.09

APRIL 21, 2021 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/21/2021

05 Lone Pine Unified

Fiscal Year: 2021

The above Payable transactions have been issued in accordance with the District's policies and procedures. It is recommended that the Board of Trustees approve them.



Authorized Agent

Board Approval

INYO COUNTY SCHOOLS GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
Transaction Type: Budget Transfer

Transmittal: 21000062
Description: COE District Transmittal
COE Received Date:

Revision:
Create Date: 03/16/2021

Fiscal YR: 2021
Transmittal Status: OPEN
Print Date: 03/16/2021

Attached Documents	Type	Document #	Revision #	Description	Create Date	Effective Date	Workflow Status	GL Status
	BT	210088		2ND INTERIM 6500	03/15/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210089		2ND INTERIM 6500	03/15/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210090		2ND INTERIM SALARY UPDATES	03/15/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210091		2ND INTERIM 3XX1 UPDATES	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210092		2ND INTERIM 3XX2 UPDATES	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210093		2ND INTERIM 3XXX UPDATES	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210094		2ND INTERIM 3202 SALARY	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210095		8980 CONTRIBUTION	03/16/2021	01/31/2021	COE APPROVAL	PENDED

	Increase	Decrease	Total
01-0000-0			
Total Revenue	\$80,220.71	\$3,941.16	\$76,279.55
Total Expense	\$57,448.77	\$55,177.49	\$2,271.28
Total Fund Balance	\$130,161.19	\$56,152.92	\$74,008.27
Net Difference			\$0.00
01-3010-0			
Total Expense	\$3,174.69	\$3,174.69	\$0.00
Net Difference			\$0.00
01-6500-0			
Total Revenue	\$3,941.16	\$41,877.69	(\$37,936.53)
Total Expense	\$3,941.16		\$3,941.16
Total Fund Balance	(9700-9799)	\$41,877.69	(\$41,877.69)
Net Difference			\$0.00

Report Total Revenue	Increase	Decrease	Total
Report Total Expense	\$84,161.87	\$45,818.85	\$38,343.02
Report Total Fund Balance	\$64,564.62	\$58,352.18	\$6,212.44
Report Net Difference	\$130,161.19	\$98,030.61	\$32,130.58
			\$0.00

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.



 Authorizing By _____ Date 3/16/2021

 County Audit _____ Date _____

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062
Document: 210088

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210088	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 6500
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/15/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000062		Yonge, Marianne	Yonge, Marianne	03/15/2021

Warning: Contributions from Unrestricted Revenue - Object 8980-8989 Increases do not equal Decreases within a Fund.

Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
01-0000-0	01-6500-0-5760-1120-8980-910-SPED		\$41,877.69			
	01-0000-0-1110-1000-8980-910-DIST	\$41,877.69				
	01-6500-0-0000-0000-9740-000-		\$41,877.69			Note: AUTO BALANCE
	01-0000-0-0000-0000-9790-000-	\$41,877.69				Note: AUTO BALANCE
		Increase	Decrease	Total		
01-0000-0	Total Revenue	(8000-8999)	\$41,877.69	\$41,877.69		
	Total Fund Balance	(9700-9799)	\$41,877.69	\$41,877.69		
	Net Difference			\$0.00		
01-6500-0	Total Revenue	(8000-8999)	\$41,877.69	(\$41,877.69)		
	Total Fund Balance	(9700-9799)	\$41,877.69	(\$41,877.69)		
	Net Difference			\$0.00		

Report Total Revenue	\$41,877.69	\$41,877.69	\$0.00
Report Total Fund Balance	\$41,877.69	\$41,877.69	\$0.00
Report Net Difference			\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/15/2021 1:40:28 PM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/15/2021 1:40:28 PM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062 Revision:
Document: 210089

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210089	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 6500
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/15/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000062		Yonge, Marianne	Yonge, Marianne	03/15/2021
Description	Fu Rs Y Goal Func Obl Sch Mgmt	Increase	Decrease	Rel Doc Type
	01-6500-0-5780-1120-1100-456-RES	\$3,941.16		
	01-6500-0-5780-1120-8980-910-SPED	\$3,941.16		
	01-0000-0-1110-1000-8980-910-DIST		\$3,941.16	
	01-0000-0-0000-0000-9790-000-		\$3,941.16	

