

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**

August 17, 2022

5:15 p.m.

District Conference Room
301 S. Hay 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 recess to closed session to discuss the following items:

- 1) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (Gov. Code Sec. 54957)
- 2) PUBLIC EMPLOYMENT APPOINTMENT/EMPLOYMENT (Gov. Code sec. 54957)
 - a. Superintendent Contract
 - b. Elementary Principal
 - c. Head Teacher
 - d. High School Science Teacher
 - e. Elective Teacher
 - f. Elementary Teacher
- 3) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
 - a. District Employees: SITA & CSEA
 - b. District Negotiators: Patrick Traynor

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

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

3.2 Pledge of Allegiance

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

3.4 Report of any action taken in Closed Session.

4. REPORTS TO THE BOARD

4.1 Lo-Inyo Principal Report –

4.2 LPHS Principal Report – Nancy O’Sullivan

4.3 Union Reports**PUBLIC PARTICIPATION (HEARING SESSION)**

Interested parties who wish to speak to the Board about matters pertaining to the schools that do not appear on the agenda are invited to do so at this time. Comments on agenda items will be heard at the time the Board considers that agenda item. All public comments on an agenda item will be heard prior to the Board's discussion of the item. Individuals will be allowed four minutes to address the Board and the Board shall limit the total time for public input on any one item to 20 minutes (BB 9323). Persons wishing to speak must complete a request card and hand it to the Board Secretary.

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

5.1 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) E 1113 – District and School Web Sites
- 2) AR/E 1312.4 – Williams Uniform Complaint Procedures
- 3) BP 3110 – Transfer of Funds
- 4) AR/E 3517 – Facilities Inspection
- 5) BP/AR 3523 – Electronic Signatures (NEW)
- 6) BP/AR 3550 – Food Service/Child Nutrition Program
- 7) BP/AR 3551 – Food Service Operations/Cafeteria Fund
- 8) BP/AR 3553 – Free and Reduced Price Meals
- 9) AR 4112.2 - Certification
- 10) AR 4161.8/4261.8/4361.8 – Family Care and Medical Leave
- 11) AR 6173.1 – Education for Foster Youth

5.2 Moved by _____ and seconded by _____ to approve the special minutes of July 14, 2022, as presented to the Board.

6. PERSONNEL**NON-CONSENT AGENDA****PUBLIC HEARING REGARDING AB 1200 PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING SETTLEMENT BETWEEN THE DISTRICT AND THE CLASSIFIED SCHOOL**

EMPLOYEES ASSOCIATION, CHAPTER #440 *Copies of the Public Disclosure of Proposed Collective Bargaining Agreement are available in the Lone Pine Unified School District Office, 301 S. Hay Street, Lone Pine upon request.*

6.1 Moved by _____ and seconded by _____ that the Board approve the tentative settlement between the District and the Classified School Employees Association, Chapter #440 for the 2021-22 school year related to salary, as presented to the Board. The agreement includes salary increase to the salary schedule that includes 8% increase retroactive to July 1, 2021

PUBLIC HEARING REGARDING AB 1200 PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING SETTLEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL EMPLOYEES

Copies of the Public Disclosure of Proposed Collective Bargaining Agreement are available in the Lone Pine Unified School District Office, 301 S. Hay Street, Lone Pine upon request.

6.2 Moved by _____ and seconded by _____ that the Board approve the proposed settlement agreement for the 2021-22 school year for Confidential employees, as presented to the Board. The agreement includes 4% increase, retroactive to July 1, 2021.

6.3 Moved by _____ and seconded by _____ that the Board approve the Declaration of Need for Fully

Qualified Educators for the 2022-23 school year, as presented to the Board. This is an estimated number of Emergency and/or Limited Assignment Permits that may be needed in the event that there is an insufficient number of certificated persons who meet the District's specified employment criteria for the 2022-23 school year.

- 6.4 Moved by _____ and seconded by _____ that the Board approve temporary amendment to the Superintendent contract to reflect that Dr. Traynor will serve concurrently as Superintendent/Elementary Principal effective August 2, 2022 as specified in the Agreement, as presented to the Board. Dr. Traynor will be placed on Column __ Step __ of the _____ 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 6.5 to 6.11.

- 6.5 Approve the list of certificated and classified substitute employees for the 2022-23 school year, as presented to the Board.
- 6.6 Approve the tentative settlement agreement between the District and Classified School Employees Association, Chapter #440 for the 2021-22 school year, dated July 21, 2022, as presented to the Board.
- 6.7 Approve Memorandum of Understanding between the District and Southern Inyo Teachers Association (SITA) to recover Learning Loss occurred during 2019-20 and 2021-22 school years, as presented to the Board.
- 6.8 Approve probationary employment of _____ to serve as for High School Science teacher for the 2022-23 school year. Compensation shall be upon verification of units and employment requirements.
- 6.9 Approve probationary employment of _____ to serve as Elementary Teacher, effective August 23, 2022. Compensation shall be upon verification of units and employment requirements.
- 6.10 Approve temporary probationary employment of _____ to serve as High School Fine Arts Teacher for one period per day for the 2022-23 school year. Compensation shall be upon verification of units and employment requirements.
- 6.11 Approve Memorandum of Understanding between the District and Southern Inyo Teachers Association (SITA), for signing bonuses related to Teacher Recruitment, as presented to the Board.

7. CURRICULUM & INSTRUCTION

NON-CONSENT AGENDA

- 7.1 Moved by _____ and seconded by _____ that the Board approve an Agreement between LPUSD and OVUSD for Multi-District Sports, as presented to the Board.
- 7.2 Moved by _____ and seconded by _____ that the Board approve CIF Application for Multi-School Membership for sports participation with Owens Valley Unified School District 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 7.3 to 7.5.

- 7.3 Approve overnight trip for Coach Joseph and 20 student athletes to participate in the Cal City Volleyball Tournament from September 16-17, 2022, as presented in the itinerary to the Board.
- 7.4 Approve additional football game on September 23, 2022 at Cornerstone Christian School in Wildomar.
- 7.5 Approve temporary employment of athletic coaches and extra-duty positions for the 2022-23 school year. Compensation shall be as specified on the Extra Duty Pay Schedule. All coaching employment is pending sufficient student participation.

_____, LPHS Varsity Boys' Basketball
_____, MS Volleyball

_____, MS Boys' Basketball
_____, MS Girls' Basketball
_____, LPHS Service Club
_____, Lo-Inyo Activities Director

8. BUSINESS AND FINANCE

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 8.1 and 8.2.

8.1 Approve the Williams Quarterly Uniform Complaint Report for April-June, 2022.

8.2 Approve Purchase Orders and Warrants.

ITEMS FROM THE SUPERINTENDENT

A. Other

ITEMS FROM THE BOARD

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

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

- **Fri. Aug. 19** - **Teacher Contract Day**
- **Mon. Aug. 22** - **Teacher Contract Day**
- **Tues. Aug. 23** - **First Student Attendance Day**
- **Wed. Sept. 21** - **Regular Board Meeting**

9. ADJOURNMENT

Lone Pine Unified School District**Community Relations**

AR 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES**Types of Complaints**

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Beginning of the year or semester means the ~~first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after~~ **time period from** the first day students attend classes for ~~that semester. (5 CCR 4600)~~ **a year-long course or semester-long course though not later than 20 business days afterwards.**

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half stock and make available and accessible free of cost, an adequate supply of the restrooms in the school with feminine hygiene menstrual products and to not charge students for the use of such products. in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, or the preschool administrator or designee as appropriate, at the school in which the complaint arises. A complaint about problems beyond his/her the authority of the principal or preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

Investigation and Response

The principal administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within their authority. (Education Code 8235.5, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

