

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 27, 2022

5:15 p.m.

Lone Pine High School Auditorium
538 South Main Street, Lone Pine, CA

NOTICE TO PUBLIC: The meeting may be viewed at <https://inyocoe.zoom.us/j/97038962819>. Public comments will be taken in person at the address indicated above. The Zoom interface will not be used for accepting public comment.

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. Person wishing to speak must complete a request card and hand it to the Board Secretary.

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)
 - a) Elementary Teacher
 - b) Noon Duty/Crossing Guard/Instructional Aide
 - c) Secondary Math Teacher
 - d) High School Science Teacher
 - e) Sierra Alternative Learning Academy Aide
 - f) School Secretary 9-12
- 4) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
 - a) District Employees: CSEA & SITA
 - b) District Negotiators: Patrick Traynor
- 5) CONFERENCE WITH REAL PROPERTY NEGOTIATOR (G.C. Sec. 54956.8)
 - a. Olancha School; LPUSD & Cal Trans; Price & Terms of Payment.

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 –
- 4.2 Lo-Inyo Principal Report – Mr. Dutton
- 4.3 LPHS Student Representative – Sean Fernandez
- 4.4 LPHS Principal Report – Ms. O’Sullivan
- 4.5 SITA and/or CSEA Representative Reports

5. RECOGNITION SESSION

5.1 LPHS FFA Star Farmer Award Recipients and Report – Brenda Lacey

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 speak must complete a request card and hand it to the Board Secretary.

6. GENERAL FUNCTIONS OF THE BOARD

NON-CONSENT AGENDA

6.1 Moved by _____ and seconded by _____ that the Board adopt the following revised and/or updated Board Policy and/or Administrative Regulation as presented to the Board. *The board may vote to waive the second reading and approve these items after the first read.*

- 1) BP 4030, Nondiscrimination in Employment
- 2) E (1) 4112.9/4212.9/4312.9, Employee Notifications
- 3) BP/AR 4141.6, Concerted Action/Work Stoppage
- 4) BP/AR 4241.6, Concerted Action/Work Stoppage
- 5) BP/AR 5111, Admission
- 6) AR 5113, Absences and Excuses
- 7) AR 5142, Safety
- 8) E (1) 5145.6, Parental Notifications
- 9) BP/AR 6173, Education for Homeless Children
- 10) BB 9270, Conflict of Interest
- 11) BB 9322, Agenda/Meeting Materials

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 item 6.2 and 6.4.

- 6.2 Approve the regular minutes of February 17 and March 16, 2022, as presented to the Board.
- 6.3 Accept generous donation from Gardner’s True Value to Lo-Inyo Elementary in the amount of \$206.62, to be used for Kindergarten Start Up Boxes.
- 6.4 Accept generous donation of \$500.00 to Lo-Inyo School and Lone Pine High School from Exxon Mobil Educational Alliance to support math and science programs.

7. PERSONNEL

NON-CONSENT AGENDA

- 7.1 Moved by _____ and seconded by _____ that the Board approve the new classified job description for Clerk/Registrar/ASB Bookkeeper, pending CSEA approval, as presented to the Board.
- 7.2 Moved by _____ and seconded by _____ that the Board approve Classified Salary Schedule, which includes Registrar/Clerk/Associated Student Body on Range 4, as presented to the Board.
- 7.3 Moved by _____ and seconded by _____ that the Board approve Registrar/Clerk/Associated Student Body for 4 hours per day at Lone Pine High School.
- 7.4 Moved by _____ and seconded by _____ that the Board approve an additional 6.5 hours for Instructional Aide at Sierra Alternative Learning Academy. Compensation shall be Range 2 on the Classified Salary Schedule.

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 7.5 to 7.14.

- 7.5 Approve resignation of Scott Allen as Elementary Teacher, effective June 10, 2022.
- 7.6 Approve resignation of Sheyanne Quilter as Service Club Advisor.
- 7.7 Approve attendance of Susan Patton to attend Delegate Assembly in Sacramento from May 21-May 22, 2022. Costs to the District include two night's lodging at the rate of \$189.00, 3 days per diem, transportation and incidental expenses in accordance with Board Bylaw 9250.
- 7.8 Approve probationary employment of Roxanne Silvas to serve as Noon Duty Aide (2 hours), Crossing Guard (.50 hours), and Instructional Aide (3.75 hours). Compensation shall be Step II on the appropriate Range for the listed positions.
- 7.9 Approve resignation of Roxanne Silvas as One-to-One Specialized Instructional Aide, effective April 25, 2022.
- 7.10 Approve increase of 15 minutes per day to the One-to-One Specialized Instructional Aides time for arrival and departure of students.
- 7.11 Approve the revised job description for Director of Athletics, pending SITA approval, as presented to the Board.
- 7.12 Approve the revised job description for Head Coach of a High School Sport, pending SITA approval, as presented to the Board.
- 7.13 Approve the revised job description for Middle School Coach, pending SITA approval, as presented to the Board.
- 7.14 Approve the revised classified job description for School Secretary 9-12, pending CSEA approval, as presented to the Board.

8. CURRICULUM & INSTRUCTION**NON-CONSENT AGENDA**

- 8.1 Moved by _____ and seconded by _____ that the Board approve Jason Olin and Scott Kemp as the two board members to serve on the subcommittee to discuss establishing an agreement with Owens Valley Unified School District to permit Owens Valley high school students to play on Lone Pine High School sports teams.

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 8.6.

- 8.2 Approve the 2022-23 School Calendar, as presented to the Board.
- 8.3 Approve A-G Completion Improvement Grant Plan, as presented to the Board.

- 8.4 Approve Memorandum of Understanding between the District and Kern Community College District to collaborate and provide college credit and stand-alone courses, in effect until June 30, 20__, as presented to the Board.
- 8.5 Approve additional Hot Dog Cart and snack sales as a fundraiser for the Varsity Girls Softball Team.
- 8.6 Approve online curriculum from Imagine Edgenuity Courseware in Math, ELA, Science, Social Studies, electives, and world languages for Sierra Alternative Learning Academy, grades 6-12.

9. BUSINESS AND FINANCE

SPECIAL HEARING RELATED TO APPLICATION FOR TITLE VI INDIAN EDUCATION FUNDS FOR THE 2022-23 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 2022-23, which will be year two of a multi-year application.

NON-CONSENT AGENDA

- 9.1 Moved by _____ and seconded by _____ that the Board approve submission of a continuation application grant for Title VI Indian Education Funding for the 2022-23 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 9.2 to 9.7.

- 9.2 Accept the Williams Quarterly Uniform Complaint Report for the period January 2022 to March 2022.
- 9.3 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 2022-23 school year.
- 9.4 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 2021-22 school year.
- 9.5 Approve Resolution No. 2021-22-05, Transfers of Appropriations for 2022-23 school year, as presented to the Board.
- 9.6 Approve surplus of 2004 Bluebird bus VIN#1BABNBXA44F216449, non-operational.
- 9.7 Approve Purchase Orders and Warrants.

ITEMS FROM THE SUPERINTENDENT

- A. Universal Transitional Kindergarten
- B. Expanded Learning Opportunity Program
- C. Wellness Committee
- D. LCAP
- E. SALA

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 18
- Regular Board Meeting 5:15 p.m. DCR

10. ADJOURNMENT

All Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, *employees* include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, ~~military and veteran~~ veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that ~~it is necessary~~ the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. ~~Discrimination in Hiring~~, in hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of ~~an~~ adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the ~~individual's~~ employee's individual's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

NONDISCRIMINATION IN EMPLOYMENT (continued)

- b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
- c. ~~Requirement for a~~ **Requiring** medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee, who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, **reports an incident**, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign ~~any document that a~~ **releases of the employee's claim or right to file a claim against the district or to disclose a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful employment practices acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful.** (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. **The district shall protect any employee who reports such incidents from retaliation.**

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how

NONDISCRIMINATION IN EMPLOYMENT (continued)

to recognize harassment, discrimination, or other ~~related-prohibited~~ conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

Policy
adopted: September 15, 2010
Reviewed: February 20, 2020
Revised: April 27, 2022

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, 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
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	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	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)
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)			
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
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, 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
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

E 4112.9(c)
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 principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158 4258 4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
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

E 4112.9(d)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
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 working with homeless families	2 USC 11432	AR 6173	Duties of district liaison for homeless students
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	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response 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,	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
once per year for probationary employee or at least once every other year for permanent employee			
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 probationary and temporary certificated employees upon employment, and every July thereafter	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
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 employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal

E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
probationary employee			
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
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
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board
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
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing

E 4112.9(g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
while allegation is pending			
III. To Classified Employees			
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
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of <i>Reduction in Force</i> to affected employees in accordance with a schedule of notice and hearing adopted by the Board
At least 60 days prior to the effective date of layoff, or by April 29 for if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon 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 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	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and

E 4112.9(h)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
prior to expiration of specified documents			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; prior to administration of each drug or alcohol test
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
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 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	Education Code	AR 4112.6	Notice of derogatory

E 4112.9(i)
4212.9
4312.9

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)			
information in personnel file	44031	4212.6 4312.6	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 employee 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 against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of 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

E 4112.9(j)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
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
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: April 21, 2021
Reviewed: April 27, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

CONCERTED ACTION/WORK STOPPAGE

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that ~~does not prevent~~ disruption to school operations ~~or~~ and minimizes impact on student achievement.

The Board recognizes that advance planning is necessary to ensure that, in the event of a work stoppage, strike, or other concerted employee activity, students continue to receive the educational services to which they are entitled ~~in the event of a work slowdown, sickout, strike, or other concerted activity by employees~~. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, other district employees ~~in the nonstriking unit~~, parents/guardians, students, law enforcement, the media, and others as appropriate.

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

CONCERTED ACTION/WORK STOPPAGE**Maintenance of District Operations**

During any work stoppage, strike, or other concerted employee activity, the Superintendent or designee shall take measures to minimize disruption to district operations and student learning. At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

Strike Plan

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

1. Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees
2. Criteria for keeping schools open during a work stoppage, including potential costs, availability of qualified substitutes or other staffing, and the ability to maintain essential services and to ensure the safety of students and staff
3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
4. Internal communications among district staff and the Board during a work stoppage
5. Plans for obtaining and paying for the services of and communicating with temporary or substitute employees
6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits

CONCERTED ACTION/WORK STOPPAGE

7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
8. Equipment and supply needs
9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events
10. Contingency plans for transportation
11. Contingency plans for the provision of food services
12. Identification of outside resources who may be called upon to help with school operations
13. Coordination with law enforcement and other agencies
14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members
15. Provisions for safe, effective board meetings
16. Cost estimates for the various strategies to be implemented during a work stoppage
17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization
18. Continuation of negotiations during a work stoppage
19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

CONCERTED ACTION/WORK STOPPAGE

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

Throughout the duration of any enrolled employee's participation in an authorized strike, the district shall not fail or refuse to maintain and pay for the employee's continued health care or other medical coverage or the coverage of their enrolled dependents, nor shall the district fail to collect and remit the employee's contributions to any such coverage. The district shall maintain the coverage at the same level and under the same conditions that the coverage would have been provided if the employee had continued to work in the employee's position for the duration of the strike. Health care or other medical coverage for this purpose includes coverage for medical, dental, vision, behavioral health, disability, accidental death and dismemberment, life, and supplemental health insurance benefits. (Government Code 3141-3142)

"Authorized strike" means a strike sanctioned by the central labor council or the membership of an employee organization that represents the striking employees, or one that is engaged in by unrepresented employees. (Government Code 3141)

CONCERTED ACTION/WORK STOPPAGE

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, the employee shall be entitled to continued payment as long as the employee remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

ADMISSION

The Governing Board believes that all children should have the opportunity to receive educational services encourages the enrollment and appropriate placement of all children who are eligible for enrollment in school. Staff shall encourage parents/guardians to enroll all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residence within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons

ADMISSION

can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

The Superintendent or designee may admit to the ninth grade only those students who have graduated from eighth grade or who are recommended in writing by their eighth grade principal as capable of profiting from high school instruction.

ADMISSION

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

Age of Admission

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.

A child who will reach the age of five on or before December 2 of the school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten at any time during that school year provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

ADMISSION

- 1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth**
- 2. A duly attested baptism certificate**
- 3. A passport**
- 4. When none of the above documents is obtainable, an affidavit of the parent/guardian**
- 5. Other means prescribed by the Board**

ABSENCES AND EXCUSES**Excused Absences**

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, **including absence for the benefit of the student's mental or behavioral health** (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic **service or** appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205).

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

ABSENCES AND EXCUSES

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

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

10. Attendance at a **the student's** naturalization ceremony to become a United States citizen. (Education Code 48205)

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)

112. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

123. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

134. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

145. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

ABSENCES AND EXCUSES

For the purpose of the absences described above, *immediate family* means the student's parent/guardian, brother, or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
 2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
- (cf. 5113.11 - Attendance Supervision)
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
 4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments,

ABSENCES AND EXCUSES

district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

SAFETY

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

Release of Students

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as **someone an individual** to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students **to a strict** accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, **and** promptly report any **such unusual observations incidents** to the principal or designee, and file a written report as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones **on the playground** and require all playground supervisors to remain **outside** at a location from which they can observe their entire zone of supervision **and be observed by students in the supervision zone**
2. Consider the size of the playground area, the number of areas that are **not immediately visible obstructed from open view**, and the age of the students to determine the ratio of playground supervisors to students

SAFETY (continued)

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

Activities with Safety Risks

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting

SAFETY (continued)

9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet

Events In or Around a Swimming Pool

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

SAFETY (continued)

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, **when engaging in outdoor activities. Any application of insect repellent shall occur** under the supervision of school personnel, and in accordance with the manufacturer's directions, **when engaging in outdoor activities.**

Administrative
Regulation
Adopted: September 15, 2010
Revised: June 17, 2020
Reviewed: April 27, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Students

E 5145.6(a)

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	Education Code 222.5	BP 5146	Rights and options for pregnant and parenting students
Beginning of each school year	Education Code 234.7	BP 0410	Right to a free public education regardless of immigration status or religious beliefs
Beginning of each school year	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
Beginning of each school year	Education Code 17611.5, 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan
By February 1	Education Code 35256, 35258	BP 0510	School Accountability Report Card provided
Beginning of each school year	Education Code 35291, 48980	AR 5144 AR 5144.1	District and site discipline rules
Beginning of each school year	Education Code 44050	BP 4119.21 4219.21 4319.21	Code of conduct addressing employee interactions with students
Beginning of each school year	Education Code 46010.1	AR 5113	Absence for confidential medical services
Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	District policy authorizing transfer
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days and student-free staff development days
Beginning of each school year	Education Code	AR 5145.7	Copy of sexual harassment

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
year	48980, 231.5; 5 CCR 4917; 34 CFR 106.8		policy as related to students; contact information for Title IX coordinator
Beginning of each school year	Education Code 48980, 32255- 32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301	BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year, if Board allows such absence	Education Code 48980, 46014	AR 5113	Absence for religious exercises or purposes
Beginning of each school year	Education Code 48980, 48205	AR 5113 BP 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205
Beginning of each school year	Education Code 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code 48980, 49403	BP 5141.31	School immunization program
Beginning of each school year	Education Code 48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	Education Code 48980, 49471, 49472	BP 5143	Availability of insurance
Beginning of each school	Education Code	AR 1312.3	Uniform complaint procedures

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
year	49013; 5 CCR 4622	BP 0460 BP 3260	available appeals, civil law, remedies, coordinator, complaints about student fees and local control and accountability plan
Beginning of each school year	Education Code AR 5125 49063 AR 5125.3		Challenge, review, and year expunging of records
Beginning of each school year	Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability
Beginning of each school year	Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year and at least one more time during school year using specified methods	Education Code 49428	None	How to access mental health services at school and/or in community
Beginning of each school year	Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Eligibility and application process for free and reduced-price meals
Beginning of each school year	Education Code 51513; 20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
			information for marketing; process to opt out of such activities; inspection rights and procedures
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6312; 34 CFR 200.48	BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Beginning of each school year	USDA SP-23-2017	AR 3551	District policy on meal year payments

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career			
Beginning in grade 7, at least once prior to course selection and career counseling	Education Code 221.5, 48980	BP 6164.2	Course selection and career counseling
Upon a student's enrollment	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
When child first enrolls in a public school, if school offers a fingerprinting program	Education Code 32390, 48980	AR 5142.1	Fingerprinting program
When participating in driver training courses under the jurisdiction of the district	Education Code 35211	None	Civil liability, insurance coverage
Upon registration in K-6, if students have not previously been transported	Education Code 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	Education Code 44808.5, 48980	BP 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	Education Code 48980, 51225.3	AR 6146.1	How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria
Upon a student's enrollment	Education Code 49063	AR 5125 AR 5125.3	Specified rights related to student records
When students enter grade 7	Education Code 49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or first grade if not previously enrolled in public school	Education Code 49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
Before grade 12	Education Code 51225.8	AR 6143	Completion and submission of FAFSA and CADAA