Warning: Revenue Account Activity is less than the amount for this Rolled Up
Acct: 01000000000008980000
(Balance: (\$279,743.50))
Note: AUTO BALANCE

01-0000-0	Total Revenue	(8000-8999)	Increase	Decrease	Total
	Total Fund Balance	(9700-9799)		\$3,941.16	(\$3,941.16)
	Net Difference			\$3,941.16	(\$3,941.16)
01-6500-0	Total Revenue	(8000-8999)	\$3,941.16		\$3,941.16
	Total Expense	(1000-7999)	\$3,941.16		\$3,941.16
	Net Difference				\$0.00
	Report Total Revenue		\$3,941.16	\$3,941.16	\$0.00
	Report Total Expense		\$3,941.16	\$0.00	\$3,941.16
	Report Total Fund Balance		\$0.00	\$3,941.16	(\$3,941.16)
	Report Net Difference				\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/15/2021 2:07:17 PM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/15/2021 2:07:17 PM

Authorized By
County Audit

Date
Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062 Revision:
Document: 210090

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
210090	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM SALARY UPDATES			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 0100000000000002400000 (Balance: \$0.00)
Document Type Budget Transfer		Workflow Date 03/15/2021	EAS Audit #	Comment			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 0100000000000002400000 (Balance: \$0.00)
Transmittal # 21000062	Site Document	Created By Yonge, Marianne	Authorized By Yonge, Marianne	Create Date 03/15/2021			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 0130100000000002100000 (Balance: \$0.00)
Description	Fu Rs Y Goal Func Obj Sch Mgmt		Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
	01-0000-0-0000-2700-2410-111-ADML			\$798.28			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 0100000000000002400000 (Balance: \$0.00)
	01-3010-0-1110-1000-2110-111-T1			\$3,174.69			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 0130100000000002100000 (Balance: \$0.00)
	01-3010-0-1110-1000-4310-111-T1			\$3,174.69			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 0130100000000002100000 (Balance: \$0.00)
	01-0000-0-0000-0000-9790-000-			\$35,798.28			Note: AUTO BALANCE
01-0000-0	Total Expense	(1000-7989)	Increase	Decrease	Total		
	Total Fund Balance	(9700-9799)	\$35,798.28	\$35,798.28	(\$35,798.28)		
	Net Difference				\$35,798.28		
01-3010-0	Total Expense	(1000-7999)	\$3,174.69	\$3,174.69	\$0.00		
	Net Difference				\$0.00		
	Report Total Expense		\$3,174.69	\$38,972.97	(\$35,798.28)		
	Report Total Fund Balance		\$35,798.28	\$0.00	\$35,798.28		
	Report Net Difference				\$0.00		
Workflow	Description	Assigned User Group	Approved By	Approved Date			
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/15/2021 4:15:01 PM			
	COE Auditor	GLWFCOEBudgetAuditor					

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne
Authorized By

03/15/2021 4:15:01 PM
Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
05 Lone Pine Unified

Transmittal: 21000062
Document: 210090

Revision:

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210090	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM SALARY UPDATES
Document Type Budget Transfer		Workflow Date 03/15/2021	EAS Audit #	Comment
Transmittal # 21000062 (Continued...)	Site Document	Created By Yonge, Marianne	Authorized By Yonge, Marianne	Create Date 03/15/2021

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062 Revision:
Document: 210091

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210091	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 3XX1 UPDATES

Document Type	Workflow Date	EAS Audit #	Comment
Budget Transfer	03/16/2021		

Transmittal #	Site Document	Created By	Authorized By	Create Date
21000062		Yonge, Marianne	Yonge, Marianne	03/16/2021

Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
	01-0000-0-1110-1000-3101-111-IN L	\$15,242.88				
	01-0000-0-1110-1000-3331-111-IN L	\$841.12				
	01-0000-0-1110-1000-3411-111-IN L	\$683.48				
	01-0000-0-1110-1000-3501-111-IN L		\$52.61			
	01-0000-0-1110-1000-3601-111-IN L	\$994.25				
	01-0000-0-1110-1000-3701-111-IN L	\$4,083.36				
	01-0000-0-0000-2150-3701-910-DIST		\$4,083.36			
	01-0000-0-0000-0000-9790-000-		\$17,709.12			