The principal/preschool administrator or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 8235.5, 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal administrator or Superintendent's designee shall ~~report the~~ **send written** resolution of the complaint to the **mailing address of the complainant as indicated on the complaint** within 45 working days of the initial filing of the complaint. If the principal/preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 8235.5, 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 8235.5, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in ~~item~~ **Item** #3a or #4 in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/preschool administrator or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 8235.5, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 8235.5, 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled ~~public~~ Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Regulation
approved: September 15, 2010
Reviewed: August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

WILLIAMS UNIFORM COMPLAINT PROCEDURES**COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact Information:

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- ☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ☐ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- ☐ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 35186, 35292.5, 35292.6; 5 CCR 4683)

- ☐ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
- ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ For a school ~~that serves students in~~ **serving** any of grades 6-12 ~~with 40 percent of more of its students from low income families, as defined,~~ the school has not stocked at least half of its restrooms with feminine products at all times, **stocked** and made those products

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

available to students at no **and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.**

- ☐ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint at the following location:

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

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature)

(date)

Exhibit
version: September 15, 2010
Reviewed: August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

TRANSFER OF FUNDS

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

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

(cf. 3460 - Financial Reports and Accountability)

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

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

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

(cf. 9323.2 - Actions by the Board)

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

~~3. For the 2020-21 and 2021-22 fiscal years only, if the state defers any payments owed to districts, the Board may direct the temporary transfer of up to 85 percent of the maximum amount held in any fund or account during the current fiscal year for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. Prior to exercising this authority, the Board shall hold a public hearing and adopt a resolution authorizing such transfer. (Education Code 42603.1)~~

3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)

TRANSFER OF FUNDS (continued)

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

Legal Reference:

EDUCATION CODE

78 Definition, governing board

5200 Districts governed by boards of education

16095 Transfer of district funds to district state school building fund

41010 California School Accounting Manual

41301 Section A state school fund allocation schedule

42125 Designated and unappropriated fund balances

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42600 District budget limitation on expenditure

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

42603 Temporary Transfer of monies held in any fund or account to another fund; repayment

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

42840-42843 Special reserve fund

52616.4 Expenditures from adult education fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

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

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

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

Policy

adopted: September 15, 2010

Revised: April 21, 2021

Reviewed: August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

FACILITIES INSPECTION

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, ~~he/she~~ **the Superintendent or designee** shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Leaks: Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. Interior Surfaces (walls, floors, ceilings): Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. Hazardous Materials: Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.

FACILITIES INSPECTION (continued)

18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the **Governing** Board with regular reports regarding the district's facility ~~inspection program~~ **inspections** and updates of any visits to district schools by the County Superintendent of Schools **to review school facilities**.

FACILITIES INSPECTION

Notice Regarding Menstrual Products

Education Code 35292.6 requires that:

- a. On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom.
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- d. For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle.
- e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

Kasey Wuester, Executive Secretary
(name and/or title/position)

(760)876-5579
(telephone number)

kwuester@lpusd.k12.ca.us
(email address)

Exhibit Adopted:
August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

ELECTRONIC SIGNATURES

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

ELECTRONIC SIGNATURES

When authorized by law, electronic signatures may be used in the operation of district business and/or administration.

In any business transaction, an electronic signature shall only be used when each party has agreed to conduct the transaction by electronic means. In other district operations, the Superintendent or designee may require the use of an electronic signature. (Civil Code 1633.5; 15 USC 7001)

A *digital signature* is defined as an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Government Code 16.5)

An *electronic signature* consists of an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. (Civil Code 1633.2)

In order for an electronic signature to be used, the electronic signature shall be: (Government Code 16.5; 2 CCR 22002)

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data in such a manner that if the data are changed the electronic signature is invalidated
5. Conform to 2 CCR 22000-22005

Prior to accepting an electronic signature, the Superintendent or designee shall ensure the following: (2 CCR 22005)

1. That the signature is created by acceptable technology pursuant to 2 CCR 22003
2. That the level of security used to identify the signer of the document and to transmit the signature is sufficient for the transaction being conducted
3. That, if a certificate is a required component of the electronic signature, the certificate format used by the signer is sufficient for the security and interoperability needs of the district.

ELECTRONIC SIGNATURES

If a notarized signature is required with respect to an electronic signature, the electronic signature of the notary public together with all of the other information required by law to be included in a notarization shall accompany the electronic signature. (Civil Code 1633.11)

If a statement is required to be signed under penalty of perjury, the electronic signature shall include all of the information to which the declaration pertains together with a declaration under penalty of perjury by the person who submits the electronic signature that the information is true and correct. (Civil Code 1633.11)

FOOD SERVICE/CHILD NUTRITION PROGRAM

The Governing Board recognizes that adequate, nourishing food is essential to student health **and well-being**, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to **and participation in** the district's food service programs and to maximize their participation in available **maintain fiscal integrity of the programs in accordance with law.**

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law ~~and administrative regulation~~
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. ~~Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices~~ **Be provided at no cost to students who request a meal**

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

FOOD SERVICE/CHILD NUTRITION PROGRAM

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with **Students shall be allowed** adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage **promote** participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school **cafeterias and** facilities for cafeteria eating and food preparation. **and consumption.**

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation ~~process, from receiving to~~ **and service process.**

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food ~~services~~ **service** program meets state and federal nutrition standards for foods and beverages. **In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.**

FOOD SERVICE/CHILD NUTRITION PROGRAM

Nutrition Standards for School Meals

Meals or food items provided through the district's food services program shall: (Education Code ~~49501.5~~ 49430, 49430.5, 49430.7, 49550, 49553; 42 USC 1758, 1773; ~~7 CFR 210.10, 220.8~~)

1. Comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, **as applicable** ~~or the state's menu planning options of Shaping Health as Partners in Education~~
2. Not be deep fried, par fried, or flash fried ~~by the district or school or as part of the manufacturing process as defined in Education Code 49430 and 49430.7~~
3. ~~Not contain artificial trans fat as defined in Education Code 49430.7~~

~~Nutrition Standards for Foods and Beverages Sold Outside the Reimbursable Meal Programs~~

~~Any foods or beverages that are not sold as part of the National School Lunch or Breakfast Program shall be sold to students only if they meet the nutrition standards specified in Education Code 49430 49431.7 and 5 CCR 15575 15578.~~

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

FOOD SERVICE/CHILD NUTRITION PROGRAM

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but not be limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall provide ongoing staff development on food safety to **ensure that** food service **directors**, managers, and employees **staff complete an annual continuing education or training as required by law**. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The **For each employee, the** Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and ~~increase~~ cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food service ~~personnel~~ director(s) possess the ~~required~~ qualifications ~~required by 7 CFR 210.30 and California Department of Education (CDE) standards and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.~~

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the ~~California Department of Education~~ CDE. (42 USC 1776)

Meal Sales

~~Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)~~

~~As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)~~

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are ~~authorized by the Superintendent or designee to be on campus for a legitimate purpose.~~ Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, ~~including delinquent meal payments.~~ Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public ~~pursuant to Education Code 49557.5.~~

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

~~The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code 49557.5)~~

~~Students who are enrolled in the free or reduced price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.~~

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. *Domestic commodity or product* means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Payments for Meals

~~With the exception of students who are eligible to receive meals at no cost, students may pay on a per meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.~~

~~At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The~~ Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications **eligibility forms** at the start of the school year
4. Posting the policy on the district's web site
5. ~~Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance~~

~~In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point of sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen.~~

~~However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.~~

~~In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.~~

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

~~Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.~~

Unpaid and Delinquent Meal Charges

~~No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)~~

~~The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)~~

~~The Superintendent or designee may enter into an agreement with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.~~

~~The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)~~

~~The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.~~

~~The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.~~

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to CDE using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. ~~The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)~~

The cafeteria fund shall be used only for those expenditures authorized by the **Governing** Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

~~The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district when permitted by law.~~

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220.14)

U.S. Department of Agriculture Foods

~~The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)~~

- ~~1. — Are sanitary and free from rodent, bird, insect, and other animal infestation~~

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

- ~~2. — Safeguard foods against theft, spoilage, and other loss~~
- ~~3. — Maintain foods at proper storage temperatures~~
- ~~4. — Store foods off the floor in a manner to allow for adequate ventilation~~
- ~~5. — Take other protective measures as may be necessary~~

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, ~~including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced price, and full price reimbursable meals to all eligible students.~~ (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

Regulation
Adopted: September 15, 2010
Reviewed: August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

FREE AND REDUCED PRICE MEALS

The Governing Board recognizes that adequate nutrition is essential to the development, health ~~well-being~~, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of **all** students ~~from low-income families~~ in the district's food service program.