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	AR 6143	UC and CSU College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year	Education Code 51938, 48980	AR 6142.1	Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled or reenrolled in a licensed child care center or preschool	Health and Safety Code 1596.7996	AR 5148	Information on risks and effects of lead exposure, blood lead testing
When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release student's name, address, and

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
-----------------------	--------------------------------------	--	----------------

II. At Specific Times During the Student's Academic Career (continued)

phone number to military recruiters without prior written consent

III. When Special Circumstances Occur

In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate
When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code 313.2, 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
When homeless or foster youth applies for enrollment in before/after school program	Education Code 8483	AR 5148.2	Right to priority enrollment; how to request priority enrollment
Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	AR 3514.2	Intended use of pesticide product
To members of athletic teams	Education Code 32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Annually to parents/guardians of student athletes before they participate in competition	Education Code 33479.3	AR 6145.2	Information on sudden cardiac arrest
If school has lost its WASC accreditation status	Education Code 35178.4	BP 6190	Loss of status, potential consequences
When district has contracted for electronic products or services that disseminate advertising	Education Code 35182.5	BP 3312	Advertising will be used in the classroom or learning center
At least six months before implementing uniform policy	Education Code 35183	AR 5132	Dress code policy requiring schoolwide uniform
Before implementing a year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	AR 5117	Appeal process
Before early entry to transitional kindergarten or kindergarten, if early entry offered	Education Code 48000	AR 5111 AR 6170.1	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	Education Code 48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	Education Code 48213	AR 5112.2	Student has been excluded from school
Before already admitted student is excluded for lack of immunization	Education Code 48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified as truant	Education Code 48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred	Education Code	AR 5113.1	Name and address of SARB

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
to a SARB or probation department	48263		or probation department and reason for referral
When student requests to voluntarily transfer to continuation school	Education Code 48432.3	AR 6184	Copy of district policy and regulation on continuation education
Prior to involuntary transfer to continuation school	Education Code 48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
To person holding educational rights, prior to recommending placement of foster youth outside school of origin	Education Code 48853.5	AR 6173.1	Basis for the placement recommendation
When student is removed from class and teacher requires parental attendance at school	Education Code 48900.1	AR 5144.4	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse
At time of suspension	Education Code 48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
Before holding a closed session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	Education Code 48916	AR 5144.1	Readmission procedures
At least 10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	Right to request a meeting with principal or designee
One month before the scheduled minimum day	Education Code 48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents/guardians request guidelines for filing complaint of child abuse at a school site	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school into the district	Education Code 49068	AR 5125	Right to receive copy of student's record and a hearing to challenge content of student's record
When parent/guardian's challenge of student record is denied and parent/guardian appeals	Education Code 49070	AR 5125.3	If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
-----------------------	--------------------------------------	--	----------------

III. When Special Circumstances Occur (continued)

When district is considering program to gather safety-related information from students' social media activity	Education Code 49073.6	BP 5125	Opportunity for input on proposed program
When district adopts program to gather information from students' social media activity, and annually thereafter	Education Code 49073.6	AR 5125	Information is being gathered, access to records, process for removal or corrections, destruction of records
Within 24 hours of release of information to a judge or probation officer	Education Code 49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	Education Code 49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	Education Code 49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	Education Code 49456; 17 CCR 2951	AR 5141.3	Vision or hearing test results
Within 10 days of negative balance in meal account	Education Code 49557.5	AR 3551	Negative balance in meal account; encouragement to apply for free or reduced-price meals
Annually to parents/guardians of student athletes before their first practice or competition	Education Code 49475	AR 6145.2	Information on concussions and head injuries
Annually to parents/guardians of student athletes	Education Code 49476	AR 6145.2	Opioid fact sheet
Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year	Education Code 51225.1	BP 6146.1 AR 6173 AR 6173.1 AR 6173.3 AR 6175	Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
of high school, or immigrant student enrolled in newcomer program in grades 11-12			Colleges
Before any test/survey questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year	Education Code 51938	AR 6142.1	Instruction in HIV prevention or sexual health by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered
Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	Education Code 52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
When migrant education program is established	Education Code 54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857; 22 CCR 101218.1	AR 5148	Parent/guardian right to enter and inspect facility and other rights as specified
When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead	Health and Safety Code 1597.16	AR 5148	The requirement to test the facility, and the results of the test
When district receives Tobacco-Use Prevention Education Funds	Health and Safety Code 104420	AR 3513.3	The district's tobacco-free schools policy and enforcement procedures
When testing by community water system finds presence of lead exceeding specified level	Health and Safety Code 116277	AR 3514	Elevated lead level at school
When sharing student	Health and Safety	AR 5125	Types of information to be

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
immunization information with an immunization system	Code 120440		shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
At least 14 days prior to sex offender coming on campus as volunteer	Penal Code 626.81	AR 1240 BP 1250	Dates and times permission granted; obtaining information from law enforcement
When hearing is requested by person asked to leave	Penal Code 627.5	AR 3515.2	Notice of hearing
When responding to complaint re: discrimination, special education, or noncompliance with law	5 CCR 4631	AR 1312.3	Findings, disposition of complaint, any corrective actions, appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies regarding excused and unexcused absences
Within 30 days of application for subsidized child care or preschool services	5 CCR 18094, 18118	AR 5148 AR 5148.3	Approval or denial of services
At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services	5 CCR 18095, 18119	AR 5148 AR 5148.3	Any change in service, such as in fees, amount of service, termination of service
Upon child's enrollment in child care program	5 CCR 18114	AR 5148	Policy on fee collection
When payment of child care fees is seven days late	5 CCR 18114	AR 5148	Notice of delinquent fees
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when child has been	20 USC 6312	AR 4112.2	Timely notice to parent/ guardian of child's assignment

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught			
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children	20 USC 7704; 34 CFR 222.94	AR 3231	Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Need to submit verification information; any subsequent change in benefits; appeals
When student is homeless or unaccompanied minor	42 USC 11432; Education Code 48852.5	AR 6173	Educational and related opportunities; transportation services; placement decision and right to appeal; duties of district liaison; public notice
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to receive review-records and an opportunity for hearing upon request
When student complains of sexual harassment	34 CFR 106.44, 106.45	AR 5145.7	Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When district receives federal funding assistance for nutrition program	USDA FNS Instruction 113-1	BP 3555	Rights and responsibilities, nondiscrimination policy, complaint procedures
IV. Special Education Notices			
Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415(d); 34 CFR 300.502, 300.503	BP 6159.1 AR 6159.1 AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards
Before functional behavioral assessment begins	Education Code 56321	AR 6159.4	Notification and consent
24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent/guardian to attend IEP meeting	Education Code 56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate
When parent/guardian orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
Within one school day of emergency intervention or serious property damage	Education Code 56521.1	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Upon filing of state complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
When disciplinary measures are taken or change in placement	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
-----------------------	--------------------------------------	--	----------------

III. When Special Circumstances Occur (continued)

Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards

V. Classroom/Facility Notices

In all district schools and offices, including staff lounges and student government meeting rooms	Education Code 234.1	AR 1312.3	Uniform complaint procedures board policy and administrative regulation
In each classroom used for license-exempt California State Preschool Program	Education Code 82128.235.5	AR 1312.3 E 1312.3	Health and safety requirements for preschool programs; where to get complaint form
In each classroom in each school	Education Code 35186	AR 1312.4 E 1312.4	Complaints subject to Williams uniform complaint procedures
In a licensed child care and development center at a location accessible to parents/guardians	Health and Safety Code 1596.857	AR 5148	Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

EDUCATION FOR HOMELESS CHILDREN

The Governing Board **believes that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring** that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for **such students** to meet the same challenging academic standards as other students.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

~~When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)~~

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

EDUCATION FOR HOMELESS CHILDREN (continued)

In, addition, order to identify district students who are homeless, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

EDUCATION FOR HOMELESS CHILDREN (continued)

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

~~Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.~~

~~The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.~~

At least annually, the Superintendent or designee shall report to the Board on **the identification of and** outcomes for homeless students, which may include, but are not limited to, **the housing questionnaire responses**, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to **better more effectively identify and** support the education of homeless students.

EDUCATION FOR HOMELESS CHILDREN**Definitions**

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code [48852.7](#) [48859](#); 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes [a homeless child or youth](#) ~~who are not in the physical custody of a parent or guardian.~~ (Education Code [48859](#); ~~20-42~~ [42](#) USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which [the student he/she](#) was last enrolled. If the school the homeless student attended when permanently housed is different from the school in which [the student he/she](#) was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which [the student he/she](#) is connected, the district liaison **for homeless students** shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

EDUCATION FOR HOMELESS CHILDREN (continued)

Superintendent
301 S. Hay St, Lone Pine, CA 93545
ptraaynor@lpusd.k12.ca.us
(760)876-5579

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel and through coordinated activities with other entities and agencies

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

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

(cf. 5141.6 - School Health Services)

2. Ensure that homeless students enroll in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and **students youth have access to and** receive educational services for which they are eligible **including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district**
4. **Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services**
45. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

56. Disseminate **public** notice of the educational rights of homeless students in **district schools that provide services to homeless children and at places where they receive services locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, such as including schools, family shelters, public libraries and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.**
67. Mediate enrollment disputes in accordance with law, **Board policy, and administrative regulation and the section "Resolving Enrollment Disputes" below**

EDUCATION FOR HOMELESS CHILDREN (continued)

78. Fully inform parents/guardians of homeless students and unaccompanied youth all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice
89. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion
910. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090 When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability
1011. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. The Superintendent or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

EDUCATION FOR HOMELESS CHILDREN (continued)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

~~When making a placement decision for a homeless student, the Superintendent or designee may consider~~ **Such factors may include, but are not limited to,** the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with **the student's** ~~his/her~~ homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the **district** liaison shall assist in placement or enrollment decisions, **give priority to** ~~consider~~ the views of the student, and provide notice to the student of ~~his/her~~ **the right to appeal rights.** (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in **the** ~~his/her~~ school of origin, unless his/her parent/guardian requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if **the student** ~~he/she~~: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and **records of immunization and other required health records** ~~medical records, including, but not limited to, records or other proof of immunization history~~
- 4. Has missed application or enrollment deadlines during any period of homelessness**

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess

EDUCATION FOR HOMELESS CHILDREN (continued)

immunization or other **medical required health** records, the principal or designee shall **immediately** refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations or **screenings, or** records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or **the his/her** school requested by **the student's his/her** parent/guardian or **the student, if** an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the **reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest,** along with a statement regarding the right to appeal the placement decision. **The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth.** (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, tThe student may continue attending the **student's his/her** school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with **his/her the student's** peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7)

1. If the student is transitioning between grade levels, **he/she the student's** shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, **he/she the student's** shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that **he/she the student** is no longer homeless, **he/she the student** shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if **he/she the student** is in grades K-8
2. Through graduation if **he/she the student** is in high school

Resolving Enrollment Disputes

If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. (42 USC 11432)

EDUCATION FOR HOMELESS CHILDREN (continued)

The parent/guardian shall be provided with a written explanation of the placement decision, which shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand. The written explanation shall include:

1. ~~The district liaison's contact information~~ **A description of the action proposed or refused by the district**
2. ~~A description of the district's placement decision~~ **An explanation of why the action is proposed or refused**
3. ~~Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities~~ **A description of any other options the district considered and the reasons that any other options were rejected**
4. ~~Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education~~
5. **Appropriate timelines to ensure any relevant deadlines are not missed**
6. **Contact information for the district liaison and state coordinator, and a brief description of those roles**

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

~~The district liaison shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute~~ **may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter. (42 USC 11432)**

In working with a student's parents/guardians to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process

EDUCATION FOR HOMELESS CHILDREN (continued)

4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian **or unaccompanied youth** disagrees with the **district** liaison's enrollment decision, ~~he/she may appeal~~ the decision **may be appealed** to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the **homeless** liaison **for homeless students** at the county office of education.

Transportation

The district shall provide transportation for a homeless student to and from **his/her the student's** school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend **his/her the student's** school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an **individualized education program IEP** that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, **a charter school, a school in a country other than the United States,** or a nonpublic, nonsectarian school ~~or agency~~ and shall not require the student to retake the course. (Education Code 51225.2)

EDUCATION FOR HOMELESS CHILDREN (continued)

If the homeless student did not complete the entire course, **his/her the student's** shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that **his/her the student's** did not complete at **his/her the student's** previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, **his/her the student's** shall be enrolled in the same or equivalent course, if applicable, so that **his/her the student's** may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(*cf.* 6143 - Courses of Study)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements ~~prescribed~~ **established** by the Governing Board.

However, when a homeless student who has completed **his/her the student's** second year of high school transfers into the district from another school district or transfers between high schools within the district, **his/her the student's** shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of **his/her the student's** fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for **his/her the student's**, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in **his/her the student's** third or fourth year of high school, the district shall use either the number of credits **his/her the student's** has earned as of the date of the transfer or the length of **his/her the student's** school enrollment, whichever qualifies

EDUCATION FOR HOMELESS CHILDREN (continued)

his/her the student's for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for **his/her the student's** how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if **his/her the student's** transfers to another school, **including a charter school**, or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within **his/her the student's** fifth year of high school, **his/her the student's** shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for **his/her the student's**, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect **his/her the student's** ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for **his/her the student's** if **his/her the student's** is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall ~~be immediately deemed to meet all residency requirements~~ **have access to extracurricular and enrichment activities that are available to all students in the school, including but not limited to, for participation in interscholastic sports administered by the California Interscholastic Federation or other extracurricular activities.** (Education Code 48850)

EDUCATION FOR HOMELESS CHILDREN (continued)**Notification and Complaints and Posting Requirements**

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)

AGENDA/MEETING MATERIALS

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning **and well being**.

Each agenda shall state the meeting time and **place and location** and shall briefly describe each **business** item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting **of by** a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item, **at that meeting before or during the committee's consideration of the item**, and **that** the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall include information regarding how, when, and to whom a request **should be made if an individual requires** disability-related accommodations or modifications, including auxiliary aids and services, **may be made by an individual who requires accommodations or modifications** in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

AGENDA/MEETING MATERIALS (continued)

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information ~~or whether the issue is covered by an existing policy or administrative regulation~~ **and if so, respond accordingly.**

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item ~~that~~ **unless such item** has ~~not~~ been previously considered **at an open meeting of a committee comprised exclusively of Board members.** (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available **supporting** documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

AGENDA/MEETING MATERIALS (continued)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act (**PRA**) and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply

AGENDA/MEETING MATERIALS (continued)

to a document that is exempt from public disclosure under the ~~Public Records Act~~ **PRA**. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Policy
adopted: September 10, 2010
Revised: January 22, 2020
Reviewed: April 27, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

CONFLICT OF INTEREST

Incompatible Activities

Governing Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

Conflict of Interest Code

The district's conflict of interest code shall be comprised of the terms of 2CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If no change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated by changed circumstances, such as the creation of new designated positions, amendments or revisions, the changed code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

CONFLICT OF INTEREST (continued)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of the district if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment
5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has a legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive

CONFLICT OF INTEREST (continued)

remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Disqualification for Board Members Who Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

CONFLICT OF INTEREST (continued)

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. (Government Code 87105)
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. This Board member shall not be counted toward achieving a quorum while the item is discussed. (Government Code 87105; 2 CCR 18702.5)
3. Leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. (Government Code 87105)

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during the consent calendar. (2 CCR 18702.5)

(cf. 3430 - Investing)

The Board member may speak on the issue during the time that the general public speaks on the issue. The Board member shall recuse himself/herself from voting on the matter and leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public. (Government Code 87105; 2 CCR 18702.5)

If the Board's decision is made during closed session, the public identification may be made orally during the open session before the Board goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the Board's decision. (2 CCR 18702.5)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

CONFLICT OF INTEREST (continued)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term *honorarium* does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

APPENDIX DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Governing Board Members
Superintendent of Schools

Bylaw
adopted: September 15, 2010
Reviewed: April 27, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

UNADOPTED

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES
February 17, 2022**

The regular meeting was held in the Lone Pine High School Auditorium, 538 S. Main Street, Lone Pine, CA.

1. CALLED TO ORDER & ROLL CALL

Mrs. Susan Patton, President	Present
Mrs. Krista Sullivan, Clerk	Present
Mr. Jason Olin, Member	Present
Mr. Scott Kemp, Member	Present
Mrs. Susan Lutze, Member	Absent
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 Sullivan 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
- 4) PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (G.C. Sec. 54957)
 - a. Temporary Instructional Aides
 - b. One-to-One Instructional Aide
- 5) CONFERENCE WITH REAL PROPERTY NEGOTIATOR (G.C. Sec. 54956.8)
 - a. Olancha School; LPUSD & Cal Trans; Price & Terms of Payment.