Note: AUTO BALANCE

01-0000-0	Total Expense	Increase	Decrease	Total
	(1000-7999)	\$21,845.09	\$4,135.97	\$17,709.12
	Total Fund Balance	(9700-9799)	\$17,709.12	(\$17,709.12)
	Net Difference			\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 6:48:01 AM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 6:48:01 AM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062 Revision:
Document: 210092

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description				
210092	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 3XX2 UPDATES				
Document Type		Workflow Date	EAS Audit #	Comment				
Budget Transfer		03/16/2021						
Transmittal #	Site Document	Created By	Authorized By	Create Date				
21000062		Yonge, Marianne	Yonge, Marianne	03/16/2021				
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors		
	01-0000-0-0000-7700-3102-910-TECH	\$237.22	\$2,115.00			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003202000 (Balance: \$0.00)		
	01-0000-0-0000-8110-3202-911-MAIN					Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003202000 (Balance: \$0.00)		
	01-0000-0-0000-8210-3202-111-OPRL		\$2,675.00			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003202000 (Balance: \$0.00)		
	01-0000-0-0000-7100-3202-910-BD/S		\$1,523.00			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003202000 (Balance: \$0.00)		
	01-0000-0-0000-3600-3202-912-TRAN		\$2,687.00			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003202000 (Balance: \$0.00)		
	01-0000-0-0000-8110-3202-911-GRND		\$2,220.47			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003202000 (Balance: \$0.00)		
	01-0000-0-0000-8110-3332-911-MAIN		\$683.19			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003302000 (Balance: \$0.00)		
	01-0000-0-0000-3600-3412-912-TRAN		\$3,339.58			Warning: Expenditure Account Balance is less than amount for this Rolled up Acct: 010000000000003402000 (Balance: \$0.00)		
	01-0000-0-0000-3600-3502-912-TRAN	\$23.62						
	01-0000-0-0000-7200-3602-910-A DMD	\$840.20						
	01-0000-0-0000-0000-9790-000-	\$14,142.20						
01-0000-0	Total Expense	(1000-7999)	Increase	Decrease	Total			
	Total Fund Balance	(9700-9799)	\$1,101.04	\$15,243.24	(\$14,142.20)			
	Net Difference		\$14,142.20	\$0.00	\$0.00			
	Report Total Expense		\$1,101.04	\$15,243.24	(\$14,142.20)			
	Report Total Fund Balance		\$14,142.20	\$0.00	\$14,142.20			

Note: AUTO BALANCE

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
05 Lone Pine Unified

Transmittal: 21000062
Document: 210092

Revision:

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210092	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 3XX2 UPDATES
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000062 (Continued...)		Yonge, Marianne	Yonge, Marianne	03/16/2021

Report Net Difference

\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 7:45:33 AM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 7:45:33 AM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062 Revision:
Document: 210093

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210093	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 3XXX UPDATES
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000062		Yonge, Marianne	Yonge, Marianne	03/16/2021

Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
	01-0000-0-0000-2150-3751-910-DIST	\$7,139.38				
	01-0000-0-0000-2150-3752-910-DIST	\$7,139.38				
	01-0000-0-1110-1000-3312-111-IN L	\$1,221.61				
	01-0000-0-0000-3600-3312-912-TRAN	\$2,028.15				
	01-0000-0-0000-7100-3312-910-BD/S	\$3,212.38				
	01-0000-0-0000-8110-3312-911-GRND	\$3,225.92				
	01-0000-0-0000-7200-3312-910-ADMD	\$1,055.26				
	01-0000-0-0000-0000-9790-000-		\$25,022.08			Note: AUTO BALANCE