~~The~~ **Each school day**, the district shall provide ~~at least one, free of charge, a~~ nutritionally adequate meal ~~each school day, free of charge or at a reduced price,~~ **breakfast and lunch** for students whose families meet federal eligibility criteria **any student who requests a meal**. (Education Code 49550, ~~49552~~ **49501.5**)

To provide optimal nutrition and ~~reduce the administrative burden of food service operations~~ **ensure that schools receive maximum federal meal reimbursement**, the Superintendent or designee shall assess the eligibility of district schools to ~~provide breakfast and/or lunch free of charge to all students at the school under a federally funded~~ **operate a federal** universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

~~If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district~~ **The Superintendent or designee shall apply submit an application to operate a federal universal meal provision** to the California Department of Education (CDE) ~~to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years~~ **on behalf of any district school that meets the definition of a "high poverty school."** (Education Code 49564; ~~42 USC 1759a .3~~)

The Superintendent or designee shall ensure that meals ~~provided through the free and reduced-price meals~~ **served under the school nutrition** program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

~~Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced price meals.~~

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals ~~and milk~~ are not treated differently from other students **and that meets other requirements specified**. (Education Code 49557)

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be ~~released~~ **disclosed** except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

FREE AND REDUCED PRICE MEALS (continued)**Confidentiality/Release of Records**

The Board authorizes designated employees to use ~~individual~~ records pertaining to ~~student~~ **an individual student's** eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. **Facilitation of targeted educational services and supports to individual students based on the local control accountability plan**

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist ~~in the continuation of the student's meal benefits~~ **that other educational agency in ensuring that the student continues to receive school meals.**

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (**LCFF**) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the ~~local control funding formula~~ (**LCFF**) and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. ~~He/she~~ **The Superintendent or designee** also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program,

FREE AND REDUCED PRICE MEALS (continued)

no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

Policy
Adopted: September 15, 2010
Reviewed: August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

FREE AND REDUCED PRICE MEALS

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meals program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

Verification of Eligibility

FREE AND REDUCED PRICE MEALS (continued)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

~~If any household is to receive a reduction or termination of benefits~~ If as a result of verification activities, ~~the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed~~ or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ~~the household's~~ ineligibility. ~~He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided~~ At least 10 days prior to the actual reduction or termination of benefits, ~~the Superintendent or designee shall send a notice of adverse actin to the household.~~ The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use ~~disclose a student's name and eligibility status from~~ individual meal records ~~pertaining to student participation in the free and reduced-price meal program~~ only for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

Executive Secretary/Director of Finance

In ~~using the~~ ~~permitting the disclosure of student~~ records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

FREE AND REDUCED PRICE MEALS (continued)

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.
3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

~~In implementing the district's food service programs for students who are eligible to receive~~ The district's plan for students receiving free or reduced-price meals, ~~the district~~ shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

~~When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)~~

Prices

~~The maximum price that shall be charged to eligible students for reduced price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)~~

Regulation
Adopted: September 15, 2010
Reviewed: August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

CERTIFICATION

Verification of Credentials

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

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

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

Basic Skills Proficiency

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

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

- 1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)**
- 2. Passage of the California Subject Examinations for Teachers plus Writing Skills Examination**
- 3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)**
- 4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)**
- 5. Achieving a qualifying score on College Board Advanced Placement Examinations**
- 6. Passage of a basic skills examination from another state**
- 7. Qualifying coursework (Education Code 44252)**
- 8. Qualifying coursework and exams (Education Code 44252)**

CERTIFICATION (continued)

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

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

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

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

Short-Term Staff Permit

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

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

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the

CERTIFICATION (continued)

coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

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

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

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

Provisional Internship Permit

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

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

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

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

CERTIFICATION (continued)

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

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

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

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

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

Teaching Permit for Statutory Leave

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

CERTIFICATION (continued)

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

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

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

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

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

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

Long-Term Emergency Permits

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

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

CERTIFICATION (continued)

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

Substitute Teaching Permits

The district may employ who credential or permit authorizes substitute teaching services, provided that:

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

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

FAMILY CARE AND MEDICAL LEAVE

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

Definitions

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

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

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

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

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

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

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

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

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

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage or. For purposes of CFRA leave, *spouse* also includes a registered domestic partner

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FAMILY CARE AND MEDICAL LEAVE (continued)

within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

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

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

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

Terms of Leave

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

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

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time

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FAMILY CARE AND MEDICAL LEAVE (continued)

employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

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

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

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

Use/Substitution of Paid Leave

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

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

Intermittent Leave/Reduced Work or Leave Schedule

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

Request for Leave

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

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

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

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

When an employee is able to foresee the need for PDL or family care and medical leave at least

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

Certification of Health Condition

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

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

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition,

FAMILY CARE AND MEDICAL LEAVE (continued)

a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position

5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

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

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

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

Certification for PDL

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

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or

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FAMILY CARE AND MEDICAL LEAVE (continued)

designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

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

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

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

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

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

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

Maintenance of Benefits/Failure to Return from Leave

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

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage

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FAMILY CARE AND MEDICAL LEAVE (continued)

that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

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

Military Family Leave Resulting from Qualifying Exigencies

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

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

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

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

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

Military Caregiver Leave

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

FAMILY CARE AND MEDICAL LEAVE (continued)

Covered servicemember may be: (29 CFR 825.127)

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

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

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

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

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

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

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

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

Notifications

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

1. General Notice: Information explaining the provisions of the ~~FEHA~~ **Fair Employment and**

FAMILY CARE AND MEDICAL LEAVE (continued)

Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
23. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
34. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave

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FAMILY CARE AND MEDICAL LEAVE (continued)

- f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

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

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

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

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

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

Records

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

Regulation:
Approved: April 21, 2021
Revised: August 17, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

UNADOPTED

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING
AGENDA
July 14, 2022**

The special meeting was held in the District Office Conference Room, 301 S. Hay Street, Lone Pine, CA.

The meeting was conducted by zoom conference at the following location: Krista Sullivan from, 2928 Promontory Loop, Genoa, NV.

1. CALLED TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL @ 4:35 P.M.

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

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

2. CLOSED SESSION

2.1 Moved by Trustee Lutze and seconded by Trustee Kemp that the Board convene into closed session to discuss the following items: Motion passed 4-0 with Trustee Olin absent.

1) PUBLIC EMPLOYMENT/APPOINTMENT (Gov. Code Sec. 54957):

- a) Elementary Teachers
- b) 6th-12th Alternative Education Teacher
- c) One-to-One Specialized Instructional Aide
- d) Ag Teacher
- e) Transitional Kindergarten Aide

2) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (G.C. Sec. 54957)

3) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)

- a) Superintendent Evaluation

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

3.1 Moved by Trustee Kemp and seconded by Trustee Lutze that the Board return to open session at 5:25 p.m.

3.2 Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve the agenda order as presented, with item 4.10 revised. Motion passed 4-0 with Trustee Olin absent.