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

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

3.2 President Patton led the Pledge of Allegiance

3.3 Moved by Trustee Olin and seconded by Trustee Kemp that the Board approve the agenda order as presented, with items 6.4 and 6.5 removed. Motion passed 4-0, with Trustee Lutze absent.

3.4 Trustee Patton reported that the Board took action to release a non-reelect employee, #730, from employment effective at the end of the 2021-22 school year, roll call was Ayes: Susan Patton, Krista Sullivan, Jason Olin, and Scott Kemp, absent was Susan Lutze.

4. PRESENTATION SESSION

- 4.1** Lo-Inyo Student Representative – Conner Hays, 6th grade ASB representative, announced the Students of the Month for January; Dental Day was a success, thanked Celia Acevedo for teaching the students about cavities and plaque; ASB held their Valentine's Day Dance, which had a photo booth, dancing, and had a great time; Congratulations to Avygnon Reilly-Todd who placed first at middle school spelling bee, she will also be going on to represent our County.
- 4.2** Lo-Inyo Principal Report – Mr. Dutton reported that Avygnon will be heading to the state finals in May to represent our County; ASB did have their Valentine's Dance and thanked Ms. Julie for all her help; tutoring, Ms. Kausen, Mr. Kinberg, and Ms. Lambert are staying after school to help tutor students; attendance is averaging 93%, shout out to the 1st graders who only have 4 missed school days; teachers are scoring the student's Interim Comprehensive Assessments; inclement weather, if need be with the fire then the plan would

be implemented; upcoming events: no school next week, Missoula week is March 7th, and thanked staff and board members for everything they do.

- 4.3 LPHS Student Representative – Betzy Alvarado, 11th grader, shared pictures of FFA Week: Greenhand Day, Chapter Farmer Day, State Farmer Day, had a fun volleyball game with lunch from subway and root beer floats; seniors visited Lo-Inyo and brought animals to visit with the students; our high school was named National 3 Star Chapter for 2022; Juanita
- 4.4 LPHS Principal Report – Ms. O’Sullivan reported that there are 116 students enrolled to date; AG Floral meets as one of our A-G requirements; AG Mechanic students are making some amazing projects for the Blue & Gold Fundraiser on April 1st; basketball senior night was a great night; girls basketball will be going to the first round of playoffs and will have a travel game tomorrow to play Highland HS; recognized Parish Wright, Kristiana Wright, Andrew Howe, and Jeff O’Brien for their hard work and stepping in to help out.
- 4.5 SITA and/or CSEA Representative Reports – No Reports

PUBLIC PARTICIPATION (HEARING SESSION)

Numerous parents and members of the public expressed their concerns regarding the mask mandate in the schools and that they disagree with students having to wear them.

5. GENERAL FUNCTIONS OF THE BOARD

Discussion – Multiple Sport Program with other districts – Dr. Traynor commented that Owens Valley would like to enter into an agreement to allow their students to play athletics at Lone Pine High School. There are some concerns, Dr. Traynor reiterated that OV students will be allowed to play at LPHS and will discuss fees, but to clarify LPHS students cannot transfer to become eligible and play. The district will need to work with different situations.

Discussion – Adaption of COVID-19 Guidelines

Discussion – Supplement to the Annual Update to the 2021-22 LCAP – Dr. Traynor stated that part of the requirement is to give an annual update of how the district is spending the LCAP funds and how to engage stakeholders. Shows how we are engaging stakeholders and how the district plans to spend the funds, plans are on the website. Another part of the requirement is to give an update to the LCAP and these updates will be embedded in the district’s LCAP and will be approved in June.

NON-CONSENT AGENDA

- 5.1 Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board adopt the following revised and/or updated Board Policy and/or Administrative Regulation as presented to the Board. *The board may vote to waive the second reading and approve these items after the first read.* Motion passed 4-0, with Trustee Lutze absent.

- 1) BP/AR 1312.3, Uniform Complaint Procedures
- 2) AR 3515.6, Criminal Background Checks for Contractors
- 3) AR 4217.3, Layoff/Rehire
- 4) AR 5125, Student Records
- 5) AR 5145.3, Nondiscrimination/Harassment
- 6) BP/AR 5148.2, Before/After School Programs
- 7) BP 6112, School Day
- 8) BP/AR 6112, Courses of Study
- 9) BP 6153, Transportation to School Sponsored Activities
- 10) BP/AR 6158, Independent Study
- 11) BP 6170.1, Transitional Kindergarten
- 12) BB 9320, Meetings and Notices

CONSENT AGENDA

Moved by Trustee Sullivan and seconded by Trustee Kemp that the Board approve consent agenda item 5.2 to 5.4. Motion passed 4-0, with Trustee Lutze absent.

- 5.2 Approve the regular minutes of December 13, 2021, as presented to the Board.
- 5.3 Accept generous donation from AmeriGas in the amount of \$2,000. Each high school athletic team will receive \$200 to be added to their ASB account and the remaining will be added to the athletic fund.
- 5.4 Discussion and possible approval to change the regular board meeting date from Wednesday, March 16, 2021 to _____.

6. PERSONNEL

NON-CONSENT AGENDA

- 6.1 Moved by Trustee Kemp and seconded by Trustee Olin that the Board adopt Resolution 2021-22-04, Non-Reelection of Probationary Certificated Employee, pursuant to Education code Section 44929.21, authorizing the Superintendent to notify probationary employee that they will not be reelected for the 2022-23 school year. Motion passed 4-0, with Trustee Lutze absent.
- 6.2 Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve attendance of Susan Patton and Krista Sullivan, to attend the SSDA Annual Conference to be held in Sacramento from March 6-8. Costs to the District include registration in the amount of \$480.00, 3 nights lodging, 4 days per diem, transportation and incidental expenses in accordance with Board Bylaw 9250. Motion passed 4-0, with Trustee Lutze absent.

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve consent agenda items 6.3 to 6.9, items 6.4 & 6.5 were removed. Motion passed 4-0, with Trustee Lutze absent.

Trustee Olin thanked Sheyenne for all her hard work and years of service. Trustee Sullivan also thanked Sheyenne for her years of dedication and service to the district and wished her well in her future endeavors.

- 6.3 Approve Memorandum of Understanding between the District and SITA to allow TK-5 teachers to postpone their contractual "prep period" to occur during their tutoring session, in accordance with the provisions of the MOU, as presented to the Board.
- 6.4 **Removed** Approve temporary employment of _____, to serve as Temporary K-12 Instructional Aide for 6.50 hours per day for the remainder of the 2021-22 school year. Compensation shall be range 2, Step 1 of the 2018-19 Classified Salary Schedule.
- 6.5 **Removed** Approve temporary employment of _____, to serve as Temporary K-12 Instructional Aide for 6.50 hours per day for the remainder of the 2021-22 school year. Compensation shall be range 2, Step 1 of the 2018-19 Classified Salary Schedule.
- 6.6 Approve temporary employment of Melissa Maddux, to serve as Temporary K-12 Instructional Aide for 6.50 hours per day for the remainder of the 2021-22 school year. Compensation shall be range 2, Step 1 of the 2018-19 Classified Salary Schedule
- 6.7 Approve probationary employment of Shyann Harvey, as One-to-One Specialized Instructional Aide at Lo-Inyo Elementary for 5.5 hours per day. Compensation shall be Range 2a Step 1 on the 2018-19 Classified Employee Salary Schedule.
- 6.8 Approve additions of Jon Wallasky and Jeff O'Brien to the list of substitute teachers.
- 6.9 Approve resignation of Sheyenne Quilter as High School Secretary, effective June 30, 2022.

7. CURRICULUM & INSTRUCTION

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve consent agenda items 7.1 to 7.4. Motion passed 4-0, with Trustee Lutze absent.

- 7.1 Approve overnight baseball and softball team tournament participation to be held in Hawthorne, NV from March 3-5, 2022, as presented in the itineraries to the Board. Expenses will be paid for by team fundraisers.
- 7.2 Approve attendance of Mr. Lozier, Aspen Yonge, and 11 Opera Club students to attend Elgar: Cello

Concerto/Tchaikovsky: Symphony No. 6 in Los Angeles on March 5, 2022. Transportation expense will be paid from HS Opera Club account.

7.3 Approve the 2021-22 Baseball/Softball Schedule, as presented to the Board.

7.4 Approve overnight field trip to Catalina Island for Joseph Kinberg and 18 students from March 28-April 1, 2022. Chaperones include Mr. Kinberg, and three approved chaperones. Cost for the camp will be paid from fundraising activities and parents.

8 BUSINESS AND FINANCE

NON-CONSENT AGENDA

8.1 Moved by Trustee Sullivan and seconded by Trustee Kemp that the Board approve the Annual Financial Audit Report prepared by Eide Bailly, dated June 30, 2021, as presented to the Board. Motion passed 4-0, with Trustee Lutze absent.

CONSENT AGENDA

Moved by Trustee Sullivan and seconded by Trustee Olin that the Board approve consent agenda items 8.2 to 8.7. Motion passed 3-0 with Trustees Lutze and Olin absent.

8.2 Approve 2021 Comprehensive School Safety Plans for Lo-Inyo and LPHS sites, *confidential* enclosures.

8.3 Approve the Lease Agreement between the District and California Department Transportation, to lease office and parking space, as presented to the Board.

8.4 Approve the Agreement between the District and Fisher Sand and Gravel, to rent property on the Olancha School Site, as presented to the Board.

8.5 Approve the Lease Agreement between the District and Fisher Sand and Gravel, to rent the groundwater well at Olancha School Site, as presented to the Board.

8.6 Approve Surplus List, as presented to the Board.

8.7 Approve Purchase Orders and Warrants.

ACKNOWLEDGEMENT OF CORRESPONDENCE

1) Review of First Interim Report from Inyo County Superintendent of Schools.

ITEMS FROM THE SUPERINTENDENT

A) Other – Dr. Traynor reported that in March 2022 will need to discuss A-G Grant; Expanded Learning Grant Opportunity Program the state has provided the district with an optional planning year the district will still receive the funds, gives the district time to plan with teachers and staff. By June 30, the district will need to have a plan for the Pre-K Implementation Grant. So, we will be presenting a plan at a Board meeting prior to that date. Olancha site is nearly complete just need to finish up the MPR.

ITEMS FROM THE BOARD

Trustee Kemp read an update on activities for Healthy Communities, all events are posted on the Healthy Communities website.

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

- Sat. March 12 - Missoula Children's Performance 3:00 pm HS Aud
- Wed. March 16 - Regular Board Meeting 5:15 p.m. DCR

9 RETURN TO CLOSED SESSION

9.1 Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board reconvene into closed session at 6:55 p.m. to discuss the following items. Motion passed 4-0 with Trustee Lutze absent.

- 1) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
 - a. Superintendent Evaluation

3) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)

District Employees: SITA and CSEA

District Negotiator: Patrick Traynor

10 OPEN SESSION

10.1 Moved by Trustee Kemp and seconded Trustee Sullivan that the Board reconvene into open session at 7:40 p.m. Motion passed 4-0 with Trustee Lutze absent.

10.2 President Patton reported that no action was taken in closed session.

10 ADJOURNMENT @ 7:40 p.m.

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES
March 16, 2022**

The regular meeting was held in the Lone Pine High School Auditorium, 538 S. Main Street, Lone Pine, CA.

1. CALLED TO ORDER & ROLL CALL @ 4:34 P.M.

Mrs. Susan Patton, President	Present
Mrs. Krista Sullivan, Clerk	Present
Mr. Jason Olin, Member	Present
Mr. Scott Kemp, Member	Absent
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 Olin that the Board recess to closed session to discuss the following items: Motion passed 4-0 with Trustee Kemp absent.

- 1) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
 - a. Superintendent Evaluation
- 2) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
 - a) District Employees: SITA and CSEA
 - b) District Negotiator: Patrick Traynor
- 3) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/REASSIGNMENT (Gov. Code 54957)
- 4) PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (G.C. Sec. 54957)
 - a. Temporary Co-Lead Facilities Worker
 - b. Temporary Alternative Education Teacher
- 5) CONFERENCE WITH REAL PROPERTY NEGOTIATOR (G.C. Sec. 54956.8)
 - a. Olancha School; LPUSD & Cal Trans; Price & Terms of Payment.

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 Sullivan and seconded by Trustee Lutze that the Board approve the agenda order as presented. Motion passed 4-0 item 6.13 pulled from agenda.

3.4 President Patton reported that no action was taken in Closed Session.

4. PRESENTATION SESSION

- 4.1** Lo-Inyo Student Representative – Jocelynn Heredia, 6th grade student representative, announced the February students of the month; 4th/5th grade students went on a fish slough field trip; 22 Push Up Challenge winners were Sadie M, Alexa N, Domina T, and grand prize winner was Anthony P; 6th & 7th grade had the Egg Drop Challenge; Missoula performance of Johnny Appleseed was successful; shared information on different science related themes, animals, water, nature, tree rings, moisture over mountains during Science Night.
- 4.2** Lo-Inyo Principal Report – Mr. Dutton reported that tutoring is still up and running; shout out to the first grade for only having 3 absences last month, enrollment is at 215 and attendance rate is at 91%; thanked Mrs. McGuire and her class for helping out with a sub shortage; Trout in the Classroom release; 5th grade College Day on April 8th; 8th grade Catalina Trip will be March 28 thru April 1st; Spring Break coming up April 14-22; thanked everyone for helping out.
- 4.3** LPHS Student Representative – Jose Rodriguez is a senior at LPHS; thanked the HS Boosters Julie & Dan Berry, Alex Quezada, Jill Patton, Carrie Ray, Brenda Lacey, and Nancy O'Sullivan for a successful Sports

Awards Dinner and Recognition for the athletes who played football, volleyball, cross country, basketball, and cheer; softball won the El Capitan Tournament Champions and Eric Romero won the homerun derby.

- 4.4 LPHS Principal Report – Ms. O’Sullivan reported that enrollment is at 115 and a shout out to the 11th grade who has the best attendance rate; attendance is at 84%; Blue and Gold Fundraiser will be on Friday, April 1st; Special Day Class visited the FFA Farm.
- 4.5 SITA and/or CSEA Representative Reports – No Reports.

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

5. GENERAL FUNCTIONS OF THE BOARD

NON-CONSENT AGENDA

- 5.1 Moved by Trustee Sullivan and seconded by Trustee Lutze that the Board approve the regular minutes of January 19, 2022, as presented to the Board. Motion passed 4-0 with Trustee Kemp absent.

6. PERSONNEL

CONSENT AGENDA

Moved by Trustee Lutze and seconded by Trustee Sullivan that the Board approve consent agenda items 6.1 to 6.14. Motion passed 4-0 with item 6.13 pulled.

- 6.1 Approve resignation of Barbara Bowling as Instructional Aide, effective February 28, 2022.
- 6.2 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.
- 6.3 Approve addition of Emma Ginchereau to the list of substitute teachers.
- 6.4 Approve resignation of Karen Flores as the Temporary Instructional Aide, effective March 18, 2022.
- 6.5 Approve resignation of Venessa Smith as High School Science Teacher, effective June 10, 2022.
- 6.6 Approve probationary employment of Barbara Bowling to serve as Clerk Typist for 4 hours per day. Compensation shall be Range 4 Step VI.
- 6.7 Approve resignation of Neddeen Maddux as One-to-One Specialized Instructional Aide, effective March 4, 2022.
- 6.8 Approve Memorandum of Understanding between the District and SITA to add a leave day to the 2021-22 school year, in accordance with the provisions of the MOU, as presented to the Board.
- 6.9 Approve Memorandum of Understanding between the District and SITA to compensate certificated staff for providing Independent Study as an educational option pursuant to AB 130, in accordance with the provisions of the MOU, as presented to the Board.
- 6.10 Approve Agreement between the District and SITA to implement Learning Loss Prevention stipend, as presented to the Board.
- 6.11 Approve Agreement between the District and SITA to implement Learning Loss Recovery stipend, as presented to the Board.
- 6.12 Approve temporary long-term substitute of Leslie Loy, as Sierra Alternative Learning Academy Teacher for the remainder of the 2021-22 school year, Compensation shall be Step 3, Column V plus 3% Master’s on the Certificated Salary Schedule, pending verification of units and employment requirements.
- 6.13 **PULLED** Approve to extend temporary employment of the Co-Lead Facilities Worker, Aspen Yonge, from April 12-June 30, 2022.
- 6.14 Approve addition of Morgan Hawk to the list of Classified Substitutes.

7 CURRICULUM & INSTRUCTION

Discussion – Athletic Coach Positions – Trustee Patton commented that the district should fly the positions every other year, but stagger them so they are not all flown at the same time. Trustee Sullivan recused herself. Trustee Lutze reported that in the past coaches that were staff members had to reapply every year and that in the last

couple of years with all the changes with staff and she would like to see the positions refreshed and should open it up to the community. Trustee Olin overall thinks our coaches do an amazing job, but thinks it's a healthy thing to do to reassess. Trustee Patton commented that the Athletic Director positions are supposed to be a certificated position and would like to stay with that policy. Dr. Traynor asked if the coaching positions should be flown or re-apply every year or every other year. Trustee Lutze would like to see every coach re-apply this year and then half of them re-apply every other year after this year. Dr. Traynor, Trustee Patton, and current Athletic Directors will meet to write up the policy.