01-0000-0	Total Expense	Increase	Decrease	Total
	(1000-7999)	\$25,022.08	\$25,022.08	\$25,022.08
	Total Fund Balance	(9700-9799)		(\$25,022.08)
	Net Difference			\$0.00
	Report Total Expense	\$25,022.08	\$0.00	\$25,022.08
	Report Total Fund Balance	\$0.00	\$25,022.08	(\$25,022.08)
	Report Net Difference			\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 8:35:27 AM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 8:35:27 AM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062
Document: 210094

Revision:

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210094	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 3202 SALARY
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000062		Yonge, Marianne	Yonge, Marianne	03/16/2021
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
	01-0000-0-0000-8210-3202-111-OPRL	\$5,312.24		
	01-0000-0-1110-1000-3202-111-IN L	\$1,250.52		
	01-0000-0-0000-7200-3202-910-ADMD	\$1,160.61		
	01-0000-0-0000-2150-3202-910-DIST	\$1,757.19		
	01-0000-0-0000-0000-9790-000-		\$9,480.56	
				Note: AUTO BALANCE
01-0000-0	Total Expense	(1000-7999)	Increase	Decrease
	Total Fund Balance	(9700-9799)	\$9,480.56	\$9,480.56
	Net Difference			Total
				\$9,480.56
				(\$9,480.56)
				\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 8:56:25 AM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 8:56:25 AM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000062 Revision:
Document: 210095

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210095	01/31/2021	COE APPROVAL	PENDED	8980 CONTRIBUTION
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000062		Yonge, Marianne	Yonge, Marianne	03/16/2021

Warning: Contributions from Unrestricted Revenue - Object 8980-8989 Increases do not equal Decreases within a Fund.

Description	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
01-0000-0	01-0000-0	1110-1000-8980-910-DIST							\$38,343.02				
Total Revenue									\$38,343.02				
Total Fund Balance									\$38,343.02				
Net Difference									\$38,343.02				

Workflow	Description	Assigned User Group	Approved By	Approved Date
District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne		
COE Auditor	GLWFCOEBudgetAuditor			

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 9:10:49 AM

Authorized By

Date

County Audit

Date

INYO COUNTY SCHOOLS GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
Transaction Type: Budget Transfer

Transmittal: 21000063
Revision:
Description: COE District Transmittal
COE Received Date:

Fiscal YR: 2021
Transmittal Status: OPEN
Print Date: 03/16/2021

Create Date: 03/16/2021

Attached Documents	Type	Document #	Revision #	Description	Create Date	Effective Date	Workflow Status	GL Status
	BT	210096		SIERRA SANDS 2ND INTERIM UPDATE	03/16/2021	01/31/2021	COE APPROVAL	PENDED
				Increase	Decrease		Total	
01-0000-0	Total Expense		(1000-7999)	\$117,009.00		\$117,009.00		
	Total Fund Balance		(9700-9799)	\$117,009.00		(\$117,009.00)		
	Net Difference					\$0.00		
				Increase	Decrease		Total	
	Report Total Expense			\$117,009.00		\$117,009.00		
	Report Total Fund Balance			\$117,009.00		(\$117,009.00)		
	Report Net Difference					\$0.00		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.


Authorized by

3/16/2021
Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000063
Document: 210096

Revision:

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description	Line Notes/Warnings/Errors
210096	01/31/2021	COE APPROVAL	PENDED	SIERRA SANDS 2ND INTERIM UPDATE	
Document Type	Workflow Date	EAS Audit #	Comment		
Budget Transfer	03/16/2021				
Transmittal #	Site Document	Created By	Authorized By	Create Date	
21000063		Yonge, Marianne	Yonge, Marianne	03/16/2021	
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #
2ND INTERIM UPDATE	01-0000-0-0000-9200-7223-910-SJPA	\$117,009.00	\$117,009.00		
	01-0000-0-0000-0000-9790-000-				Note: AUTO BALANCE
01-0000-0	Total Expense	(1000-7999)	Increase	Decrease	Total
	Total Fund Balance	(9700-9799)	\$117,009.00	\$117,009.00	\$117,009.00
	Net Difference				(\$117,009.00)
					\$0.00
Workflow	Description	Assigned User Group	Approved By	Approved Date	
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 9:45:18 AM	
	COE Auditor	GLWFCOEBudgetAuditor			