3.3 Trustee Patton reported that no action was taken in Closed Session.

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

4. GENERAL FUNCTIONS OF THE BOARD

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve consent agenda items 3.1 and

3.2. Motion passed 4-0 with Trustee Olin absent.

3.1 Approve the regular minutes of June 15 and special meeting minutes of June 7, 2022, as presented to the Board.

3.2 Approve anonymous donation of \$400.00 to Lo-Inyo School for new library books.

5. PERSONNEL

NON-CONSENT AGENDA

- 4.1 Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve summer lifeguards for the 2022 swim season as follows: Christopher Dominguez, Jayden Daughtry, and Emma Argueta-Gonzalez. Motion passed 4-0 with Trustee Olin absent.

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve consent agenda items 4.2 to 4.13. Motion passed 4-0 with Trustee Olin absent.

- 4.2 Approve Memorandum of Understanding between the District and Southern Inyo Teachers Association to add Brenda Lacey, Ag teacher, to Step 20 on the Certificated Salary Schedule, as presented to the Board.
- 4.3 Approve the probationary employment of Karen Mike to serve as High School Secretary II, effective May 26, 2022. Compensation shall be Range 9 Step I.
- 4.4 Approve resignation of Katy Guidero as Temporary Instructional Aide, effective July 8, 2022.
- 4.5 Approve probationary employment of Lisa Boutillier to serve as Elementary Teacher at Lo-Inyo School effective August 23, 2022. Compensation shall be upon verification of units and employment requirements.
- 4.6 Approve probationary employment of Ginnene Branch to serve as Elementary Teacher (grades 4-5) at Lo-Inyo School effective August 23, 2022. Compensation shall be upon verification of units and employment requirements.
- 4.7 Approve probationary employment of Andrew Howe to serve as 6th-12th Alternative Education teacher, effective August 23, 2022. Compensation shall be upon verification of units and employment requirements.
- 4.8 Approve resignation of Shawni Patton as High School Assistant Volleyball Coach, effective July 6, 2022.
- 4.9 Approve probationary employment of Katy Guidero to serve as One-to-One Specialized Instructional Aide for 5.75 hours per day at Lo-Inyo Elementary School, for the 2022-23 school year. Compensation will be Range 2a, Step II of the 2018-19 Classified Salary Schedule.
- 4.10 Approve ~~probationary~~ employment of Brenda Lacey to serve as Ag teacher at Lone Pine High School effective, August 23, 2022. Compensation shall be Step 20, Column V on the Certificated Salary Schedule.
- 4.11 Approve resignation of Devi Gutib as One-to-One Specialized Instructional Aide, effective June 21, 2022.
- 4.12 Approve probationary employment of Devi Gutib to serve as Transitional Kindergarten Aide for 6.5 hours per day. Compensation will be Range 2, Step II of the 2018-19 Classified Salary Schedule.
- 4.13 Approve the District's proposal for negotiations with Southern Inyo Teachers Association in the areas of: Article 7-Salary; Article 8-Benefits; Article 10-Hours; Article 11-Leaves; Article 13-Class Size; and Article 15 - Calendar, as presented to the Board.

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

- 5.1 Moved by Trustee Lutze and seconded by Trustee Kemp that the Board approve Memorandum of Understanding between the District and Alliant International University for Teacher Credential Program for Teacher Interns, effective August 1, 2022 for three years, as presented to the Board. Motion passed 4-0 with Trustee Olin absent.

6. BUSINESS AND FINANCE**CONSENT AGENDA**

Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve consent agenda items 6.1 and 6.2. Motion passed 4-0 with Trustee Olin absent.

- 6.1 Authorize the purchase of a freezer for cafeteria, not to exceed \$30,000, to be purchased from the Kitchen Infrastructure Grant.
- 6.2 Approve Surplus List, as presented to the Board.

7 RETURN TO CLOSED SESSION

7.1 Moved by Trustee Kemp and seconded by Trustee Lutze that the Board reconvene into closed session at 5:31 p.m. to discuss the following items. Motion passed 4-0 with Trustee Olin absent.

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

8 OPEN SESSION

8.1 Moved by Trustee Kemp and seconded Trustee Lutze that the Board reconvene into open session at 7:45 p.m. Motion passed 4-0 with Trustee Olin absent.

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

9. ADJOURNMENT @ 7:48 P.M.

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board



LONE PINE UNIFIED SCHOOL DISTRICT

P. O. BOX 159 · LONE PINE, CALIFORNIA 93545
PHONE (760) 876-5579 FAX (760) 876-5438

Patrick Traynor, Ph.D.
Superintendent

To: LPUSD Board Members
From: Patrick Traynor, Superintendent
Re: Salary Increases for Confidential Classified Staff
Date: August 14, 2022

Board of Trustees:
Susan Patton, President
Krista Sullivan, Clerk
Jason Olin, Member
Scott Kemp, Member
Susan Lutze, Member

I am recommending a 4% increase to the salary schedule for confidential classified staff. This affects two employees, Marjianne Yonge (Director of Finance) and Kasey Wuester (Executive Secretary).

The justification for this increase is as follows. On June 15, 2022, the Board approved a 4% increase to the salary schedule for certificated staff. And, the classified union, CSEA and the district, on July 21, 2022 reached a tentative agreement to increase the classified salary schedule by 8%.

I believe the 4% increase is warranted to attain a key district objective of retaining (and attracting) high quality employees. The duties of these positions have not decreased and actually, with many new grants that have been available from the state and federal government, I can attest their duties have become more robust and I foresee this continuing for at least the short term.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-2023

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Lone Pine Unified District CDS Code: 63289

Name of County: Inyo County CDS Code: 14

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 17 / 2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

Submitted by (Superintendent, Board Secretary, or Designee):

Patrick Traynor Superintendent

Name

Signature

Title

(760)876-5438 (760)876-5579 August 18, 2022

Fax Number

Telephone Number

Date

PO Box 159 - Lone Pine, CA 93545

Mailing Address

ptraynor@lpsd.k12.ca.us

Email Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
Name	Signature	Title
_____	_____	_____
Fax Number	Telephone Number	Date

Mailing Address		

E-Mail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	1 _____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	1
TOTAL	1

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☒ No

If no, explain. No approved board policy, remote location from University/College

Does your agency participate in a Commission-approved college or university internship program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 0

If yes, list each college or university with which you participate in an internship program.

National University

Brandman University

If no, explain why you do not participate in an internship program.