NON-CONSENT AGENDA

- 7.1 Moved by Trustee Sullivan and seconded by Trustee Olin that the Board approve 2022 Summer School Program for grades 9-12 credit recovery with dates from June 14, 2022 to July 6, 2022 on Monday through Friday, for two 4-hour sessions each attendance day. Motion passed 4-0 with Trustee Kemp absent.

CONSENT AGENDA

Moved by Trustee Sullivan and seconded by Trustee Olin that the Board approve consent agenda items 7.2 and 7.3. Motion passed 4-0 with Trustee Kemp absent as amended added 2 chaperones and transportation expenses.

Trustee Sullivan suggested that there be at least 2 more chaperones for the senior trip if there are 28 students attending.

- 7.2 Approve overnight trip for 28 students of the Senior Class of 2022 to Los Angeles area from May 13-15, 2022 for activities at the Getty Center, beach and Disneyland, as submitted in the itinerary to the Board. Chaperones shall be Venessa Smith and Mel Joseph. Costs will be paid for by class funds, except for transportation expenses paid by the District in accordance with Board Policy 6153.
- 7.3 Approve additional Fundraising Dinner and Car Wash as fundraisers for the Varsity Girls Softball Team.

8 BUSINESS AND FINANCE

BUDGET REPORT – Marjianne Yonge removed four months of the Alternative Education Teacher which added \$32,000 back into the budget but added a couple of temporary aides for the remainder of the year. The only added income was from ESSR III Funds of about \$20,000, not a lot of changes to the budget. The MOU's that were just approved are not added in the budget, but those funds will come from the ESSR Funds. Some of the positions that weren't filled this year will be added back into the budget at the end of the year. Trustee Patton do you know when we will receive the remaining ESSR Funds. Ms. Yonge said the district does not receive notice when the funds are in the account, she checks every couple of months. Ms. Yonge is anticipating that the district should receive about \$700,000 more from ESSR Funds, about \$115,000 should be received by the end of the school year. Negotiations with certificated or classified have not been finalized so that is not in the budget.

CONSENT AGENDA

Moved by Trustee Sullivan and seconded by Trustee Lutze that the Board approve consent agenda items 8.1 to 8.3. Motion passed 4-0 with Trustee Kemp absent.

- 8.1 Approve the 2021-22 Second Interim Report, as presented to the Board.
- 8.2 Approve Budget Revisions.
- 8.3 Approve Purchase Orders and Warrants.

ITEMS FROM THE SUPERINTENDENT

- A. A-G Grant - Dr. Traynor explained this is a one-time grant to help schools increase the number of students to complete their A-G requirements. The district has a plan that will need to be approved before June. The superintendent and principals shared the plan with the union leads and asked for their input. Currently the Guidance Counselor, Ms. O'Sullivan, will receive additional support in the form of professional development so she can meet with all students to make sure they are all on track to complete their A-G requirements. There are about 28 students who will need to make up credit. He also explained how the Multi-Tiered System of Supports

could be supported to ensure credit deficient get the unique support they need and ensure potentially credit deficient students get the support needed to prevent them from becoming credit deficient. Mr. Dutton and Ms. O'Sullivan will be able to administer at their sites by organizing team meetings with teachers to meet regarding students who are not on track.

Dr. Traynor mentioned the LCAP Supplementation Plan will go into the LCAP this year. The district will be receiving \$74,000 for the Expanded Learning Grant for this year. He said although this year is a planning year, Mr. Dutton and Ms. O'Sullivan have met with teachers to see how to get the pilot program going. This grant will require that all TK-6th graders to have an opportunity to participate in a 9-hour day. Next year the program will have to be in full swing in order for the district to receive the funds. TK Implementation Grant any students turning 4 by September 1st will have the opportunity to attend to enroll in TK will have to bring back a plan before June 30th for the board to approve. Alternative Learning Academy will be offering Edgenuity and will bring back to the board to approve the curriculum. Wellness Committee met last night and every three years the Wellness Policy needs to be reviewed and/or updated, the meeting was well attended and hopefully by June will have the policy approved by the board.

ITEMS FROM THE BOARD

Trustee Olin commented that OV board members have formed a subcommittee to discuss combining sports between the districts. Trustee Olin stated that he and Trustee Kemp would like to be the subcommittee for Lone Pine.

Superintendent Traynor advised that a subcommittee must have Board approval and believed it must be on the agenda. However, he advised the board to take action now and then also place this on the agenda for approval at the March meeting. Trustee Sullivan moved and Trustee Lutze seconded to form a subcommittee to explore sports with Owens Valley School District. The attending Board approved unanimously.

Trustee Lutze attended the sports banquet and was very impressed. The Booster Club worked really hard and it looked great, there was a lot of participation with students and parents.

Trustee Sullivan attended the Small Schools Conference in Sacramento, she learned a lot and a shout out went to past Superintendent Heidi Torix who was a finalist for Superintendent of the Year for California.

Trustee Patton commented that it was a very interesting conference. She commented that there is no flexibility in the high school and the district will need to add another period to the date to get more flexibility, something the district needs to think about. She also attended the sports banquet and it was really nice, good food, had great attendance, and all the coaches had such nice things to say about the students.

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

- April 14-22 - Spring Break
- Wed. April 27 - Regular Board Meeting 5:15 p.m. DCR

9 RETURN TO CLOSED SESSION

9.1 Moved by Trustee Sullivan and seconded by Trustee Olin that the Board reconvene into closed session at 6:13 p.m. to discuss the following items. Motion passed 4-0 with Trustee Kemp absent.

- 1) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
 - a. Superintendent Evaluation
- 5) CONFERENCE WITH REAL PROPERTY NEGOTIATOR (G.C. Sec. 54956.8)
 - a. Olancha School; LPUSD & Cal Trans; Price & Terms of Payment.

10 OPEN SESSION

10.1 Moved by Trustee Olin and seconded Trustee Sullivan that the Board reconvene into open session at 8:15 p.m. Motion passed 4-0 with Trustee Kemp absent.

10.2 President Patton reported that no action was taken in closed session.

10 ADJOURNMENT @ 8:22 P.M.

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board

LONE PINE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Clerk/Registrar / ASB Bookkeeper	CLASSIFICATION:	Clerical/Classified
DEPARTMENT:	Administration	WORK YEAR:	180 Days (Student School Year)
REPORTS TO:	Principal or designee	SALARY:	Range 4

GENERAL SUMMARY

Under the supervision of the Principal, performs a variety of clerical duties including Attendance Clerk, Registrar, ASB Bookkeeper, typing, record keeping, filing, answering telephone and general receptionist responsibilities in a school office and to perform other duties directly related to this job description.

DUTIES AND RESPONSIBILITIES:

Registrar / ASB Bookkeeper

Attendance Clerk:

- Responsible for taking attendance each period
- Responsible for processing progress reports and report cards, does related follow up work regarding student attendance and academic achievement.
- Contacts parents regarding student attendance.
- Facilitates District level SARB intervention services within the District.

Registrar:

- Registers new students, requests records from previous schools, inputs related information into assigned database and responds to requests for student records. Prepares various records for audit.
- Prepares official transcripts for transfer or graduating students, verifies accuracy of information and forwards material, maintains related records in student cumulative files,
- Prepares progress and grade reports utilizing computerized student database, generates class sheets and distributes to teachers, provides instructions regarding due dates and procedures; makes corrections to grades as requested by faculty.
- Maintains proficiency records and eligibility information.
- Compiles information for reports or summaries; sorts and files materials as needed; collects required information and maintains records and files.
- Assists as necessary for pupil enrollments, transfers and attendance accounting.
- Operates a variety of office machines including computers, printers, calculators and copiers.
- Gathers data and prepares, mandatory reports pertaining to WASC or other reports requested by the Principal.
- Inputs individual class schedules into AERIES and makes schedule changes requested by the Principal.

Classified Job Description

TITLE – Clerk/Registrar/ASB Bookkeeper

Page 2

ASB Bookkeeper:

- Prepares reports, bank deposits, requisitions, purchase orders and checks for the Associated Student Body account.
- Knowledge of fiscal record keeping practices and general bookkeeping procedures. Prepares various records for audit.

In absence of the Secretary:

- Receives visitors, answers the telephone, takes and refers messages for the Principal and other staff, provides general information and explains rules/regulations to teachers, students and parents.
- Maintains and monitors files which may contain information of a confidential or sensitive nature; maintains all schools, records, including but not limited to attendance records, student enrollment, collects and transfers payroll documents such as timesheets and leave forms, student cumulative records and school facility use.
- Ability to schedule and plan clerical work without supervision.
- Ability to establish and maintain effective working relationship with others.
- Tools/equipment / work aids - When administering First aid or assisting ill students, all body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed in a lined waste container.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary; basic concepts of child development and behavioral characteristics.

Ability to operate a variety of office machines and equipment including typewriter, copier, word processor and computer terminal and printer, and various software programs as required.

Skill in demonstrating sound and independent judgment in the interpretation, application or modification of existing methods, rules, regulations, policies and procedures; and handle sensitive information with discretion.

Ability to pass a standardized typing test at the rate of 40 words net per minute.

Ability to compile and maintain accurate, complete records and reports; and make arithmetical computations with speed and accuracy.

Ability to establish and maintain effective working relationships with others.

WORKING CONDITIONS

Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

Classified Job Description

TITLE – Clerk/Registrar/ASB Bookkeeper

Page 3

Indoor office environment.

Temperature – normal climate.

JOB PARTICULARS

Tools/equipment/work aids - When administering First Aid or assisting ill students, all body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

Daily contact with students, teachers, parents and all school and District staff.

OCCUPATIONAL CERTIFICATES/LICENSES

High school diploma or equivalent.

Valid California driver's license.

First Aid certification.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised:
CSEA Reviewed:
Board Approved:

LONE PINE UNIFIED SCHOOL DISTRICT
COACHING JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF ATHLETICS

DESCRIPTION OF POSITION: Under the direct supervision of the high school principal, the director of athletics is responsible for the organization, supervision, and evaluation of the entire athletic program of Lone Pine High School. The athletic director will monitor the teams regularly to see that they are performing within the framework of the Lone Pine High School athletic philosophy.

GENERAL DUTIES:

1. Supervises and contributes to supervision of coaches, including during practice to assure sound fundamental skills are taught to the athletes. Also advises coaches after competitive events to improve coaches' abilities.
2. Prepares and monitors all athletic schedules.
3. Is responsible for all classifications of athletics (girls, boys, varsity, junior varsity).
4. Is responsible for ordering and receiving all athletic equipment and supplies (letters and certificates included).
5. Is responsible for monitoring for coaches' orders as per actual need, prudence, and safety.
6. Is responsible for monitoring the coaches' care and storage of equipment.
7. Is responsible for the screening of all athletes participating in the program (physical examinations, C.I.C., and Lone Pine High School eligibility).
8. Is responsible for arranging for physical examinations at the beginning of each football/volleyball season and to make arrangements for an ambulance and a doctor at all home football games.
9. Is responsible to supervise all home varsity contests.
10. Is responsible to represent the school at all league meetings where his or her presence is requested.

COACHING JOB DESCRIPTION

POSITION TITLE:

DIRECTOR OF ATHLETICS

GENERAL DUTIES:
(continued)

11. Is responsible for coordinating assignments of and paying all home officials as well as assigning volunteers to help with clock, scorebook, shot clock depending on the sport.
12. Is responsible for enforcement and revision of the athletic code.
13. Is responsible to prepare all forms necessary for transportation involving the athletic program.
14. Is responsible for to liaison work between liase coaches, teachers, and students regarding to solve discipline and morale problems.
15. Is responsible to coordinate the supervision and scheduling of all outside use of Lone Pine High School athletic facilities.
16. Is responsible to report all scores to the appropriate agencies in a timely manner.
17. Is responsible for recommendations of coaches to the principal.
18. Is responsible to attend and supervise all varsity competitions except for those mutually agreed upon with the principal.
19. Is responsible with the aid of the principal for establishing and maintaining good morale among the coaches.
20. Is responsible to set the example of strong leadership and high moral standards.
21. Is willing to accept and perform any other responsibilities relating to athletics that are assigned by the principal.

REQUIRED QUALIFICATIONS: Holds a valid Red Cross First Aid Certificate or American Heart Association Heart Saver Certificate, and a current teaching credential, and is a member of the Lone Pine High School teaching staff.

Knowledge of: The rules and regulations of all the sports in which Lone Pine High School participates; the rules and regulations of C.I.F. and Lone Pine High School.

COACHING JOB DESCRIPTION

POSITION TITLE:

DIRECTOR OF ATHLETICS

REQUIRED QUALIFICATIONS:
(continued)

Ability to: Provide strong leadership to the coaches and students participating in the athletic program; provide strong and positive public relations in representing Lone Pine High School to the leagues, the other schools, the C.I.F., and the general community.

Education and Experience: College graduate and teaching credential. Experience as a coach at the high school level. Supervisory experience with coaches is desirable.

SALARY RANGE:

Refer to District's Extra-Duty Assignment Schedule.

LONE PINE UNIFIED SCHOOL DISTRICT

COACHING JOB DESCRIPTION

POSITION TITLE: HEAD COACH OF HIGH SCHOOL SPORT

DESCRIPTION OF POSITION:

Under the direct supervision of the athletic director and the high school principal, the head coach is responsible for ~~the~~ conditioning, **teaching fundamental skills** and **the** coaching of eligible athletes. The head coach will perform **his** **their** duties within the framework of the Lone Pine High School athletic philosophy. **Upon receiving a positive evaluation from the high school principal, this job may be extended for one additional year without being flown.**

GENERAL DUTIES

1. Assists athletic director in scheduling contests and ordering equipment and supplies.
2. Personally, supervises all practices and contests.
3. Personally, supervises all trips to and from practices or games.
4. Regularly -monitors facilities and equipment to determine that they are safe and in acceptable condition and they are not being abused or ~~stolen~~ lost. Conducts proper inventory, issuance, and collection of equipment from all participants.
5. ~~Enforces~~ **Monitors** all school eligibility regulations in accordance with the school Athletic Code. **Consults with high school principal regarding eligibility and discipline issues.**
6. Is responsible for the quality of practices as well as the conduct of volunteer personnel that ~~he- the coach~~ **allowed** to assist **him**.
7. Assists the athletic director in determining that all **his** players have **completed their** physical examinations **and are eligible under CIF rules** prior to their participation.
8. Is responsible to complete proper accident and insurance forms and to take prudent and appropriate first aid measures when one of **his** **their** players **is are** ill or injured.
9. Is responsible for the conduct and sportsmanship of **his** **their** players while under **his** **their** supervision.
10. Is responsible for establishing and maintaining good team morale as well as setting the example of strong leadership with high moral standards.
11. Is responsible for the supervision and coordination of **his** **their** sport program, varsity and junior varsity, including all coaching personnel.

COACHING JOBDESCRIPTION

POSITION TITLE:

HEAD COACH OF HIGH SCHOOL SPORT (CONTINUED)

REQUIRED
QUALIFICATIONS:

Holds a valid and current First Aid Certificate and CPR card. The coach must satisfy the coaching certification standards required by the State of California, as verified by the superintendent.

Knowledge of: The rules and regulations pertaining to the sport being coached, and Lone Pine High School/C.I.F. rules and regulations.

Ability to: Organize and teach ~~meaningful~~ **fundamental** drills that are conducive to the development of the skills necessary to compete successfully **and safely** in the sport being coached. Teaches knowledge and strategies necessary to successfully compete in the sport. Organize practices and competitions in such a way that an appreciation and understanding of the concept of teamwork will be demonstrated by the athletes.

Education and Experience: Graduation from high school. Experience as a coach and/or as a member of a team that competed at a level of high school varsity or higher.

Supervisory experience with teenagers is desirable.

SALARY RANGE: Refer to District's Extra-Duty Assignment Schedule.

LONE PINE UNIFIED SCHOOL DISTRICT

COACHING JOB DESCRIPTION

POSITION TITLE: ~~JUNIOR-HIGH~~ MIDDLE SCHOOL COACH

DESCRIPTION OF POSITION: Under the direct supervision of the elementary school principal, the ~~junior-high~~ middle school coach provides instruction and leadership to the students in the various sports.