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 9:45:18 AM

Authorized By

Date

County Audit

Date

INYO COUNTY SCHOOLS GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
Transaction Type: Budget Transfer

Transmittal: 21000064 Revision:
Description: COE District Transmittal
COE Received Date:
Create Date: 03/16/2021
Fiscal YR: 2021
Transmittal Status: OPEN
Print Date: 03/16/2021

Attached Documents	Type	Document #	Revision #	Description	Create Date	Effective Date	Workflow Status	GL Status
	BT	210100		2ND INTERIM 4XXX UPDATES	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210103		2ND INTERIM 4XXX AND 5XXX	03/16/2021	01/31/2021	COE APPROVAL	PENDED
					Increase	Decrease	Total	
01-0000-0	Total Expense		(1000-7999)		\$176,594.62		\$176,594.62	
	Total Fund Balance		(9700-9799)		\$176,594.62		(\$176,594.62)	
	Net Difference						\$0.00	
					Increase	Decrease	Total	
	Report Total Expense				\$176,594.62		\$176,594.62	
	Report Total Fund Balance				\$176,594.62		(\$176,594.62)	
	Report Net Difference						\$0.00	

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.


 Authorized By
 Date 3/16/2021
 County Audit
 Date

GL Transaction Report - Budget Transfer
GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
 (Continued...)
 05 Lone Pine Unified

Transmittal: 21000064
 Document: 210100

Revision:

Fiscal YR: 2021
 Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210100	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 4XXX UPDATES
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000064		Yonge, Marjianne	Yonge, Marjianne	03/16/2021
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
	01-0000-0-1110-1000-4110-456-IN H	\$2,072.41		
	01-0000-0-0000-7700-4340-910-TECH	\$87,834.65		
	01-0000-0-0000-3600-4360-912-TRAN	\$6,492.33		
	01-0000-0-0000-3600-4390-912-TRAN	\$160.55		
	01-0000-0-0000-7100-5205-910-BD/S	\$1,000.00		
	01-0000-0-0000-7100-5300-910-BD/S	\$798.00		
	01-0000-0-0000-7200-5450-910-ADMD	\$16,001.67		
	01-0000-0-0000-3600-5450-912-TRAN	\$1,703.96		
	01-0000-0-0000-8210-5520-111-OPRL	\$2,000.00		
	01-0000-0-0000-8210-5520-456-OPRH	\$6,000.00		
	01-0000-0-0000-8210-5520-911-CPLX	\$2,754.66		
	01-0000-0-0000-8210-5520-911-OPRD	\$200.00		
	01-0000-0-0000-8210-5530-111-OPRL	\$195.90		
	01-0000-0-0000-8210-5530-456-OPRH	\$195.90		
	01-0000-0-0000-8210-5610-911-OPRL	\$2,190.84		
	01-0000-0-0000-3600-5610-912-TRAN	\$7,026.91		
	01-0000-0-0000-8210-5610-111-OPRL	\$2,080.00		
	01-0000-0-0000-8210-5610-456-OPRH	\$2,080.00		
	01-0000-0-0000-8210-5610-911-CPLX	\$500.00		
	01-0000-0-0000-8210-5610-911-OPRD	\$6,773.35		
	01-0000-0-0000-7100-5823-910-BD/S	\$538.25		
	01-0000-0-0000-7200-5830-910-ADMD	\$2,269.00		
	01-0000-0-0000-7200-5860-910-ADMD	\$1,000.00		
	01-0000-0-0000-2150-3701-910-DIST	\$5,000.00		
	01-0000-0-0000-2150-3751-910-DIST	\$5,000.00		
	01-0000-0-0000-2150-3702-910-DIST	\$5,000.00		
	01-0000-0-0000-2150-3752-910-DIST	\$5,000.00		
	01-0000-0-0000-0000-9790-000-			
			\$171,868.38	
				Note: AUTO BALANCE
01-0000-0	Total Expense	(1000-7999)	Increase	Total
	Total Fund Balance	(9700-9799)	\$171,868.38	\$171,868.38
	Net Difference		\$171,868.38	(\$171,868.38)
				\$0.00
	Report Total Expense		\$171,868.38	\$171,868.38
	Report Total Fund Balance		\$0.00	(\$171,868.38)
	Report Net Difference		\$171,868.38	\$0.00