**LONE PINE UNIFIED SCHOOL DISTRICT
SUBSTITUTE EMPLOYEES FOR THE 2022-23 SCHOOL YEAR**

TEACHERS:

CANADA, Mary	760-709-1169
CARSON, Donna.....	760-937-7325
CLIFFORD, Joseph.....	805-990-3776
COSGROVE, Sherry.....	760-876-9234
EMERSON, Linda	760-920-1941
GINCHEREAU, EMMA.....	805-320-2753
HOWE, Andrew.....	760-878-8229
HUBBS, Linda.....	760-876-5747
O'BRIEN, Jeff.....	760-937-3068
ROWAN, Leslie.....	760-920-2263
SUTIFF, Chance.....	951-229-9075
TURNER, Jon.....	213-713-3676
WALLASKY, Jon.....	661-234-5447

INSTRUCTIONAL AIDES:

BOYER, Shirley.....	760-876-5609
*GUIDERO, Katy.....	760-920-7207

OFFICE WORKERS:

QUILTER, Sheyenne	760-264-3611
*SOUTHEY, Alicia.....	760-614-0687
TURNER, Irene.....	805-223-5248
*WHITNEY, Jackie.....	760-264-3968
WRIGHT, Kristiana.....	940-867-2409

CUSTODIAL:

*BENBROOK, Matt.....	707-318-8451
BOYER, Leon.....	760-876-5609
CRESPO, Dora.....	760-614-0180
DAWSON, Lamonte.....	760-382-5262 only avail. Wed-Fri
PERKINS, Brandon	562-481-6838 pending

GROUNDS-MAINTENANCE:

*BENBROOK, Matt.....	707-318-8451
DAWSON, Lamonte.....	760-382-5262 only avail. Wed-Fri
PERKINS, Brandon	562-481-6838 pending

BUS DRIVERS:

*BENBROOK, Matt.....	707-318-8451
*YONGE, Aspen.....	619-961-5502

VAN DRIVERS

BUTTON, Michael.....	760-614-0151
DAWSON, Lamonte.....	760-382-5262 only avail. Wed-Fri
SOVERNS, Shauna.....	951-422-9397
VALDEZ, Perfecto.....	760-905-7371
*WHITNEY, Jackie.....	760-264-3968

FOOD SERVICE WORKER:

DAUGHTRY, Tammy.....	760-920-0553
LUCIA, Melany.....	760-264-3398
*SOUTHEY, Alicia.....	760-614-0687

CROSSING GUARD & NOON DUTY AIDE:

BOYER, Shirley.....	760-876-5609
*GUIDERO, Katy.....	760-920-7207/760-876-4321
*WHITNEY, Jackie.....	760-264-3968
*SOUTHEY, Alicia.....	760-614-0687

Revised: 8/11/2022

* Indicates regular classified employees to be used only if other subs are not available.

sv:excel/staff directory/substitute list 2022-23

2021 – 2022 COUNTER PROPOSAL
FROM
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS LONE PINE CHAPTER #440
TO
LONE PINE UNIFIED SCHOOL DISTRICT
PROPOSAL #3 – JUNE 30, 2022

Article XV Salary

- A. **Effective July 1, 2021, the District shall increase the classified salary schedule by eight percent (8.0%).** Members of the bargaining unit shall be paid according to the salary schedule in Appendix A, ~~effective July 1, 2013 and July 1, 2014.~~

Article XVI – Benefits

- A. **The monthly composite costs to the District shall provide for the current cost of health medical, dental, vision, paid prescription plan and term life insurance for all eligible employees and their dependents as described in section B below, during the 2019-20 school year. The monthly composite costs to the District for these benefits (which shall include medical, dental, vision and life insurance) in 2019-20 shall not exceed \$1,722.24 \$1,851.70 per employee. For the 2021-2022 benefit year, the District's maximum monthly composite costs for these benefits shall not exceed \$1,935.24.**
1. **If an employee selects a benefit plan that is lower than the District's maximum monthly contribution, then the employee shall receive 100% of the difference between the District's maximum contribution and the cost of their benefit plan.**
- D. **The District will be responsible for selecting lodging that is close to the venue and will choose a location to maximize the balance of staff safety, convenience, and cost and will be competitive with other lodging in the area. The district may assign the staff member requesting the conference the responsibility for selecting lodging and such staff will use the same criteria the district would use.** The District shall provide an allowance for meals and other necessary expenses equivalent to that allowed by the Internal Revenue Service. The District shall pay actual lodging cost for unit members, provided such lodging cost has prior approval of the Superintendent. Lodging will be provided at the conference facility when possible.

- F. Provided retirees meet the criteria stated in this section for district paid insurance, the monthly composite costs to the district shall not exceed the amount agreed to above for unit members still employed by the District.**

Early Retirement– For Unit Members Hired Prior to July 1, 2003: Unit members who have worked ten (10) consecutive years, at 75% time or greater, in the period immediately preceding the proposed early retirement will be eligible to receive District - paid medical t dental, and vision coverage for five (5) years or until the age established for Medicare eligibility, whichever comes first. Persons employed less than time would be eligible for District-paid medical, dental and vision coverage. The District would pay a proportionate share of the benefit costs. For example, a four (4) hour employee would pay 50% of the cost and the District would pay the remaining 50%. The five (S) year period will be increased one (1) year for each year of service beyond ten (10) years to a maximum of fifteen (15) years of service which will provide benefits for up to ten (10) years or until the age established for Medicare eligibility, whichever comes first. The employee must apply, in writing, to the Superintendent to request retiree benefits on or before the date of retirement.

Early Retirement– For Unit Members Hired After July 1, 2003: Unit members who have worked fifteen (15) consecutive years, at time or greater, in the period immediately preceding the proposed early retirement will be eligible to receive District-paid medical, dental, and vision coverage for five (5) years or until the age established for Medicare eligibility, whichever comes first. Persons employed less than 75% time would be eligible for District-paid medical, dental and vision coverage. The District would pay a proportionate share of the benefit costs. For example, a four (4) hour employee would pay of the cost and the District would pay the remaining 50%. The five (5) year period will be increased one (1) year for each year of service beyond fifteen (15) years to a maximum of twenty (20) years of service which will provide benefits for up to ten (10) years or until the age established for Medicare eligibility, whichever comes first. The employee must apply in writing to the Superintendent to request retiree benefits on or before the date of retirement.

Early Retirement– For Unit Members Hired After July 1, 2009: Unit members who have worked fifteen (15) consecutive years, at 100% time or greater, in the period immediately preceding the proposed early retirement will be eligible to receive District-paid medical, dental, and vision coverage for five (5) years or until the age established for Medicare eligibility, whichever comes first. Persons employed less than 100% time would be eligible for District-paid medical, dental and vision coverage. The District would pay a proportionate share of the benefit costs. For example, a four (4) hour employee would pay 50% of the cost and the District would pay the remaining 50%. The five (5) year period will be increased one (1) year for each year of service beyond fifteen (15) years to a maximum of twenty (20) years of service which will provide benefits for up to ten (10) years or until the age established for Medicare eligibility, whichever comes first. The

employee must apply, in writing, to the Superintendent to request retiree benefits on or before the date of retirement.

Early retirees may contract with the District on an individual basis to provide up to ten (10) days of service per year for five (5) years as an independent contractor. Such services will be mutually agreed upon and will be in an area of work with which the independent contractor is familiar. The rate of pay will be commensurate with the rate the employee would have earned had he or she continued to be employed by the District. The length of each workday would be the same number of hours that the employee was working at the time of retirement. Such contracts will be entered into on an individual basis and will be subject to approval of the retiree and of the Governing Board.

No further changes

Article XII Vacation

- ~~1. All vacation days are to be taken at the convenience of the District and must be approved by the Superintendent. Requests for vacation during June, July, and August should be made in writing to the Superintendent by May 1. All vacations, except terminal vacations, will be figured to June 30, regardless of the month vacation is taken. Employees may be permitted to take vacations before the end of the year in which it is earned, but if the employee terminates, he must refund those days of vacation not earned. Pay for vacation shall be at the rate of pay in effect at the time the employee takes vacation.~~
- ~~2. Effective July 1, 2006, unit members may accumulate up to two (2) years of accrued vacation, not to exceed 24 days, by June 30.~~
- ~~3. At the time a unit member has accumulated more than two years allocation, the unit member and the Superintendent or designee shall meet to determine whether days in excess of two years accumulation were accumulated because vacation was requested in a timely manner and not approved. If it is determined that the unit member failed to request and take sufficient days to keep the accumulation at or below the two year limit, the excess accumulation will be deducted from the upcoming years allocation so that the accumulated days plus the allocated days will not exceed three years allocation. If the excess accumulation was due to requested vacation time being denied the excess will be paid by the District as a lump sum payment. A written record will be kept of any agreement.~~
- ~~4. A unit member's bonus vacation allocation may be added to accumulated vacation time and exceed the two year limit during the year the bonus is allocated and the following year.~~
- 1. All vacation days will be taken at the convenience of the district. Unless specifically approved by their supervisor for unique circumstances, instructional staff (e.g., instructional aides, library, etc.) are encouraged to use their vacation days when students are not present, e.g., winter/spring recesses, etc., and holidays. Requests for vacation during June, July, and August must be made in writing to the Superintendent by May 1.**

Employees may be permitted to take vacations before the end of the year in which it is earned, but if the employee terminates, they must refund those days not earned. Pay for vacation shall be at the rate in effect at the time the employee uses their vacation.