- GENERAL DUTIES:
1. Applies knowledge in the teaching skills in team sports to pupils.
 2. Personally supervises all practices and contests.
 3. Personally supervises all trips to and from practices or games.
 4. Regularly monitors facilities and equipment to determine that they are safe and in acceptable condition and they are not being abused or ~~stolen~~ missing. Conducts proper inventory, issuance and collection of equipment from all participants.
 5. Enforces all school eligibility regulations in accordance with the school Athletic Code.
 6. Is responsible for the quality of practices as well as the conduct of volunteer personnel that he allows to assist him.
 7. Is responsible to complete proper accident and insurance forms and to take prudent and appropriate first aid measures when one of his players is ill or injured.
 9. Is responsible for the conduct and sportsmanship of his players while under his supervision.
 10. Is responsible for establishing and maintaining good team morale as well as setting the example of strong leadership with high moral standards.

QUALIFICATIONS

Holds a valid and current First Aid Certificate and CPR card. The coach must satisfy the coaching certification standards required by the State of California, as verified by the superintendent. Must pass the district background check and fingerprint requirements.

Knowledge of: The rules and regulations pertaining to the sport being coached.

LONE PINE UNIFIED SCHOOL DISTRICT
2022/23 DRAFT
PENDING BOARD APPROVAL: April 27, 2022

Updated															
	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
JUL					1	4	5	6	7	8	11	12	13	14	15
AUG	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19
SEPT				1	2	5	6	7	8	9	12	13	14	15	16
OCT	3	4	5	6	7(M)	10	11	12	13	14	17	18	19	20	21
NOV		1	2	3	4	7	8(M)	9(M)	10(M)	11	14	15	16	17	18
DEC				1	2	5	6	7	8	9	12	13	14	15	16(M)
JAN	2	3	4	5	6	9	10	11	12	13	16	17	18(M)	19(M)	20(M)
FEB			1	2	3	6	7	8	9	10	13	14	15	16	17
MAR			1	2	3	6	7	8	9	10	13	14	15	16	17
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21
MAY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19
JUNE				1	2	5	6	7(M)	8(M)	9	12	13	14	15	16

Days= 180

Tuesday, August 23 ☆ First Day of Student Attendance
Friday, June 9 ☆ Last Day of Student Attendance

2022-23 HOLIDAYS FOR CLASSIFIED

July 4 Independence Day
Sept 5 Labor Day Holiday
Nov 11 Veteran's Day Holiday
Nov 24-25 Thanksgiving Holidays
Dec 26 & 27 Christmas Holidays
Dec 30 & Jan 2 New Year's Holidays Observed
Jan 16 Martin Luther King Holiday
Feb 22 Lincoln's Day Observed
Feb 21 Presidents' Day
Apr 7 Good Friday Holiday
Apr 24-26 WASC Visit at LPHS
May 29 Memorial Day Holiday
Floating 1 day per CSEA contract

LO-INVO/LPHS QUARTER DATES

Oct 21 - End 1st Qtr 46 Days
Jan 20 - End 2nd Qtr 47 Days
Apr 7 - End 3rd Qtr 45 Days
June 9 - End School 42 Days

HIGH SCHOOL SEMESTERS END

Jan 20 = 93 Days
June 9 = 87 Days

KINDERGARTEN-5th TRIMESTER DATES

Nov 10 - End 1st Trimester 60 Days
Mar 10 - End 2nd Trimester 63 Days
June 9 - End 3rd Trimester 57 Days

MINIMUM DAYS (M)

Oct 7 K-12 Film Festival
Oct 31 K-12
Dec 16 K-12
Nov 8, 9, 10 K-8 Parent Conferences
Jan 18, 19, 20 9-12 Final Exams
June 7, 8, 9 K-12

TESTING DATES

SAT
SAT
PSAT
PST 8th
PST 10th
LI CAASPP
HS CAASPP

TEACHER CONTRACT DAYS - NO STUDENTS

Aug 19 & 22 Comp Time during school yr or pay on June 30

2022-23 BREAKS/HOLIDAYS-NO STUDENTS

Sept 5 Labor Day Holiday
Sept 23 California Indian Day Holiday
Nov 11 Veteran's Day Holiday
Nov 21-25 Thanksgiving Break
Dec 19-Jan 2 Winter Break
Jan 16 Martin Luther King Holiday
Feb 21 & Feb 22 Presidents' Holidays
Apr 7-Apr 14 Spring Break
May 29 Memorial Day Holiday

GRADUATION & PROMOTIONS DATES

June 8 Lo-Invo 8th Grade Promotion 7 p.m.
June 9 High School Graduation 7 p.m.

Non-school days for break or teacher in-service

180

Non-school days for Holidays

2

Teacher Work Days/School Attendance

182

TOTAL TEACHING DAYS

180

TEACHER CONTRACT DAYS

2

TOTAL WORK DAYS

182

A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Total Grant Allocation
Lone Pine Unified School District	\$150,000

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

An alternative high school will be supported with an online learning platform. The online format was not considered when mentioned in the LCAP and will cost more in start up costs and professional development. The funds in this grant will support a more immediate start up so more students can benefit from Teacher stipends mentioned in the LCAP will be adjusted based on feedback and data received from previous year so that additional students can benefit from them. This stipend will motivate teachers to liaise with at risk students to ensure they pass their A-G courses.

Principal/Guidance Counselor will receive needed training in order to meet more effectively with students to encourage A-G completion plans.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

All students will be strongly encouraged to complete all A-G requirements. All students will meet with the principal guidance counselor each year, at least twice to review their progress toward completing all A-G requirements. A plan will be developed to get those who are not on track in order to complete the required courses by their senior year. Those students who do not wish to complete all A-G requirements will get a written acknowledgement from their parents.

The high school will receive more rigorous inputs (e.g., staff time, professional development) in implementing the Multi-Tiered System of Supports (MTSS) framework to take a more proactive and reactive as necessary approach to helping students at risk of not meeting all A-G requirements. The elementary school will receive the same inputs so that students will be better equipped to meet all A-G requirements upon enrollment as ninth graders.

Courses from Cerro Coso will be encouraged to expand offerings to college-bound students and to motivate mere students to attend college after graduation. All instructional materials will be purchased for them. Offering an advanced core section will be considered based on sufficient numbers of students enrolling

The number of students who were identified for opportunities to retake A-G approved courses in which they received a "D", "F", or "Fail" grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Lone Pine high school identified approximately 28 students in need of retaking multiple courses in which they received a D or F grade in the 2020 spring semester or the 2020-21 school year. Stipends will be created beyond any that may have been referred to in the LCAP so that teachers can provide credit recovery opportunities to more students after school hours who have failed one or multiple courses. Summer School will be expanded so that more students can recuperate more failed a-g courses. Also, stipends were created for teachers to be proactive in ensuring students did not fail courses during the spring 2020-21 semester.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The plan supplements goal three in the Local Control and Accountability Plan (LCAP) and also the Learning Recovery Plan in that the counseling mentioned will serve to increase the numbers of students taking and completing their complete A-G requirement.

Plan Expenditures

Programs and services to increase or improve A-G completion	Planned Expenditures
Principal will meet with students, funded by their current salary, to determine what courses they need to meet their goals and to develop a schedule for them to complete their A-G requirement during their remaining years at the school.Principal will receive professional development as needed to be sure effective and frequent meetings take place	\$10,000
Principal will provide an opt out form to parents of students who have a need to forgo A-G completion so they can, as parents, have input in their child's course trajectory.	[\$ 0.00]
Provide stipends to teachers to keep students passing A-G courses	\$40,000
Provide stipends to teachers to ensure students have the opportunity to make up failed courses after school hours during the school year	\$30,000
Provide start up costs for alternative education school, that includes 9-12 graders and A-G courses.	\$30,000
Enhance MTSS meetings by providing staff needed time for this and training	\$40,000

**MEMORANDUM OF UNDERSTANDING
REGARDING DUAL ENROLLMENT
BETWEEN THE KERN COMMUNITY COLLEGE DISTRICT AND THE
Lone Pine Unified School District**

This Memorandum of Understanding ("MOU") is between the Kern Community College District and its respective colleges ("KCCD"), and Lone Pine Unified School District ("DISTRICT"). For identification purposes only this MOU is dated.

RECITALS

WHEREAS, KCCD is a multi-college District whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the DISTRICT;

WHEREAS, DISTRICT is a HIGH School District located in Inyo County;

WHEREAS, the parties desire to collaborate and provide college credit and stand-alone courses ("Courses");

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by the Legislature and KCCD;

WHEREAS, the parties desire to enter into a MOU, which sets forth their mutual rights and responsibilities and governs their relationship regarding the subject Courses;

WHEREAS, this MOU contemplates that the parties will enter into a related course agreement (CA) for the individual subject Courses, that each CA will fully incorporate the terms of this MOU, and that each CA will set out the necessary details specific to the subject Programs/Courses;

WHEREAS, the parties intend for KCCD to report full-time equivalent students (FTES) and obtain state apportionment for the subject Courses given through this MOU in accordance with California Code of Regulations, Title 5, sections 58050, 58051, and 58051.5;

WHEREAS, all Courses will be located within KCCD's District boundaries;

NOW, THEREFORE, the parties mutually agree as follows:

TERMS

1. **Recitals.** The above recitals are incorporated herein and made a part of this MOU.

2. **Effective Date and Duration.** This MOU shall be effective on the date authorized representatives of both parties sign it and continue in effect until June 30, 20____, or until duly modified or terminated by the parties.

3. **Early Termination.** This MOU may be terminated by either party with cause if another party fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the party fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

This MOU may be terminated without cause and for any reason by any party. The party desiring early termination without cause must provide written notice to the other parties. Termination will be effective no sooner than 60 calendar days after actual receipt of the written notice.

The parties agree to consider the needs of currently enrolled students when determining a termination date.

The indemnification provisions contained in this MOU shall survive termination.

4. **Course Agreements.** The terms of this MOU are deemed to be part of and fully incorporated into any and all presently existing or future CAs pertaining to the Courses unless expressly modified by a related CA. Related CAs will typically address the time, date, location, number of educational hours, KCCD credits offered, number of students, and other specifics related to each Course. The terms of this MOU may be modified by individual CA as necessary. Any inconsistency between the MOU and an express provision of a CA will be resolved in favor of this MOU.

5. **Certifications for State Apportionment Purposes**

- A. DISTRICT certifies that the direct education costs of the courses are not being fully funded through other sources.
- B. KCCD certifies that it has not received full compensation for the direct education costs for the conduct of the course from other sources.
- C. The Board of Trustees of DISTRICT will pass a resolution during a regularly scheduled board meeting which will provide that the location where courses are being held under this MOU will be open to the public at all times when courses are in session. The resolution shall be in the form provided in attachment A to this MOU. This resolution shall provide that the provisions of Penal Code 627.2 do not apply to the DISTRICT facilities where courses are being held during those times when courses are in session.
- D. DISTRICT agrees and acknowledges that all courses held under the terms of this MOU must be open to the general public.

- E. DISTRICT will not pay KCCD for the full costs of offering any course under this MOU. DISTRICT agrees and acknowledges that KCCD will claim apportionment for the students enrolled in courses under this MOU. Full costs are defined as compensation covering 80 percent or more of the direct education costs for the course.
- F. If the course instructor is an employee of DISTRICT then KCCD shall reimburse DISTRICT in an amount equal to at least 25% of the cost to DISTRICT for employing the instructor during the time the course is in session. For example, if the instructor's normal load is five class periods plus a prep period then KCCD shall reimburse DISTRICT in an amount equal to 25% of 1/6 of the daily compensation paid by DISTRICT to the instructor for each day the course is taught. The amount to be paid shall be specified in the CA.

6. **Regulatory Requirements for State Apportionment Purposes Applicable to All Courses Conducted Under the Terms of This MOU**

These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:

- A. Responsibilities of Each Party. KCCD policies and procedures apply and KCCD is responsible for the Courses. The Courses will comply with all applicable regulations, procedures, prerequisites and standards applicable to KCCD, as well as any corresponding local policies, practices, and requirements of the DISTRICT.
- B. Enrollment Period. The enrollment period shall be determined by KCCD in accordance with its guidelines, policies, pertinent statutes, and regulations.
- C. Number of Course Hours Sufficient to Meet the Stated Performance Objectives. KCCD will determine the performance objectives for each of the Courses and the number of course hours necessary to meet the performance objectives. The performance objectives and corresponding course hours shall be specified in the related CA.
- D. Supervision and Evaluation of Students. Supervision and evaluation of students shall be in accordance with KCCD guidelines, policies, pertinent statutes, and regulations. All students will be under the immediate supervision of an employee of KCCD. For purposes of this paragraph all DISTRICT employees who are teaching the courses shall be deemed to be employees of KCCD.
- E. Withdrawal Prior to Completion of the Course. A student's withdrawal prior to completion of the Course shall be in accordance with KCCD guidelines, policies, pertinent statutes and regulations.

- F. Right to Control and Direct Instructional Activities. KCCD is responsible for the Courses and has the sole right to control and direct the instructional activities of all instructors, including those who are DISTRICT personnel
- G. Minimum Qualifications for Instructors Teaching Courses. Instructors who are DISTRICT personnel shall either meet the minimum qualifications to provide instruction in a California community college, or shall work under the immediate supervision and control of a KCCD employee who has those minimum qualifications. The minimum qualifications shall be consistent with the requirements in other similar courses offered by KCCD and shall be published or otherwise listed by KCCD. All instructors shall meet the qualification requirements of Title 5 CCR sections 53410 and 58060.
- H. Facilities. DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the contemplated instruction and do so without charge to KCCD or students. DISTRICT agrees to clean, maintain, and safeguard DISTRICT's premises. DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes. All courses will be held at facilities which are clearly identified as being open to the general public. Pursuant to the provisions of Penal Code Section 627.9 (d) the DISTRICT Board of Trustees will pass a resolution before courses are held which exempts all campuses in the District which will be used for courses under this MOU from the provisions of Penal Code Section 627.2. The exemption from Section 627.2 may be limited by the resolution to the time immediately before, immediately after and during the time courses are being held under the terms of this MOU.
- I. Equipment. DISTRICT will furnish, at its own expense, all course materials, specialized equipment, and other necessary equipment for all DISTRICT students. The parties understand that such equipment and materials are DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment and materials to be used during each Course. DISTRICT understands that no equipment or materials fee may be charged to students except as provided for by KCCD policies and practices. Students in a course who are not enrolled in DISTRICT shall be provided course materials, specialized equipment, and other necessary equipment as specified in KCCD Policies and the applicable student handbook.
- J. Enrollment. Enrollment shall be open to any person who has been admitted to KCCD and meets all applicable prerequisites. Applicable prerequisite courses, training, or experience will be determined by KCCD. Applicants must meet the standards and prerequisites of the KCCD.

KCCD will be responsible for processing student applications. KCCD will provide the necessary admission forms and procedures and both KCCD and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

KCCD will ensure that each student completes the admissions procedure, the course enrollment process, and otherwise process student applications and enroll students in the Courses, as appropriate. DISTRICT will assist KCCD as necessary. A successful enrollment requires that each student has completed an enrollment application provided by KCCD, the application has been delivered to and accepted by KCCD's Admissions and Registration Office, all enrollment and other applicable fees have been paid, and the applicant has met all requirements, to include the standard KCCD student liability and medical care coverage, if applicable.

- K. Enrollment Fees. Pursuant to KCCD Board Policy (Education Code Section 76300(f)) the enrollment fee for students who are Special Part-Time Students (Education Code 76001) will be waived by KCCD.
 - N. Records of Student Attendance and Achievement. All records of student attendance and achievement shall be submitted to KCCD periodically, or upon demand, and shall be maintained by KCCD.
 - O. Ancillary Support Services for Students. Both KCCD and DISTRICT shall ensure that students enrolled in the Courses are provided ancillary and support services as may be needed, including but not limited to counseling and guidance and placement assistance.
 - P. Courses Outside KCCD Boundaries. For locations outside the geographical boundaries of KCCD, KCCD will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. concerning approval by adjoining high school or community college districts and use of non-district facilities.
7. Liaison. At no cost to the DISTRICT, KCCD will provide the services of faculty members who will facilitate coordination and cooperation between KCCD and DISTRICT. KCCD will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this MOU, including conducting appropriate student assessments, outreach/recruitment activities and the KCCD's application procedures.
8. Support Staff. These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:
- A. DISTRICT to Provide Support Services. Unless otherwise provided for in a related CA, DISTRICT will provide personnel to perform clerical services and services associated with outreach activities, recruiting students, assessing students, processing student applications, enrolling qualified students, and other related services as may be necessary.
 - B. DISTRICT is Responsible for its Own Personnel. DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing these

services will be employees solely of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of KCCD, specifically with regard to their duties pertaining to the Courses described in the related CAs. KCCD has the primary right to control and direct such activities.