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
05 Lone Pine Unified

Transmittal: 21000064
Document: 210100

Revision:

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description	Approved Date
210100	01/31/2021	COE APPROVAL	PENDED	2ND INTERIM 4XXX UPDATES	3/16/2021 11:54:00 AM
Document Type Budget Transfer		Workflow Date 03/16/2021	EAS Audit #	Comment	
Transmittal # 21000064 (Continued...)	Site Document	Created By Yonge, Marianne	Authorized By Yonge, Marianne	Create Date 03/16/2021	
Workflow	Description District Authorized Agent COE Auditor	Assigned User Group GLWF\AUTHORIZEDAGENT GLWFCOE\BudgetAuditor	Approved By Yonge, Marianne		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 11:54:00 AM

Authorized By

Date

County Audit

Date

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Revision:

Fiscal YR: 2021

Fiscal YR: 2021

Report Total Expense	\$4,726.24	\$0.00	\$4,726.24
Report Total Fund Balance	\$0.00		(\$4,726.24)
Report Net Difference		\$4,726.24	\$0.00

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board:

03/16/2021 12:06:04 PM

Date _____

Date _____

INYO COUNTY SCHOOLS GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
Transaction Type: Budget Transfer

Transmittal: 21000065
Description: COE District Transmittal
COE Received Date:

Revision:
Create Date: 03/16/2021

Fiscal YR: 2021
Transmittal Status: OPEN
Print Date: 03/16/2021

Attached Documents	Type	Document #	Revision #	Description	Create Date	Effective Date	Workflow Status	GL Status
	BT	210099		TRANSFERS OTGO	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210101		TRANSFERS TO CAFE OTGO	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210102		TRANSFER FROM OTGO	03/16/2021	01/31/2021	COE APPROVAL	PENDED
					Increase	Decrease	Total	

01-0000-0	Total Expense	(1000-7999)	\$70,000.00		\$70,000.00			
	Total Fund Balance	(9700-9799)		\$70,000.00				
	Net Difference							
13-5310-0	Total Revenue	(8000-8999)	\$30,000.00		\$30,000.00			
	Total Fund Balance	(9700-9799)	\$30,000.00					
	Net Difference							
17-0000-0	Total Revenue	(8000-8999)	\$40,000.00		\$40,000.00			
	Total Fund Balance	(9700-9799)	\$40,000.00					
	Net Difference							

	Report Total Revenue	Increase	Decrease	Total
	Report Total Expense	\$70,000.00		\$70,000.00
	Report Total Fund Balance	\$70,000.00	\$70,000.00	\$0.00
	Report Net Difference			\$0.00

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.


Authorized By

3/16/2021
Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000065
Document: 210099

Revision:

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210099	01/31/2021	COE APPROVAL	PENED	TRANSFERS OTGO
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000065		Yonge, Marianne	Yonge, Marianne	03/16/2021
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
VAN PURCHASE	01-0000-0-0000-9300-7619-910-OTGO	\$40,000.00		
CAFETERIA NO FOOD SALES	01-0000-0-0000-9300-7616-910-CAFE	\$30,000.00		
	01-0000-0-0000-0000-9790-000-		\$70,000.00	
				Note: AUTO BALANCE
01-0000-0	Total Expense	Increase	Decrease	Total
	(1000-7999)	\$70,000.00		\$70,000.00
	Total Fund Balance	(9700-9799)	\$70,000.00	(\$70,000.00)
	Net Difference			\$0.00
Workflow	Description	Assigned User Group	Approved By	Approved Date
	Report Total Expense			
	Report Total Fund Balance			
	Report Net Difference			
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 11:27:28 AM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 11:27:28 AM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000065
Revision:
Document: 210101