2. **Unit members may accumulate up to two (2) years of vacation not to exceed 24 days by June 30. For example, if a 12-month first year employee did not use any of their 12 days of vacation their first year, at the end of their second year (June 30), they will have accumulated 24 days. The District shall provide employees with the number of vacation days accrued annually.**

Compensation for any vacation days not taken beyond the 24-day maximum will be provided to the employee at the end of the year through their paycheck or a lump sum payment. Unit members who terminate their employment with the district shall be compensated for those days at the rate in effect.

3. **Unless under unpredictable conditions, unit members must request their vacation days a minimum of three days prior to their use. Vacation days must be approved by the unit member's supervisors.**
4. **Prior to requesting vacation days, unit members must inform their lead, if they have one, or supervisor if they do not, and be sure there is adequate coverage for them for these days.**

Article XIII Holidays

- A. **Beginning July 1, 2021, the District shall provide all employees who are in paid status immediately preceding or succeeding the holiday with the following paid holidays:**

1. New Year's Day
2. Martin Luther King Day
3. Lincoln's Birthday
4. Presidents' Day
5. ~~The Friday before Easter~~
6. Memorial Day
7. Independence Day
8. Labor Day
9. Veterans' Day
10. Admission Day (**Floating holiday**)
11. The day after Thanksgiving
12. Thanksgiving Day
13. The day before Christmas
14. Christmas Day
15. The day before New Year's Day

- B. **The District's calendar shall determine where holidays fall. When a holiday falls on Saturday, the preceding workday shall be deemed to be that holiday. When a holiday falls on Sunday the following Monday shall be deemed to be that holiday. If a holiday falls on**

a Sunday and the following Monday is also a holiday, the preceding workday shall be deemed to be that holiday.

- C. ~~An employee shall be in paid status on the workdays immediately preceding or succeeding the holiday in order to be paid for the holiday.~~

In-lieu of Admission Day, all employees shall be granted a floating holiday. The District shall provide all employees with an additional floating holiday for a total of two floating holidays per fiscal year. The floating holidays shall be mutually agreed upon by both the employee and their immediate supervisor. Any unused floating holidays shall be paid out on the July pay warrant.

Signed on July 21, 2022

DISTRICT

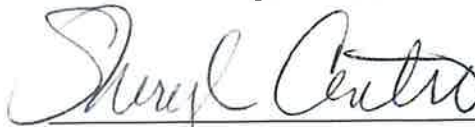
CSEA



Patrick Traynor, Ph.D. Superintendent



Barbara Bowling, President Chapter #440



Sheryl Centro, CSEA LRR

Learning Loss Recovery

MOU Between SITA and District 8/8/22

Students Targeted: English Learners, Foster Youth, Socioeconomically Disadvantaged Students, All Students Adversely Affected by School Closures, Social Emotionally Disengaged Students

Purpose: Recover learning losses that have occurred during the 2019-20 thru 2021-22 school years.

Time: Summer; 9 days, 7 hours per day for a total of up to 63 hours of student contact time available.

Grades 9-12: Provide course for student that they previously failed - Summer School Format

Compensation: \$50 per hour or regular hourly rate on salary schedule, whichever is higher. Teachers may complete an extra duty time sheet for up to one hour per week of preparation time.

Duration/Time: This MOU will cover the credit recovery session from August 5 until August 19th. Students will start at 8:00 AM, break for Lunch at 12:00 PM and resume class from 1:00 PM to 4:00 PM for a total of 7 student/teacher contact hours daily. This will be for a total of 63 contact hours.

The expectation is that all or virtually all the students will recover credit as they do in a typical summer school session (grades 9-12).

Administration may cancel a session in the event less than five students attend or are making adequate progress on average. In such an event, unit members teaching those sessions will be compensated on a prorated basis. For example, if the unit member did $\frac{1}{4}$ of the session, they would get $\frac{1}{4}$ of the stipend.

Bob Heist
President, SITA

Date



Patrick Traynor
Superintendent, District

8/8/2022

Date

Megan Maybury
Lead Negotiator, SITA

Date

Memorandum of Understanding (MOU)

Between the District and the Southern Inyo Teachers Association (SITA)
 For Signing Bonuses Related to Teacher Recruitment
 Pertaining to Hiring for the 2022-23 School Year Only

The District is required to recruit teaching staff to fill needed positions. Oftentimes, candidates find other districts more appealing and finances are a factor in their decisions.

Therefore, the parties agree that signing bonuses may be applied to recruiting and onboarding prospective teachers. The parties agree that the bonuses may be offered at the superintendent's discretion. Signing bonuses will be specified in the relevant job listings distributed by the District. The parties agree that up to \$10,000 will be awarded per the following format:

- 1) \$5,000 upon a new teacher signing and being cleared to begin services to Lone Pine Unified
- 2) \$2500 upon completing the first school year
- 3) \$2500 upon starting the second school year
- 4) \$2500 upon completing the second school year

The parties agree that the dollar amounts may be weighted differently at the superintendent's discretion, e.g., \$3,500 upon signing, \$1,500 upon completion of the first year, for the purpose of negotiating with chosen candidates at the last moment. When feasible, the superintendent will consult with SITA about such alterations to the payment schedule specified above.

Also, in order to be fiscally responsible and on a case-by-case basis, the superintendent may use discretion in offering less than the full \$10,000. Any lesser amount must be specified in the relevant job listing for the position in question.

It is acknowledged that although the terms of this MOU will take effect immediately upon both parties' signing this document, it is not retroactive and the LPUSD School Board must approve it in order for it to go into effect. It will remain in effect only during the 2022-2023 school year and then will need to be renewed if deemed advisable by both parties.

 For the Association
 Bob Heist
 President, SITA

 Date

 For the Association
 Megan Maybury
 Lead Negotiator, SITA

 Date

 For the District
 Dr. Patrick Traynor
 Superintendent, LPUSD

 Date

Multi-District High School Sports Agreement: LPUSD and OVUSD

1. For all OVUSD residents, OVUSD will pay LPUSD \$3500/year per student to include all sports (including cheer) or \$1750 per student per sport. OVUSD will make this choice of whether the full year or per sport option is best at the onset of the school year or at the onset of the sport. No prior credit will be applied to the full year option if a student has already participated in a sport.
 - a. One simple example: OVUSD knows a student will play all three sports and cheer. They pay LPUSD \$3500. That covers all sports.
 - b. Another example: OVUSD pays LPUSD \$1750 for football participation. Then, the student decides to play basketball. OVUSD pays LPUSD another \$1750. Then, the student decides to play baseball. OVUSD pays LPUSD another \$1750.
2. OVUSD student participation in Lone Pine HS sports shall not negatively impact LPUSD ADA funding. If there is not an equal number of students attending both districts on inter-district transfers, or if the number of LPUSD students attending OVHS on inter-district permits is not balanced by the number of OVUSD students enrolled at LPHS on inter-district permits, OVUSD will pay LPUSD the current ADA rate to allow inter-district transfer students who reside in the LPUSD attendance area to play on LPHS sports teams.
 - a. Example: Four students who reside in Independence are enrolled at LPHS at the beginning of the school year. Three students who reside in Lone Pine are enrolled at OVHS at the beginning of the school year. One of these students who is enrolled at OVHS wants to play sports. The Independence students generate \$60,000 for LPUSD, which is greater than the ADA that would have been generated if the Lone Pine students had not transferred to OVHS (\$45,000).
 - b. Example: Five students who reside in Independence are enrolled at LPHS at the beginning of the school year. Six students who reside in Lone Pine are enrolled at OVHS at the beginning of the school year. One of these students who is enrolled at OVHS wants to play sports. OVUSD will pay LPUSD the lost ADA for the one OVHS student who resides in Lone Pine and wants to participate in sports with LPHS.
2. All OVUSD athletes are subject to LPUSD rules and guidelines.