9. **Instructors.** These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:

- A. **KCCD to Select Instructors.** KCCD may select instructors from DISTRICT personnel nominated by the DISTRICT, or other sources. DISTRICT personnel will perform instructional duties on duty time. DISTRICT personnel selected to be instructors remain employees solely of the DISTRICT, subject to the authority of the DISTRICT, but will also be subject to the authority of KCCD, specifically with regard to their duties as instructors. KCCD will exercise this authority in consultation with the DISTRICT.
- B. **District May Nominate Instructors.** DISTRICT shall ensure that all instructor nominees are experienced, competent, dedicated personnel who have the personal attributes necessary for providing instruction in the Courses. DISTRICT shall ensure that all instructor/staff nominees possess any Certificates or other training indicia that may be required including, but not limited to the qualification requirements of Title 5 CCR 53410 and 58060.
- C. **KCCD Shall Determine Instructor Requirements.** KCCD shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.
- D. **DISTRICT is Responsible for its Own Personnel.** DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing their services will be employees solely of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of KCCD, specifically with regard to their duties pertaining to the Courses described in the related CAs. KCCD has the primary right to control and direct such activities.
- E. **Orientation Meeting.** Instructors shall attend an orientation meeting if scheduled and KCCD shall provide manuals, course outlines, curriculum materials, and testing and grading procedures as necessary.
- F. **Instructor Agreement with KCCD.** All instructors who are DISTRICT employees must sign an agreement with KCCD which states that KCCD shall have the primary right of control over the instructor's activities while the instructor is teaching a course under the terms of this MOU.
- G. **No Other Assigned Duties.** Instructors teaching courses under this MOU shall not have any other assigned duty while course instruction is taking place.

H. Cost of Instruction. If the course instructor is an employee of DISTRICT then KCCD shall reimburse DISTRICT in an amount equal to at least 25% of the cost to DISTRICT for employing the instructor during the time the course is in session. For example, if the instructor's normal load is five class periods plus a prep period then KCCD shall reimburse DISTRICT in an amount equal to 25% of 1/6 of the daily compensation paid by DISTRICT to the instructor for each day the course is taught. The amount to be paid shall be specified in the CA.

11. Instruction. The instructional services provided by DISTRICT personnel shall include development of appropriate lectures. The lectures will conform to the approved curriculum and course outlines and recommendations of experienced KCCD instructors. Instructional presentations shall incorporate planned practical demonstrations, as may be necessary, and use audiovisual techniques or equipment and vocational equipment.

All instructional presentations, including practical demonstrations and demonstrations of vocational equipment, are subject to the advance approval of KCCD.

12. Facilities. The parties contemplate that primarily, the facilities of the DISTRICT will be utilized to carry out the goals of this MOU and any related CA, although from time to time KCCD facilities may be utilized subject to mutual MOU by the parties as expressed in a related CA. DISTRICT agrees to defend, hold harmless, and indemnify KCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, and other representatives from all damages, losses, or expenses, including litigation costs such as attorney's fees, should a student, instructor, or third party be injured as a result of or connected with the condition of the DISTRICT's premises, in whole or in part. The indemnity shall survive termination of this MOU and is in addition to any other rights or remedies KCCD may have under law or otherwise.

13. Workers' Compensation. DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective DISTRICT personnel made in connection with performing services and receiving instruction under this MOU or any related CA. DISTRICT agrees to hold harmless, indemnify, and defend KCCD from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by DISTRICT personnel connected with providing services under this MOU or any related CA. DISTRICT is not responsible for non-District personnel who may serve as instructors or students who are not affiliated with the DISTRICT. These provisions may not be voided, modified nor waived by a related CA.

14 Indemnification.

- A. DISTRICT shall defend, hold harmless, and indemnify KCCD, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property, from any cause whatsoever arising from or connected with the provision of instruction pursuant to this MOU or any related CA that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of DISTRICT, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.
- B. KCCD shall defend, hold harmless, and indemnify DISTRICT, their governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property, from any cause whatsoever arising from or connected with its responsibilities hereunder that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of KCCD, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.
- C. DISTRICT shall have no obligation to defend, hold harmless, or indemnify KCCD, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and/or other representatives for their sole negligence or willful misconduct; and KCCD shall have no obligation to defend, hold harmless, or indemnify DISTRICT, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and/or other representatives for their sole negligence or willful misconduct.
- D. This indemnity shall survive termination of this MOU or any related CA, and is in addition to any other rights or remedies that DISTRICT or KCCD may have under law and/or otherwise.
- E. These provisions may not be voided, modified nor waived by any related CA.

15. Insurance Requirements.

- A. Each party shall obtain, pay for, and maintain in effect during the life of this MOU the following policies of insurance issued by an insurance company rated not less than "A-;V" in Best Insurance Rating Guide and admitted to transact business in California: (1) commercial general liability (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$1,000,000 per occurrence; (2) commercial automobile liability for "any auto" with combined single limits of liability not less than \$1,000,000 per occurrence; (3) professional liability (errors and omissions) with a limit of liability not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.
- B. Each party's policy(ies) shall contain an endorsement naming the other party as an additional insured insofar as this MOU is concerned, and provide that written notice shall be given to the other party at least 30 days prior to cancellation or material change in the form of the policy or reduction in coverage. Each party shall furnish the other with a certificate of insurance containing the endorsements required under this section, and each party shall have the right to inspect the other party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change, or reduction in a party's coverage, that party shall immediately file with the other party a certified copy of the required new or renewal policy and certificates for such policy.
- C. Nothing in this section concerning minimum insurance requirements shall reduce a party's liability or obligations under the indemnification provisions of this MOU.
- D. The parties acknowledge that both parties are permissibly self-insured under California law.
- E. These provisions may not be voided, modified nor waived by a related CA.

16. Discrimination and Harassment. Each party agrees it will not unlawfully discriminate, harass, or allow harassment against any employee or other person because of sex, race, color, ancestry, religious creed, national origin, mental or physical disability (including HIV and AIDS), marital status, or age, and shall comply with all applicable laws pertaining to employment.

17. Entire Agreement. This MOU and any related CAs constitute the entire agreement between the parties with regard to the Courses and supersedes any prior or contemporaneous understanding or agreement. No party has been induced to enter into this MOU by, nor is any party relying on, any representation or promise outside those expressly set forth in this MOU and any related CA.

18. **Amendment.** The provisions of this MOU may be modified only by mutual MOU of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.
19. **Waiver.** Unless otherwise precluded by the terms of this MOU, terms or conditions may be waived by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction of that term or condition as it applies on a subsequent occasion.
20. **Assignment.** Neither party may assign any rights or benefits or delegate any duty under this MOU without written consent of the other party. Any purported assignment without written consent shall be void.
21. **Parties in Interest.** Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies under or by reason of this MOU on any person other than the parties to it and their respective successors and assigns, nor is anything in this MOU intended to relieve or discharge the obligation or liability of any third person to any party to this MOU, nor shall any provision give any third person any right to subrogation or action against any party to this MOU.
22. **Severability.** If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect and shall in no way be impaired or invalidated.
23. **Notices.** Any notice under this MOU shall be in writing, and any written notice or other document shall be deemed to have been duly given on the date of personal service on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through written notice under this provision. Failure to conform to the requirement that mailings be done by registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.
24. **Authority to Enter Into MOU.** Each party to this MOU represents and warrants that it has the full power and authority to enter into this MOU and to carry out the transactions contemplated by it and that it has taken all action necessary to authorize the execution, delivery, and performance of this MOU.
25. **Status of the Parties.** Neither party is a partner, joint venture, co-principal, employer, or co-employer of the other or of an employee of the other party. DISTRICT shall be solely responsible for paying all salaries, wages, benefits, and other compensation which its employees or subcontractors may be entitled to receive in connection with performing services under this MOU and any related CA. DISTRICT shall be solely responsible for withholding and paying all applicable payroll taxes and contributions, including federal, state, and local income taxes, FICA, FUTA, and state unemployment, workers' compensation, and disability

insurance in connection with performing services under this MOU and any related CA.

26. **Retention and Audit of Records.** Each party shall maintain records pertaining to this MOU and related CAs as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.
27. **Governing Law and Venue.** This MOU will be governed by and construed in accordance with California law and venue of any action or proceeding in connection with this MOU shall be Kern County, California.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed the day and year first above written.

AGREED TO AND ACCEPTED:
KERN COMMUNITY COLLEGE DISTRICT

By: _____

Name: Steven Watkin

Title: Interim Associate Vice Chancellor, Enrollment Officer

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5108

Date: _____

By: _____

Name: Mike Giacomini

Title: Interim Chief Financial Officer

Kern Community College District
(661) 336-5117

Date: _____

AGREED TO AND ACCEPTED:
Lone Pine Unified School District

By: _____

Title: Superintendent

District: Lone Pine Unified School District
Address: P.O. Box 159 Lone Pine CA 93545

Telephone: 760-876-5579

Date: _____

EASIE Part IIA SY 2022-23

54%

Section 4: Budget Information

Please complete the budget section for your project. The budget must match the grant objectives you selected for your project. The information you enter covers the entire project including all participating LEAs.

You may leave some budget categories blank if you have no expenditures in those categories.

Total costs in your budget cannot exceed your total allocation. If the direct administrative costs of your allocation exceed 5% you must reduce those costs to less than 5%.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (mailto:Indian.Education@ed.gov). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (mailto:Indian.Education@ed.gov).

Allocated Amount: \$17924

Remaining from Total Allocation: \$207

Total Admin%: 0

***1. Supplemental Information.**

By checking this box, I will ensure that the Indian Education formula grant funds will **supplement and not supplant** other funding for the education of Indian children, with the goal of providing culturally-responsive education to meet the academic needs of AI/AN students and to assist those students in meeting State achievement standards. See FAQs (<https://easie.grads360.org/#communities/pdc/documents/9683>) for guidance and examples.

☐ I agree.

2. Personnel Budget.

Complete all columns for each type of personnel to be funded by the program.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (mailto:Indian.Education@ed.gov). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (mailto:Indian.Education@ed.gov).

Category Subtotals	
Number of Personnel (#)	6
Admin Cost (\$)	0

Category Subtotals	
Program Cost (\$)	14717
Fringe Cost (\$)	0
Total Cost (\$)	14717

	Number of Personnel (#)	Percent of Time (%)	Administrative Cost (\$)	Program Cost (\$)	Fringe Cost (\$)
Academic Advisors (1)					
Administrative Assistants (2)					
College instructors (3)					
Counselors, Guidance (4)					
Counselors, Mental Health (5)					
Cultural Resource Specialists (6)					
Data Specialists (7)					
Home/School Coordinators (8)					
Instructional Assistants (9)					
Language Instructors (10)					
Liaisons, Home/School or Community (11)					
Project Coordinator (12)					
Project Director (13)					
Reading Coaches or Specialists (14)	4	40	0	9717	0
Social workers (15)					
Support, Clerical or Secretarial (16)					
Teachers (17)					
Tribal Elders (18)					
Youth Development Specialists (19)	2	20	0	5000	0
Personnel - Other 1 (Please Specify Below) (20)					
Personnel - Other 2 (Please Specify Below) (21)					

	Number of Personnel (#)	Percent of Time (%)	Administrative Cost (\$)	Program Cost (\$)	Fringe Cost (\$)
Personnel - Other 3 (Please Specify Below) (22)					

2b. Enter "Other" Personnel budget items below to populate the above Budget table. After adding the "Other" budget item below, add the Budget costs for each applicable item in the table above.

Personnel - Other 1:

--

Personnel - Other 2:

--

Personnel - Other 3:

--

3. Travel Budget.

Complete all columns for each type of travel to be funded by the program.

Note/ Funds provided to a grantee under this subpart may not be used for long-distance travel expenses for training activities that are available locally or regionally.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (mailto:Indian.Education@ed.gov). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (mailto:Indian.Education@ed.gov).

Category Subtotals	
Administrative Cost (\$)	0
Program Cost (\$)	3000
Total Cost (\$)	3000

	Administrative Cost (\$)	Program Cost (\$)
In-district (non-PD)		
Out of district (non-PD)	0	3000
Professional Development (only)		

4. Equipment Budget.

- a. Complete all columns for each type of equipment to be funded by the program. **Note:** An individual equipment item must have a cost greater than \$5,000.

- b. The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (mailto:Indian.Education@ed.gov). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (mailto:Indian.Education@ed.gov).

Category Subtotals	
Administrative Cost (\$)	0
Program Cost (\$)	0
Total Cost (\$)	0

	ITEM	Administrative Cost (\$)	Program Cost (\$)
1			
2			
3			
4			
5			
6			

- ❶ Complete the table for equipment to be funded by the program (defined as a single item with value exceeding \$5,000).

4b. Enter a Budget purpose in Equipment for all fields updated above. After adding the "Other" budget item below, add the Budget costs for each applicable item in the table above.

1	Please choose...	▼
2	Please choose...	▼
3	Please choose...	▼
4	Please choose...	▼
5	Please choose...	▼
6	Please choose...	▼

5. Supplies Budget.

Complete all columns for each type of supplies to be funded by the program.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (mailto:Indian.Education@ed.gov). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (mailto:Indian.Education@ed.gov).

Category Subtotals	
Administrative Cost (\$)	0

Category Subtotals	
Program Cost (\$)	0
Total Cost (\$)	0

	Administrative Cost (\$)	Program Cost (\$)
Direct Instructional Delivery		
Student Consumables		
Technology		
Program Management		

② Complete the table for supplies to be funded by the project. Enter the dollar value for supplies of each listed type. Note that Direct Instructional Materials and Student Consumables have no administrative cost.

6. Contractual Budget.

Complete all columns for each contractual action to be funded by the program.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and [submit it directly to OIE at Indian.Education@ed.gov](mailto:Indian.Education@ed.gov) (mailto:Indian.Education@ed.gov). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (mailto:Indian.Education@ed.gov).

Category Subtotals	
Administrative Cost (\$)	0
Program Cost (\$)	0
Total Cost (\$)	0

	Administrative Cost (\$)	Program Cost (\$)
Direct Instructional Delivery		
Student Evaluations		
Contractual - Other 1 (Please Specify Below):		
Contractual - Other 2 (Please Specify Below):		
Contractual - Other 3 (Please Specify Below):		

6b. Enter "Other" Contractual budget items below to populate the above Budget table. After adding the "Other" budget item below, add the Budget costs for each applicable item in the table above.

Contractual - Other 2
Contractual - Other 3

7. Other Budget.

Complete all columns for each contractual action to be funded by the program.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (mailto:Indian.Education@ed.gov). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (mailto:Indian.Education@ed.gov).

Category Subtotals	
Administrative Cost (\$)	0
Program Cost (\$)	0
Total Cost (\$)	0

	Administrative Cost (\$)	Program Cost (\$)
Direct Instructional Delivery		
Student Activities Related to Services		
Professional Development (non-travel related)		
Other Budget 1 (Specify Below)		
Other Budget 2 (Specify Below)		
Other Budget 3 (Specify Below)		

7b. Enter "Other" budget items below to populate the above Budget table. After adding the "Other" budget item below, add the Budget costs for each applicable item in the table above.

	Other Budget 1
	Other Budget 2
	Other Budget 3

8. Indirect Costs

If you choose to budget project funds for indirect costs, provide your entity's restricted indirect cost rate associated with the project. You are entitled to budget indirect costs from your Title VI allocation up to a maximum of your indirect cost rate times your allocation. You are not required to budget for indirect costs.

Note: Restricted indirect cost rates are unique to ED and that non-LEA grantees may need to take additional action to get a restricted indirect cost rate. See EASIE Part II FAQs for more information.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (<mailto:Indian.Education@ed.gov>). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (<mailto:Indian.Education@ed.gov>).

Category Subtotals	
Rate (%)	0
Total (\$)	0

	Rate (%)	Total (\$)
1		

9. Budget Summary

This table provides subtotals by budget category as well as overall totals.

The waiver request form will not be submitted in the system. If you are unable to reduce the direct administrative costs to less than 5%, you must complete the waiver request form and submit it directly to OIE at Indian.Education@ed.gov (<mailto:Indian.Education@ed.gov>). To request a copy of the waiver request form, please contact your assigned Program Officer or Indian.Education@ed.gov (<mailto:Indian.Education@ed.gov>).

SUMMARY		
Budget Category	Category Subtotal	% of Overall Allocation
Supplemental Information:		
Personnel Budget:	14717	83.07
Travel Budget:	3000	16.93
Equipment Budget:	0	0
Supplies Budget:	0	0
Contractual Budget:	0	0
Other Budget:	0	0
Indirect Costs:	0	0
Grand Total:	17717	100%

ⓘ The Budget Costs entered does not equal the Allocated Amount. The Grand Total must equal \$17924. Remaining Allocation Amount is \$207

← Previous

Next →

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

District: Lone Pine Unified Date: April 1, 2022

Person completing this form: Kasey Wuester Title: Executive Secretary

Quarterly Report Submission Date:
(check one)

☐ October 2021 (Jul – Sep)
☐ January 2022 (Oct – Dec)
☒ April 2022 (Jan – Mar)
☐ July 2022 (Apr – Jun)

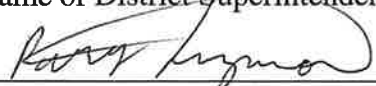
Date for information to be reported publicly at governing board meeting: April 27, 2022

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

4/1/2022
 Date

LONE PINE UNIFIED SCHOOL DISTRICT**Resolution No. 2021-22-05*****Transfers of Appropriations for 2022/23***

WHEREAS, the Governing Board of the Lone Pine Unified School District has determined that during the fiscal year budget revisions become necessary to bring the budgeted revenues and expenditures in balance with actual receipts and expenses; and

WHEREAS, by making these appropriation adjustments to actuals, the District will reflect a more realistic picture of actual spending patterns of funds; and

WHEREAS, the Governing Board of the Lone Pine Unified School District has determined that additional income is assured in excess of the amounts previously budgeted and the timely posting of adjustments will keep each account up-to-date with accurate uncommitted balances; and

NOW, THEREFORE, BE IT RESOLVED that pursuant Education Code Sections 42600 through 42602, the Lone Pine Unified School District may appropriate any such funds, identify and make such transfers as needed throughout the 2022/2023 fiscal year.