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210101	01/31/2021	COE APPROVAL	PENDED	TRANSFERS TO CAFE OTGO
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000065		Yonge, Marianne	Yonge, Marianne	03/16/2021
Description	Fu Rs Y Goal Func Obi Sch Mgmt	Increase	Decrease	Rel Doc Type
DUE TO LESS FOOD SALES	13-5310-0-0000-9300-8916-910-CAFE	\$30,000.00		Rel Doc #
	13-5310-0-0000-0000-9740-000-	\$30,000.00		Line Notes/Warnings/Errors
				Note: AUTO BALANCE
13-5310-0	Total Revenue	(8000-8999)	Increase	Decrease
	Total Fund Balance	(9700-9799)	\$30,000.00	\$30,000.00
	Net Difference		\$30,000.00	\$30,000.00
	Report Total Revenue		\$30,000.00	\$30,000.00
	Report Total Fund Balance		\$30,000.00	\$30,000.00
	Report Net Difference		\$0.00	\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 11:58:13 AM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 11:58:13 AM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000065
Revision:
Document: 210102

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210102	01/31/2021	COE APPROVAL	PENDED	TRANSFER FROM OTGO
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000065		Yonge, Marianne	Yonge, Marianne	03/16/2021
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
VAN PURCHASE	17-0000-0-0000-9300-8919-910-0000	\$40,000.00		Rel Doc #
	17-0000-0-0000-0000-9790-000-	\$40,000.00		Line Notes/Warnings/Errors
				Note: AUTO BALANCE
17-0000-0	Total Revenue	(8000-8999)	Increase	Decrease
	Total Fund Balance	(9700-9799)	\$40,000.00	\$40,000.00
	Net Difference		\$40,000.00	\$40,000.00
				\$0.00
	Report Total Revenue		\$40,000.00	\$40,000.00
	Report Total Fund Balance		\$40,000.00	\$40,000.00
	Report Net Difference		\$0.00	\$0.00
Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 12:01:09 PM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 12:01:09 PM

Authorized By

Date

County Audit

Date

INYO COUNTY SCHOOLS GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
Transaction Type: Budget Transfer

Transmittal: 21000066
Description: COE District Transmittal
COE Received Date:

Revision:
Create Date: 03/16/2021

Fiscal YR: 2021
Transmittal Status: OPEN
Print Date: 03/16/2021

Attached Documents	Type	Document #	Revision #	Description	Create Date	Effective Date	Workflow Status	GL Status
	BT	210097		RETIREE BENEFITS	03/16/2021	01/31/2021	COE APPROVAL	PENDED
	BT	210098		CAFE INCOME UPDATES	03/16/2021	01/31/2021	COE APPROVAL	PENDED
					Increase	Decrease	Total	
13-5310-0	Total Revenue		(8000-8999)					
	Total Fund Balance		(9700-9799)		\$30,000.00			
	Net Difference							
71-0000-0	Total Expense		(1000-7999)					
	Total Fund Balance		(9700-9799)		\$46,437.96			
	Net Difference							
					Increase	Decrease	Total	
	Report Total Revenue							
	Report Total Expense				\$46,437.96			
	Report Total Fund Balance					\$76,437.96		
	Report Net Difference							\$0.00

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.


Authorized By

3/16/2021
Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000066 Revision:
Document: 210097

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210097	01/31/2021	COE APPROVAL	PENDED	RETIREE BENEFITS
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000066		Yonge, Marianne	Yonge, Marianne	03/16/2021
Description	Fu Rs Y Goal Func Obi Sch Mgmt	Increase	Decrease	Rel Doc Type
INCREASE IN PAYMENTS	71-0000-0-0000-6000-910-0000	\$46,437.96	\$46,437.96	
	71-0000-0-0000-0000-9790-000-			Note: AUTO BALANCE
71-0000-0	Total Expense	(1000-7999)	Increase	Decrease
	Total Fund Balance	(9700-9799)	\$46,437.96	\$46,437.96
	Net Difference		\$46,437.96	\$46,437.96
			\$0.00	\$0.00
	Report Total Expense		\$46,437.96	\$46,437.96
	Report Total Fund Balance		\$0.00	\$46,437.96
	Report Net Difference		\$0.00	\$0.00
Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 10:34:15 AM
	COE Auditor	GLWFCOEBudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 10:34:15 AM

Authorized By

Date

County Audit

Date

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000066
Revision:
Document: 210098