3. Students from OVUSD will be given equal treatment, opportunities, privileges, and consequences.
4. Should an OVUSD athlete quit, OVUSD will still pay the full amount as if the student were participating for the full year or the full sport (see #1 above to determine the amount). Students and their parents or OVUSD are responsible for transportation of all athletes to LPUSD practice.
5. Should an OVUSD athlete get involuntarily removed for any reason, e.g., medical note, academic ineligibility, behavior, etc., LPUSD will refund OVUSD a prorated amount taking into account the percent of the season completed, beginning with the sport's official first day of training.
6. OVUSD will be responsible for issuing any Physical Education (PE) grade to the student, if grades are in fact provided to OVUSD for participation in sports.
7. Concerns or problems with OVUSD athletes that would normally be brought to a teacher or school principal may be brought directly to the attention of the LPHS principal for reconciliation.
8. This agreement will be in effect for the 2022-23 school year and will be renegotiated prior to June 30, 2023 for the following school year.

ITINERARY**Lone Pine Girls' Varsity Volleyball**
@ Cal City High School Volleyball Tournament

Sept. 16-17, 2022

Fri, Sept. 16 6:45 AM depart LPHS
9:30 AM Coach's Meeting
10:00 AM scheduled start time for first game.

Sat, Sept. 17 Tournament play as determined by schedule.
Return time TBA

Motel Info: **Best Western California City** **Phone: 760-373-1369**
10386 California City Blvd.
California City, CA

Chaperones: Head Coach Mel Joseph (cell phone 760-382-0406)
Asst. Coach Alicia Brice (cell phone 760-614-0317)
Janice Aten and Tam Joseph

Tournament Director: Shane Moore, Head Coach Cal City High School
661-824-4088 ext 236
760-793-0383 cell

Transportation: Bus (20 Players & 2 coaches)

-----detach here-----

_____ has my permission to attend the Cal City Girls' Varsity Volleyball Tournament September 16th & 17th, 2022. This is an overnight trip returning on Saturday September 17th.

Parent/Guardian signature

Please return to Coach Joseph by 9/14/2022

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

District: Lone Pine Unified Date: August 10, 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)

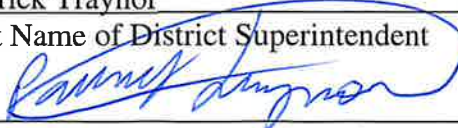
Date for information to be reported publicly at governing board meeting: August 17, 2022

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

8/10/22
 Date

ITEM 8.2

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 AUGUST 22 PURCHASE ORDERS-JULY 1 TO AUGUST 10, 2022
 Board of Trustees Meeting 08/17/2022

05 Lone Pine Unified

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
230001	QUILL CORPORATION	Quill	1	01	-1100	-0	-0000	-2700	-4350	-456	-IN H	2,000.00
		Total										2,000.00
230002	POWERSCHOOL	HS Guidance Counseling Support	1	01	-0000	-0	-1110	-1000	-5810	-456	-IN H	10,820.00
		Total										10,820.00
230003	QUILL CORPORATION	Office Supplies	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMID	1,500.00
		Total										1,500.00
230004	LIBERTY PAPER	Copy Paper	1	01	-0000	-0	-1110	-1000	-4310	-111	-IN L	2,141.21
			2	01	-0000	-0	-1110	-1000	-4310	-456	-IN H	1,070.60
			3	01	-0000	-0	-0000	-7200	-4350	-910	-ADMID	1,070.61
		Total										4,282.42
230005	IMAGINE LEARNING LLC	Edgenuity	1	01	-0000	-0	-1110	-1000	-5810	-556	-SALA	15,300.00
		Total										15,300.00
230006	PITNEY BOWES	Ink for Postage Machine	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMID	249.52
		Total										249.52
230007	U.S. BANK CORPORATE PAYMENT	ANNUAL SERVICE OF FIRE EXTINGU	1	01	-0000	-0	-0000	-8110	-5810	-911	-MAIN	3,000.00
		Total										3,000.00
230008	AIZEN FIRE PROTECTION, INC.	ANNUAL SERVICE for Kitchen	1	01	-0000	-0	-0000	-8110	-5810	-911	-MAIN	2,400.00
		Total										2,400.00
230009	CASBO	CASBO Member	1	01	-0000	-0	-0000	-7200	-5300	-910	-ADMID	850.00
		Total										850.00
230010	CONTINENTAL ATHLETIC SUPPLY	Recertify Football Helmets	1	01	-0000	-0	-1110	-4200	-4310	-456	-ATHL	1,373.05
		Total										1,373.05
230011	ACSA	Annual Membership	1	01	-0000	-0	-0000	-7100	-5300	-910	-BD/S	220.00
		Total										220.00
230012	INYO REGISTER	Newspaper subscription	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMID	82.00
		Total										82.00
230013	EDJOIN	EDJOIN	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMID	450.00

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
AUGUST 22 PURCHASE ORDERS-JULY 1 TO AUGUST 10, 2022
Board of Trustees Meeting 08/17/2022

05 Lone Pine Unified

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	450.00
230014	TOIYABE INDIAN HEALTH PROJECT	Open PO	1	01	0000	0-0000	7200	5860	910	ADMD	Total	1,000.00
											Total	1,000.00
230015	TECHNICAL SMOKE TESTING	smog test	1	01	0000	0-0000	3600	4360	912	TRAN	Total	425.00
											Total	425.00
230016	QUILL CORPORATION	Office Supplies	1	01	0000	0-0000	3600	4350	912	TRAN	Total	100.00
											Total	100.00
230017	GARDNER'S	Annual Custodial Supplies-Open	1	01	0000	0-0000	8210	4370	911	OPRD	Total	4,000.00
											Total	4,000.00
230018	GARDNER'S	Annual Maintenance Supplies-Op	1	01	0000	0-0000	8110	4380	911	MAIN	Total	6,000.00
											Total	6,000.00
230019	CALTAC PBIS	Conference	1	01	1100	0-1110	1000	4310	111	IN L	Total	300.00
											Total	300.00
230020	PINCO	INTERATED FOODS	1	13	5316	0-0000	3700	4701	910	CAFE	Total	2,555.72
											Total	2,555.72
230021	PINCO	DON LEE PORK	1	13	5310	0-0000	3700	4701	910	CAFE	Total	267.04
											Total	267.04
230022	PINCO	DON LEE BEEF	1	13	5310	0-0000	3700	4701	910	CAFE	Total	1,071.04
											Total	1,071.04
230023	PINCO	EL MONTE	1	13	5316	0-0000	3700	4701	910	CAFE	Total	319.34
											Total	319.34
230024	PINCO	BUENA VISTA	1	13	5310	0-0000	3700	4701	910	CAFE	Total	2,250.00
											Total	2,250.00
230025	PINCO	APPLE AND EVE	1	13	5310	0-0000	3700	4701	910	CAFE	Total	1,294.80
											Total	1,294.80
230026	PINCO	SKY BLUE BAKERY	1	13	5310	0-0000	3700	4701	910	CAFE		1,308.00