BE IT FURTHER RESOLVED that the Governing Board of the Lone Pine Unified School District Board authorizes staff to process the necessary transfers of appropriation to revise budget amounts during the course of the fiscal year to allow appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

APPROVED:

This is an exact copy of the resolution adopted by the Governing Board at a regular meeting on April 27, 2022.

School District Superintendent

Board Clerk

ITEM 9.7

APRIL 2022 BOARD MEETING

 INYO COUNTY SCHOOLS
 ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
220240	U.S. BANK CORPORATE PAYMENT	Disposable Underwear	1	01	1100	0	1110	1000	4310	111	IN L	139.79
		Total										139.79
220241	LIGHTWERKS	Smart Displays for LPHS/SALA	1	01	3212	0	1110	1000	4340	910	ESSR	1,370.58
			2	01	3212	0	1110	1000	4490	910	ESSR	10,775.00
		Total										12,145.58
220242	LIGHTWERKS	Smart Display for Lo-Inyo	1	01	3212	0	1110	1000	4340	910	ESSR	685.29
			2	01	3212	0	1110	1000	4490	910	ESSR	5,387.50
		Total										6,072.79
220243	SHI INTERNATIONAL CORP	Networking Hardware Needs for	1	01	0000	0	0000	7700	4340	123	OLAN	1,271.45
		Total										1,271.45
220244	EDGENUTTY	SALA online curriculum	1	01	0000	0	1110	1000	5810	556	SALA	2,825.00
		Total										2,825.00
220245	QUILL CORPORATION	Class Supplies	1	01	0000	0	1110	1000	4350	556	SALA	125.78
		Total										125.78
220246	QUILL CORPORATION	Graduation supplies.	1	01	1100	0	0000	2700	4350	456	IN H	1,000.00
		Total										1,000.00
220247	SCHOOL SPECIALTY	office tardy slips	1	01	1100	0	0000	2700	4350	456	IN H	77.47
		Total										77.47
220248	LIGHTWERKS	Lightwerks Field Service Call	1	01	3212	0	1110	1000	5810	910	ESSR	450.00
		Total										450.00
220249	QUILL CORPORATION	Classroom Supplies	1	01	0000	0	1110	1000	4310	556	SALA	90.66
		Total										90.66
220250	LISELDA CASTRO	Puberty Class	1	01	1100	0	1110	1000	4310	111	IN L	28.56
		Total										28.56
220251	QUILL CORPORATION	Map/Notebooks	1	01	0000	0	1110	1000	4310	556	SALA	35.74
		Total										35.74
220252	DELL MARKETING L.P.	Computers, monitors, and print	1	01	0000	0	0000	7700	4340	556	SALA	1,155.43

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

05 Lone Pine Unified

Board of Trustees Meeting 04/27/2022

Fiscal Year: 2022

Purchase Order Vendor

Description

220253 U.S. BANK CORPORATE PAYMENT

CSBA Delegate Assembly

1 01-0000-0-0000-7100-5810-910-BD/S

517.38

Ln Fu Rs Y Goal Func Obj Sch Mgmt Encumbered
2 01-0000-0-0000-7700-4349-556-SALA 3,254.02
Total 4,409.45

Purchase Order Count: 14

Grand Total 29,189.65

Fund Summary: Fund 01 29,189.65

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 _____

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000048-0 AUDIT

Reference

Vendor

PV220442-001

BISHOP WASTE DISPOSAL

Description
OLANCHA WASTE

Amount
3,429.02
3,429.02

Total Payment Amount

PV220440-001

DAILY INDEPENDENT

JOB ANNOUNCEMENTS

480.00
480.00

Total Payment Amount

PO220076-047 FRONTIER COMMUNICATIONS
PO220076-048 FRONTIER COMMUNICATIONS
PO220076-049 FRONTIER COMMUNICATIONS
PO220076-050 FRONTIER COMMUNICATIONS
PO220076-051 FRONTIER COMMUNICATIONS
PO220076-052 FRONTIER COMMUNICATIONS

PHONE LINES
PHONE LINES
PHONE LINES
PHONE LINES
PHONE LINES

144.46
70.52
208.28
276.21
73.06
73.06
845.59

Total Payment Amount

PO220119-041

GRAINGER INC

Maintenance Supplies

57.25
57.25

Total Payment Amount

PO220094-060

INYO COUNTY WATER SYSTEMS

Annual Water Fees

273.25
273.25

Total Payment Amount

PO220204-001

PINCO

DON LEE BEEF

354.73
354.73

Total Payment Amount

PO220110-028

PRODUCERS DAIRY

MILK Food Purchases

417.56
417.56

Total Payment Amount

PO220201-001

PTM DOCUMENT SYSTEMS

Report Cards

127.17
127.17

Total Payment Amount

PO220218-004

QUILL CORPORATION

Covid needs

109.43
109.43

Total Payment Amount

PO220072-010

TERMINIX

Pest Control Annual Service

126.50
126.50

Total Payment Amount

Transmittal Total 6,220.50

Fund Summary: Fund 01

5,448.21

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000048-0 AUDIT

Fund 13 772.29

Transmittal Number: 22000048-0

Reference Vendor
PO220075-033 AMERIGAS
PO220075-034 AMERIGAS

Description	Amount
PROPANE COSTS	2,566.35
PROPANE COSTS	3,918.82
Total Payment Amount	6,485.17

PO220077-017 BISHOP WASTE DISPOSAL
PO220077-018 BISHOP WASTE DISPOSAL
PV220443-001 BISHOP WASTE DISPOSAL
PV220444-001 BISHOP WASTE DISPOSAL

Waste Annual Needs	1,316.24
Waste Annual Needs	158.40
OLANCHA WASTE	113.69
OLANCHA WASTE	40.71
Total Payment Amount	1,629.04

PO220100-008 CANON FINANCIAL SERVICES INC

Annual Copier Leases	2,241.24
Total Payment Amount	2,241.24

PV220439-001 DAILY INDEPENDENT

JOB ANNOUNCEMENTS	480.00
Total Payment Amount	480.00

PO220047-001 DELL MARKETING L.P.

Computer hardware for DO compu	1,578.95
Total Payment Amount	1,578.95

MV220050-001 ENVIRONMENTAL HEALTH DEPT

CUPA FEES	241.00
Total Payment Amount	241.00

PO220226-001 FLINN SCIENTIFIC

Chemistry Bundle	1,313.71
Total Payment Amount	1,313.71

PV220445-001 GRAINGER INC
PV220446-001 GRAINGER INC
PV220447-001 GRAINGER INC
PV220448-001 GRAINGER INC
PV220449-001 GRAINGER INC

OLANCHA MAINTENANCE SUPPLIES	971.69
OLANCHA MAINTENANCE SUPPLIES	145.60
OLANCHA MAINTENANCE SUPPLIES	24.66
OLANCHA MAINTENANCE SUPPLIES	804.66
OLANCHA MAINTENANCE SUPPLIES	479.91
Total Payment Amount	2,426.52

PO220094-057 INYO COUNTY WATER SYSTEMS
PO220094-058 INYO COUNTY WATER SYSTEMS
PO220094-059 INYO COUNTY WATER SYSTEMS

Annual Water Fees	85.39
Annual Water Fees	273.25
Annual Water Fees	273.25

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000048-0

Reference	Vendor	Description	Amount
PO220094-061	INYO COUNTY WATER SYSTEMS	Annual Water Fees	273.25
PO220094-062	INYO COUNTY WATER SYSTEMS	Annual Water Fees	273.25
PO220094-063	INYO COUNTY WATER SYSTEMS	Annual Water Fees	85.39
PO220094-064	INYO COUNTY WATER SYSTEMS	Annual Water Fees	273.25
Total Payment Amount			1,537.03

PO220215-001	JOSTENS	Diploma and Academic Awards	215.03
Total Payment Amount			215.03

PO220218-002	QUILL CORPORATION	Covid needs	75.37
PO220218-003	QUILL CORPORATION	Covid needs	48.47
Total Payment Amount			123.84

PO220089-006	STATE OF CALIFORNIA	Annual fingerprints and back gr	64.00
Total Payment Amount			64.00

PO220109-027	SYSCO VENTURA	Cafeteria Food Supplies	894.79
Total Payment Amount			894.79

PO220181-004	WYE RD FEED & SUPPLY	AG SUPPLIES	100.37
Total Payment Amount			100.37

Transmittal Total			19,330.69
Fund Summary:			
	Fund 01		18,435.90
	Fund 13		894.79

Maintenance Supplies			114.17
Total Payment Amount			114.17

OLANCHA BACKHOE RENTAL			3,035.68
Total Payment Amount			3,035.68

Transmittal Total			3,149.85
Fund Summary:			
	Fund 01		3,149.85

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000049-0

Reference	Vendor	Description	Amount
PO220063-100	GARDNER'S	Maintenance Supplies	75.44
PO220063-102	GARDNER'S	Maintenance Supplies	17.53
PO220063-103	GARDNER'S	Maintenance Supplies	63.91
PO220185-011	GARDNER'S	AG AWARD SUPPLIES	8.05
PV220450-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	43.49
PV220451-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	463.30
PV220452-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	54.75
PV220453-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	40.14
PV220454-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	54.81
Total Payment Amount			821.42
Transmittal Total			821.42

Fund Summary: Fund 01 821.42

Transmittal Number: 22000050-0 AUDIT
PV220457-001 INYO CO OFFICE OF ED

PV220457-001	INYO CO OFFICE OF ED	DISTRICT COMPUTER SYSTEM	9,627.00
		Total Payment Amount	9,627.00
PV220456-001	JESUS LUQUE	OLANCHA MAINTENANCE	3,599.28
		Total Payment Amount	3,599.28
PO220189-001	NATIONAL FFA ORGANIZATION	JACKETS	480.00
		Total Payment Amount	480.00
PV220461-001	NIELSENS EQUIPMENT MAINTENANCE	BATTERIES FOR RADIOS	1,919.03
		Total Payment Amount	1,919.03
PO220027-007	PINCO	CAFE FOOD SUPPLIES	17.10
		Total Payment Amount	17.10
PO220110-029	PRODUCERS DAIRY	MILK for Food Purchases	291.79
PO220110-030	PRODUCERS DAIRY	MILK for Food Purchases	343.16
		Total Payment Amount	634.95

Fund Summary: Fund 01 15,625.31

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000050-0 AUDIT

Fund 13 652.05

Transmittal Number: 22000050-0

Reference

Vendor

PO220092-008 ATKINSON, ANDELSON, LOYA, RUUD

Description
Legal Fees

Total Payment Amount

Amount
1,430.63
1,430.63

PV220458-001

CA DEPT OF TAX AND FEE ADMIN

4TH QTR BUS FUEL TAX

Total Payment Amount

63.32
63.32

PO220106-008

CALIFORNIA BROADBAND COOPERATI

Annual Erate Year Contract 7/2

Total Payment Amount

627.89
627.89

PO220063-104
PO220063-105

GARDNER'S
GARDNER'S

Maintenance Supplies
Maintenance Supplies

Total Payment Amount

5.38
7.53
12.91

MV220051-001

KERN INYO SOUTH VALLEY FFA

STATE AWARDS BANQUET TICKETS

Total Payment Amount

180.00
180.00

PV220459-001

LIZ JONES

MILEAGE/LODGING REIMBURSEMENT

Total Payment Amount

839.04
839.04

PV220460-001

NIELSENS EQUIPMENT MAINTENANCE

RADIO INSTALLATION

Total Payment Amount

1,020.98
1,020.98

PO220027-006

PINCO

TYSON CHICKEN

Total Payment Amount

132.24
132.24

Transmittal Total

4,307.01

Fund Summary:

Fund 01 4,174.77
Fund 13 132.24

Transmittal Number: 22000050-1 AUDIT

PO220189-002

NATIONAL FFA ORGANIZATION

JACKETS FOR FFA

Total Payment Amount

631.00
631.00

Transmittal Total

631.00

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000050-1 AUDIT

Fund Summary:	Fund 01
	631.00

Transmittal Number: 22000051-0 AUDIT
Reference Vendor
MV220052-001 NANCY O'SULLIVAN

Description	Amount
2022 GIRLS BASKETBALL STIPEND	2,504.90
Total Payment Amount	2,504.90

Transmittal Total 2,504.90

Fund Summary:	Fund 01
	2,504.90

Transmittal Number: 22000052-0 AUDIT
MV220057-001 ANDREW HOWE

SUBSTITUTE TEACHER MILEAGE	
Total Payment Amount	263.25

APRIL HEALTH & WELFARE	
Total Payment Amount	105,722.14

ELEM HEATER SERVICE	
Total Payment Amount	659.00

DWP Power Services	
Total Payment Amount	1,270.13

WEBSITE MANAGEMENT SYSTEM	
Total Payment Amount	6,868.00

CM220008-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	(25.85)
PO220063-106	GARDNER'S	Maintenance Supplies	87.21
PO220063-107	GARDNER'S	Maintenance Supplies	33.28
PO220063-108	GARDNER'S	Maintenance Supplies	23.69
PO220063-109	GARDNER'S	Maintenance Supplies	79.71
PO220063-110	GARDNER'S	Maintenance Supplies	(75.40)
PO220063-111	GARDNER'S	Maintenance Supplies	157.25
PO220063-112	GARDNER'S	Maintenance Supplies	43.50
PO220063-113	GARDNER'S	Maintenance Supplies	67.03
PO220063-114	GARDNER'S	Maintenance Supplies	87.43
PO220063-115	GARDNER'S	Maintenance Supplies	34.46
PO220063-116	GARDNER'S	Maintenance Supplies	53.80

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 2200052-0 AUDIT

Reference	Vendor	Description	Amount
PO220063-117	GARDNER'S	Maintenance Supplies	37.69
PO220063-118	GARDNER'S	Maintenance Supplies	25.83
PO220185-012	GARDNER'S	AGWELDING SUPPLIES	71.52
PO220185-013	GARDNER'S	AGWELDING SUPPLIES	39.38
PO220185-014	GARDNER'S	AGWELDING SUPPLIES	313.58
PO220185-015	GARDNER'S	AGWELDING SUPPLIES	15.09
PO220185-016	GARDNER'S	AGWELDING SUPPLIES	46.86
PO220185-017	GARDNER'S	AGWELDING SUPPLIES	27.44
PO220185-018	GARDNER'S	AGWELDING SUPPLIES	33.37
PO220185-019	GARDNER'S	AGWELDING SUPPLIES	116.83
PV220478-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	101.96
PV220479-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	30.16
PV220480-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	9.68
PV220481-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	30.14
PV220482-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	31.76
PV220483-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	40.36
PV220484-001	GARDNER'S	OLANCHA MAINTENANCE SUPPLIES	19.36
Total Payment Amount			1,557.12
PO220119-042	GRAINGER INC	Maintenance Supplies	180.29
PO220119-043	GRAINGER INC	Maintenance Supplies	8.23
PO220119-044	GRAINGER INC	Maintenance Supplies	62.11
PO220119-045	GRAINGER INC	Maintenance Supplies	148.95
Total Payment Amount			399.58
PO220111-008	PINCO	Pinco Transportation & Monthly	1,166.17
Total Payment Amount			1,166.17
PV220466-001	PSAT/NMSQT	PSAT	574.00
Total Payment Amount			574.00
PV220485-001	WEX BANK	FUEL CHARGES	1,456.99
Total Payment Amount			1,456.99
Transmittal Total			119,936.38
Fund Summary:			
Fund 01			83,218.70
Fund 13			4,332.65