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210098	01/31/2021	COE APPROVAL	PENDED	CAFE INCOME UPDATES
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000066		Yonge, Marianne	Yonge, Marianne	03/16/2021

Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
DECREASE FOOD SALES INCOME	13-5310-0-0000-3700-8634-910-CAFE		\$30,000.00			Note: AUTO BALANCE
	13-5310-0-0000-0000-9740-000-		\$30,000.00			
13-5310-0	Total Revenue	(8000-8999)		Increase	Decrease	Total
	Total Fund Balance	(9700-9799)	\$30,000.00			(\$30,000.00)
	Net Difference		\$30,000.00			(\$30,000.00)
						\$0.00

	Report Total Revenue		\$0.00	\$30,000.00	(\$30,000.00)
	Report Total Fund Balance		\$0.00	\$30,000.00	(\$30,000.00)
	Report Net Difference				\$0.00
Workflow	Description	Assigned User Group	Approved By	Approved Date	
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 10:50:39 AM	
	COE Auditor	GLWFCOEBudgetAuditor			

A Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 10:50:39 AM

Authorized By

Date

County Audit

Date

INYO COUNTY SCHOOLS GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
Transaction Type: Budget Transfer

Transmittal: 21000067
Revision:
Description: COE District Transmittal
COE Received Date:

Create Date: 03/16/2021

Fiscal YR: 2021
Transmittal Status: OPEN
Print Date: 03/16/2021

Attached Documents	Type	Document #	Revision #	Description	Create Date	Effective Date	Workflow Status	GL Status
	BT	210104		GASB 75 CONTRIBUTION	03/16/2021	01/31/2021	COE APPROVAL	PENDED
				Increase	Decrease		Total	
01-0000-0	Total Expense		(1000-7999)	\$100,000.00		\$100,000.00		
	Total Fund Balance		(9700-9799)	\$100,000.00		(\$100,000.00)		
	Net Difference					\$0.00		
				Increase	Decrease		Total	
	Report Total Expense			\$100,000.00		\$100,000.00		
	Report Total Fund Balance			\$100,000.00		(\$100,000.00)		
	Report Net Difference					\$0.00		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.


 Authorized By
 Date 3/16/2021
 County Audit
 Date _____

GL Transaction Report - Budget Transfer GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
(Continued...)
05 Lone Pine Unified

Transmittal: 21000067 Revision:
Document: 210104

Fiscal YR: 2021
Fiscal YR: 2021

Document #	Effective Date	Workflow Status	GL Status	Document Description
210104	01/31/2021	COE APPROVAL	PENDED	GASB 75 CONTRIBUTION
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	03/16/2021			
Transmittal #	Site Document	Created By	Authorized By	Create Date
21000067		Yonge, Marianne	Yonge, Marianne	03/16/2021
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
GASB 75	01-0000-0-0000-2150-3701-910-DIST	\$25,000.00		
GASB 75	01-0000-0-0000-2150-3751-910-DIST	\$25,000.00		
GASB 75	01-0000-0-0000-2150-3702-910-DIST	\$25,000.00		
GASB 75	01-0000-0-0000-2150-3752-910-DIST	\$25,000.00		
	01-0000-0-0000-0000-9790-000-		\$100,000.00	
				Note: AUTO BALANCE
01-0000-0	Total Expense	(1000-7999)	Increase	Total
	Total Fund Balance	(9700-9799)	\$100,000.00	\$100,000.00
	Net Difference		\$100,000.00	(\$100,000.00)
				\$0.00
	Report Total Expense		\$100,000.00	\$100,000.00
	Report Total Fund Balance		\$0.00	(\$100,000.00)
	Report Net Difference		\$100,000.00	\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	3/16/2021 12:37:44 PM
	COE Auditor	GLWFCOE BudgetAuditor		

Acting under the provisions of Education Code Sections 35161, I hereby make the above revisions to the District Budget authorized by the Governing Board and do hereby certify that the Board has approved such action at a the below stated meeting, and said approval is on file in the office of said Board.

05YONGEM - Yonge, Marianne

03/16/2021 12:37:44 PM

Authorized By

Date

County Audit

Date