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000052-0 AUDIT

Fund 71 32,385.03

Transmittal Number: 22000052-0

Reference

Vendor

PO220115-006

A-Z BUS SALES INC-COLTON

Description
Bus Parts for Repairs

Amount

Total Payment Amount

179.54
179.54

PO220187-003

ALPHA SUPPLY LLC

WELDING SUPPLIES-AG CLASS

Total Payment Amount

465.71
465.71

PO220068-010

AMERICAN FIDELITY ASSURANCE CO

SDI Insurance for Classified E

Total Payment Amount

837.48
837.48

PO220075-035

AMERIGAS

AMERIGAS PROPANE COSTS

Total Payment Amount

323.53
323.53

PV220464-001

BRADY INDUSTRIES OF CA LLC

CUSTODIAL SUPPLIES

Total Payment Amount

1,152.77
1,152.77

PO220238-001

BSN SPORTS

Baseball Equipment

Total Payment Amount

652.37
652.37

PV220468-001
PV220469-001

DEAN'S PLUMBING & HEATING INC
DEAN'S PLUMBING & HEATING INC

ELEM #19 HEATER SERVICE
ELEM #14 HEATER SERVICE

Total Payment Amount

2,531.53
624.13
3,155.66

PO220107-064
PO220107-065

DEPT OF WATER AND POWER
DEPT OF WATER AND POWER

DWP Power Services
DWP Power Services

Total Payment Amount

175.72
1,399.55
1,575.27

MV220055-001

DONNA CARSON

SUBSTITUTE TEACHER MILEAGE

Total Payment Amount

16.38
16.38

PV220474-001
PV220475-001

INYO CO OFFICE OF ED
INYO CO OFFICE OF ED

CDT DRUG/ALCOHOL TESTING
PUBLIC HEARING ANNOUNCEMENT

Total Payment Amount

310.80
21.55
332.35

MV220058-001

JEFFREY O'BRIEN

SUBSTITUTE TEACHER MILEAGE

Total Payment Amount

210.60
210.60

4/21/2022 1:38:34 PM

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 2200052-0

Reference

Vendor

Description

Amount

PO220241-001
PO220242-001

LIGHTWERKS
LIGHTWERKS

Smart Displays for LPHS/SALA
Smart Display for Lo-Inyo

12,145.58
6,072.79
18,218.37

Total Payment Amount

PV220465-001

LISELDA CASTRO

PUBERTY CLASS SUPPLIES-PO IN P

23.93
23.93

Total Payment Amount

PV220471-001

LONE PINE CHAMBER OF COMMERCE

2022 MEMBER FEES

170.00
170.00

Total Payment Amount

PV220463-001

LONE PINE COMMUNICATIONS

STUDENT INTERNET

714.00
714.00

Total Payment Amount

PV220476-001

MILLER'S TOWING

TIRES

35.77
35.77

Total Payment Amount

PV220477-001

PATRICK TRAYNOR

WATER PURCHASE REIMBURSEMENT

50.58
50.58

Total Payment Amount

PO220042-002
PO220042-003

QUILL CORPORATION
QUILL CORPORATION

Open Po- Cartridges
Open Po- Cartridges

609.94
16.09
626.03

Total Payment Amount

PV220473-001

SARA JEFFERSON

MEAL REIMBURSEMENT-SPORTS

19.45
19.45

Total Payment Amount

PV220472-001

SECURITY LINE CO

SECURITY TROUBLESHOOT

372.50
372.50

Total Payment Amount

MV220056-001

SHERRY COSGROVE

SUBSTITUTE TEACHER MILEAGE

84.83
84.83

Total Payment Amount

PO220091-024
PO220091-025

SOUTHERN INYO HOSPITAL
SOUTHERN INYO HOSPITAL

TB Test
TB Test

25.00
25.00
50.00

Total Payment Amount

PO220109-028

SYSO VENTURA

Cafeteria Food Supplies

1,742.49
1,742.49

Total Payment Amount

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 2200052-0
Reference Vendor
PV220462-001 THOMAS PETROLEUM LLC

Description
DIESEL FUEL
Amount
4,752.61
4,752.61

Total Payment Amount

Transmittal Total 35,762.22

Fund Summary: Fund 01 34,019.73
Fund 13 1,742.49

Transmittal Number: 2200053-0
PV220486-001 THE GRILL

STAFF APPRECIATION
Total Payment Amount 1,248.00
1,248.00

Transmittal Total 1,248.00

Fund Summary: Fund 01 1,248.00

Transmittal Number: 2200054-0 AUDIT
PO220075-036 AMERIGAS

PROpane COSTS
Total Payment Amount 165.82
165.82

PV220489-001 BRITT'S DIESEL & AUTOMOTIVE

TIRES FOR BUS #9
Total Payment Amount 4,429.10
4,429.10

PV220495-001 DEPT OF WATER AND POWER

OLANCHA ELECTRICITY SERVICES
Total Payment Amount 1,722.67
1,722.67

PO220244-001 IMAGINE LEARNING LLC

SALA online curriculum
Total Payment Amount 2,500.00
2,500.00

PV220494-001 PRODUCERS DAIRY

MILK PURCHASES
Total Payment Amount 411.11
411.11

PO220217-005 QULL CORPORATION
PO220217-006 QULL CORPORATION
PO220217-007 QULL CORPORATION
PO220217-008 QULL CORPORATION
PO220217-009 QULL CORPORATION
PO220217-010 QULL CORPORATION

teacher supplies 258.70
teacher supplies 24.23
teacher supplies 35.67
teacher supplies 107.63
teacher supplies 61.41
teacher supplies 320.72

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000054-0 AUDIT

Reference	Vendor
PV220490-001	SYSCO VENTURA
PV220491-001	SYSCO VENTURA
PV220492-001	SYSCO VENTURA

Description
CAFE FOOD SUPPLIES
CAFE FOOD SUPPLIES
CAFE PAPER SUPPLIES

Total Payment Amount	Amount
808.36	
	1,299.04
	584.60
	630.77
Total Payment Amount	2,514.41

Transmittal Total

12,551.47

Fund Summary:	Fund 01	Fund 13
	9,625.95	2,925.52

Transmittal Number: 22000054-0

PO220075-037 AMERIGAS

PROpane COSTS

Total Payment Amount

4,395.75
4,395.75

PV220488-001 ASPEN YONGE

MEAL REIMBURSEMENT

Total Payment Amount

49.42
49.42

PO220107-067 DEPT OF WATER AND POWER
PO220107-068 DEPT OF WATER AND POWER
PO220107-069 DEPT OF WATER AND POWER
PO220107-070 DEPT OF WATER AND POWER
PO220107-071 DEPT OF WATER AND POWER

DWP Power Services
DWP Power Services
DWP Power Services
DWP Power Services
DWP Power Services

Total Payment Amount

1,269.74
322.07
159.09
775.54
2,581.50
5,107.94

PO220244-002 IMAGINE LEARNING LLC

SALA online curriculum

Total Payment Amount

325.00
325.00

PV220487-001 INYO REGISTER
PV220496-001 INYO REGISTER

AIDE JOB ANNOUNCEMENT
TEACHER JOB ANNOUNCEMENT

Total Payment Amount

695.42
314.70
1,010.12

MV220060-001 LESLIE LOY

SALA EXPENSES REIMBURSEMENTS

Total Payment Amount

81.03
81.03

MV220059-001 LONE PINE COMMUNITY SERVICE DI

ANNUAL SEWER ASSESSMENT

Total Payment Amount

5,148.00
5,148.00

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000054-0
Reference Vendor
PO220105-009 MCI

Description	Amount
MCI Long Dist	87.32
Total Payment Amount	87.32

PV220497-001 MILLER'S TOWING

BUS TOWING	1,400.00
Total Payment Amount	1,400.00

PO220078-010 MOUNTAIN INVESTMENTS INC

Cerro Gordo Site Rent-Trans Re	285.97
Total Payment Amount	285.97

PV220493-001 PRODUCERS DAIRY

MILK PURCHASES	365.53
Total Payment Amount	365.53

PO220243-001 SHI INTERNATIONAL CORP

Networking Hardware Needs for	594.78
Total Payment Amount	594.78

PO220101-009 VERIZON WIRELESS

CELL PHONE SERVICE FOR TECH	130.95
Total Payment Amount	130.95

Transmittal Total 18,981.81

Fund Summary:	Fund 01	18,616.28
	Fund 13	365.53

Transmittal Number: 22000055-0 AUDIT
MV220062-001 FORENSICS ANALYTICAL

ABATEMENT OVERSIGHT/CLEARANCE	3,846.91
Total Payment Amount	3,846.91

MV220061-001 JOEY KINBERG

MEAL REIMBURSEMENT-CATALINA/SB	316.56
Total Payment Amount	316.56

PO220245-003 QULL CORPORATION
PO220245-004 QULL CORPORATION

Office Supplies	33.75
Office Supplies	103.84
Total Payment Amount	137.59

PV220522-001 QUINN COMPANY

BACKHOE RENTAL OLANCHA	3,035.68
Total Payment Amount	3,035.68

PV220521-001 SARA JEFFERSON

TRANSPORTATION MEAL REIMBURSEM	120.51
--------------------------------	--------

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000055-0 AUDIT

Reference	Vendor	Description	Amount
PO220239-001	U.S. BANK	CORPORATE PAYMENT	430.95
PO220240-001	U.S. BANK	CORPORATE PAYMENT	51.99
PO220240-002	U.S. BANK	CORPORATE PAYMENT	69.77
PV220500-001	U.S. BANK	CORPORATE PAYMENT	17.42
PV220501-001	U.S. BANK	CORPORATE PAYMENT	28.00
PV220502-001	U.S. BANK	CORPORATE PAYMENT	37.83
PV220503-001	U.S. BANK	CORPORATE PAYMENT	48.25
PV220504-001	U.S. BANK	CORPORATE PAYMENT	64.62
PV220505-001	U.S. BANK	CORPORATE PAYMENT	321.94
PV220507-001	U.S. BANK	CORPORATE PAYMENT	482.91
PV220508-001	U.S. BANK	CORPORATE PAYMENT	36.78
PV220510-001	U.S. BANK	CORPORATE PAYMENT	1,029.91
PV220513-001	U.S. BANK	CORPORATE PAYMENT	147.72
PV220516-001	U.S. BANK	CORPORATE PAYMENT	37.95
PV220517-001	U.S. BANK	CORPORATE PAYMENT	50.00
PV220518-001	U.S. BANK	CORPORATE PAYMENT	93.46
PV220519-001	U.S. BANK	CORPORATE PAYMENT	83.36
PV220520-001	U.S. BANK	CORPORATE PAYMENT	5,728.00
Total Payment Amount			8,760.86
Transmittal Total			16,218.11
Fund Summary:			
Fund 01			16,218.11

Transmittal Number: 22000055-0
PV220499-001 ACT

PO220015-005	AMERICAN BUSINESS MACHINES	TONER	44.00
Total Payment Amount			44.00
PO220106-009	CALIFORNIA BROADBAND COOPERATI	Annual Estate Year Contract 7/2	15.00
Total Payment Amount			620.99
PO220100-009	CANON FINANCIAL SERVICES INC	Annual Copier Leases	620.99
Total Payment Amount			2,175.56

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000055-0
Reference Vendor
PO220086-003 CSM CONSULTING INC

Description
Erate Consultant
Total Payment Amount

Amount
1,000.00
1,000.00

PO220089-007 STATE OF CALIFORNIA

Annual fingerprints and back gr
Total Payment Amount

160.00
160.00

PV220498-001 SYSCO VENTURA

CAFE FOOD PURCHASES
Total Payment Amount

1,061.10
1,061.10

PV220509-001 U.S. BANK CORPORATE PAYMENT

CAFETERIA PURCHASES
Total Payment Amount

11.98
11.98

Transmittal Total

5,088.63

Fund Summary: Fund 01

4,015.55

Fund 13

1,073.08

Transmittal Number: 22000055-1 AUDIT

PV220511-001 U.S. BANK CORPORATE PAYMENT
PV220512-001 U.S. BANK CORPORATE PAYMENT
PV220514-001 U.S. BANK CORPORATE PAYMENT

TRANS FOOD SBALL TOURNEY
FOOD SBALL TOURNEY
FOOD FOR BUS SBALL TOURNEY
Total Payment Amount

17.20
68.79
14.55
100.54

Transmittal Total

100.54

Fund Summary: Fund 01

100.54

Transmittal Number: 22000056-0
PV220523-001 U.S. BANK CORPORATE PAYMENT

DOCUSIGN SUBSCRIPTION SPECIAL
Total Payment Amount

480.00
480.00

Transmittal Total

480.00

Fund Summary: Fund 01

480.00

Transmittal Number: 22000057-0 AUDIT
PO220074-037 BRITT'S DIESEL & AUTOMOTIVE
PO220074-038 BRITT'S DIESEL & AUTOMOTIVE

Transportation Repairs/Service
Transportation Repairs/Service

137.79
631.00

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000057-0 AUDIT

Reference	Vendor	Description	Amount
PO220074-039	BRITT'S DIESEL & AUTOMOTIVE	Transportation Repairs/Service	108.00
PO220074-040	BRITT'S DIESEL & AUTOMOTIVE	Transportation Repairs/Service	108.00
PO220074-041	BRITT'S DIESEL & AUTOMOTIVE	Transportation Repairs/Service	137.79
		Total Payment Amount	1,122.58
PV220627-001	DAILY INDEPENDENT	JOB ANNOUNCEMENTS	960.00
		Total Payment Amount	960.00
PO220076-055	FRONTIER COMMUNICATIONS	PHONE SERVICES	73.06
		Total Payment Amount	73.06
PO220094-066	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES	273.25
PO220094-072	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES	273.25
		Total Payment Amount	546.50
PO220039-006	PINCO	INTERGRATED FOODS	44.69
PO220039-008	PINCO	INTERGRATED FOODS	108.76
PO220039-010	PINCO	INTERGRATED FOODS	108.76
		Total Payment Amount	262.21
PO220077-020	SIERRA DISPOSAL	Waste Needs	158.40
		Total Payment Amount	158.40
PV220528-001	SOUTHERN INYO HEALTHCARE DIST	SPEECH OT SERVICES	2,240.00
PV220529-001	SOUTHERN INYO HEALTHCARE DIST	SPEECH OT SERVICES	6,510.00
PV220530-001	SOUTHERN INYO HEALTHCARE DIST	SPEECH OT SERVICES	6,410.60
PV220531-001	SOUTHERN INYO HEALTHCARE DIST	SPEECH OT SERVICES	2,963.38
PV220532-001	SOUTHERN INYO HEALTHCARE DIST	SPEECH OT SERVICES	583.10
PV220533-001	SOUTHERN INYO HEALTHCARE DIST	SPEECH OT SERVICES	1,820.00
		Total Payment Amount	20,527.08

Transmittal Total

23,649.83

Fund Summary:

Fund 01	23,387.62
Fund 13	262.21

Transmittal Number: 22000057-0

PO220187-004 ALPHA SUPPLY LLC

WELDING SUPPLIES

91.79

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000057-0

Reference	Vendor	Description	Total Payment Amount	Amount
PO220139-001	AMY LETHERER	Art supplies for classroom		1,360.51
PV220524-001	AMY LETHERER	MAILING IEP CERTIFIED		52.34
		Total Payment Amount		1,412.85
PV220525-001	BISHOP WASTE DISPOSAL	OLANCHA WASTE		2,580.82
PV220526-001	BISHOP WASTE DISPOSAL	OLANCHA WASTE		201.53
		Total Payment Amount		2,782.35
PV220536-001	EIDE BAILLY LLP	AUDIT		2,250.00
		Total Payment Amount		2,250.00
PO220076-053	FRONTIER COMMUNICATIONS	PHONE SERVICES		70.36
PO220076-054	FRONTIER COMMUNICATIONS	PHONE SERVICES		144.11
		Total Payment Amount		214.47
PO220094-065	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		85.39
PO220094-067	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
PO220094-068	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
PO220094-069	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
PO220094-070	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
PO220094-071	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		85.39
		Total Payment Amount		1,263.78
PV220535-001	LIZ JONES	LODGING/MILEAGE		347.84
		Total Payment Amount		347.84
PO220039-007	PINCO	INTERGRATED FOODS		94.50
PO220039-009	PINCO	INTERGRATED FOODS		64.35
PO220234-001	PINCO	Intergrated Foods		103.72
		Total Payment Amount		262.57
PO220216-005	QUILL CORPORATION	office supplies		34.39
PO220216-006	QUILL CORPORATION	office supplies		54.61
		Total Payment Amount		89.00
PO220077-019	SIERRA DISPOSAL	Waste Needs		1,316.24

APRIL 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 04/27/2022

05 Lone Pine Unified

Fiscal Year: 2022

Transmittal Number: 22000057-0

		Total Payment Amount	
Reference	Vendor	Description	Amount
PV220534-001	SNA DEPOSITORY	SCHOOL NUTRITION MEMBERSHIP	40.50
		Total Payment Amount	40.50
PO220181-005	WYE RD FEED & SUPPLY	AG CLASS SUPPLIES	5.99
		Total Payment Amount	5.99
		Transmittal Total	10,077.38
		Fund Summary:	Fund 01 9,774.31
			Fund 13 303.07
Payment Count:	120	Transmittal Count:	19
		Grand Total:	297,337.10

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 _____