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 AUGUST 22 PURCHASE ORDERS-JULY 1 TO AUGUST 10, 2022
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05 Lone Pine Unified

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	1,308.00
230027	PINCO	LAND O LAKES	1	13-5310-0-0000-3700-4701-910-CAFE							Total	209.24
											Total	209.24
230028	PINCO	MCI/ LOS CABOS	1	13-5310-0-0000-3700-4701-910-CAFE							Total	983.89
											Total	983.89
230029	PINCO	MICHAEL B'S	1	13-5310-0-0000-3700-4701-910-CAFE							Total	909.88
											Total	909.88
230030	PINCO	SCHWANS	1	13-5310-0-0000-3700-4701-910-CAFE							Total	964.42
											Total	964.42
230031	PINCO	SUNNY FRESH	1	13-5310-0-0000-3700-4701-910-CAFE							Total	478.00
											Total	478.00
230032	PINCO	YANGS	1	13-5310-0-0000-3700-4701-910-CAFE							Total	844.51
											Total	844.51
230033	PINCO	TYSON CHICKEN DARK MEAT	1	13-5310-0-0000-3700-4701-910-CAFE							Total	885.60
											Total	885.60
230034	PINCO	TYSON CHICKEN WHITE MEAT	1	13-5310-0-0000-3700-4701-910-CAFE							Total	880.92
											Total	880.92
230035	PINCO	Tony Roberts	1	13-5310-0-0000-3700-4701-910-CAFE							Total	758.70
											Total	758.70
230036	MCGRAW-HILL LLC	Social Studies	1	01-1100-0-1110-1000-4310-111-IN L							Total	1,004.12
											Total	1,004.12
230037	NEXT GEN MATH LLC	Next Gen Math	1	01-1100-0-1110-1000-4310-111-IN L							Total	5,260.00
											Total	5,260.00
230038	BSN SPORTS	Athletics	1	01-0000-0-1110-4200-4310-111-ATHL							Total	186.15
											Total	186.15
230039	WOODBURN PRESS	Planners	1	01-1100-0-1110-1000-4310-111-IN L								64.00

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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	64.00
230040	U.S. BANK CORPORATE PAYMENT	Goals	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	430.98
											Total	430.98
230041	U.S. BANK CORPORATE PAYMENT	Desks/Chairs	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	7,986.43
											Total	7,986.43
230042	ESGI	ESGI	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	235.00
											Total	235.00
230043	QUILL CORPORATION	Open PO- supplies	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	2,000.00
											Total	2,000.00
230044	QUILL CORPORATION	Open PO- cartridges	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	2,000.00
											Total	2,000.00
230045	DISCOUNT SCHOOL SUPPLY	Classroom Supplies	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	133.15
											Total	133.15
230046	TEACHERS PAY TEACHERS	Resource Licenses	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	2,400.00
											Total	2,400.00
230047	BENCHMARK EDUCATION COMPANY	Decodable readers	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	107.75
											Total	107.75
230048	AMERICAN BUSINESS MACHINES	staples for copiers	1	01	-1100-0-	1110-1000-4350-111-IN L					Total	150.53
											Total	150.53
230049	U.S. BANK CORPORATE PAYMENT	Cartridges	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	309.22
											Total	309.22
230050	QUILL CORPORATION	Cartridges	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	752.04
											Total	752.04
230051	U.S. BANK CORPORATE PAYMENT	Puberty Class supplies	1	01	-1100-0-	1110-1000-4310-111-IN L					Total	61.75
											Total	61.75
230052	U.S. BANK CORPORATE PAYMENT	ice packs	1	01	-1100-0-	1110-1000-4310-111-IN L						96.02

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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	96.02
230053	NWEA	NWEA	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	1,500.00
											Total	1,500.00
230054	SCHOOL SPECIALTY INC	Class materials	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	93.34
											Total	93.34
230055	EMERGENCY MEDICAL PRODUCTS INC	medical supplies	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	158.00
											Total	158.00
230056	JOSTENS	Diplomas	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	285.43
											Total	285.43
230057	EBSCO SUBSCRIPTION SERVICES	Lb Magazine Renewal	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	198.85
											Total	198.85
230058	IXL	IXL	1	01	-0000	-0	-1110	-1000	-5840	-111	-IN L	10,897.00
											Total	10,897.00
230059	PTM DOCUMENT SYSTEMS	Report Cards	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	113.14
											Total	113.14
230060	QUILL CORPORATION	Beginning of Year Supplies	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	5,115.44
											Total	5,115.44
230061	INYO REGISTER	Inyo Register	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	104.52
											Total	104.52
230062	SCHOOL SPECIALTY INC	Office Supplies	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	759.02
											Total	759.02
230063	LAMINATION DEPOT	Lamination	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	558.04
											Total	558.04
230064	WEX BANK	Open Purchase Order for Fuel C	1	01	-0000	-0	-0000	-3600	-4360	-912	-TRAN	9,000.00
			2	01	-7010	-0	-3800	-1000	-4360	-456	-AG	4,000.00
			3	01	-0000	-0	-0000	-8110	-4360	-123	-OLAN	1,000.00
											Total	14,000.00

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
230065	VERIZON WIRELESS	ANNUAL CELL PHONE SERVICE FOR	1	01	-0000	-0	-0000	-3600	-5900	-912	-TRAN	1,572.00
		Total										1,572.00
230066	BRADY INDUSTRIES OF CA LLC	Custodial Supplies	1	01	-0000	-0	-0000	-8210	-4370	-911	-OPRD	3,400.00
		Total										3,400.00
230067	AMERICAN FIDELITY ASSURANCE CO	SDI Insurance for Classified E	1	01	-0000	-0	-0000	-2150	-3912	-910	-DIST	11,575.08
		Total										11,575.08
230068	FRONTLINE TECHNOLOGIES INC	Aesop Annual Support	1	01	-0000	-0	-1110	-1000	-5840	-910	-DIST	3,286.97
		Total										3,286.97
230069	STATE OF CALIFORNIA	Annual fingerprints and back gr	1	01	-0000	-0	-0000	-7200	-5860	-910	-ADMD	1,200.00
		Total										1,200.00
230070	PITNEY BOWES-PURCHASE POWER	Postage Annual Rental & Fee	1	01	-0000	-0	-0000	-8210	-5900	-911	-OPRD	2,155.00
			2	01	-0000	-0	-0000	-8210	-5610	-911	-OPRD	1,228.35
		Total										3,383.35
230071	SOUTHERN INYO HOSPITAL	Annual TB Test	1	01	-0000	-0	-0000	-7200	-5860	-910	-ADMD	700.00
		Total										700.00
230072	INYO REGISTER	Advertising	1	01	-0000	-0	-0000	-7200	-5830	-910	-ADMD	1,250.00
		Total										1,250.00
230073	CSBA	Open Purchase Order School Yea	1	01	-0000	-0	-0000	-7100	-5300	-910	-BD/S	4,835.00
			2	01	-0000	-0	-0000	-7200	-5300	-910	-ADMD	4,230.00
		Total										9,065.00
230074	JOHNSON FLOORING INC	Annual LPHS Gym Floor Maintena	1	14	-0205	-0	-0000	-8500	-6250	-911	-0000	3,500.00
		Total										3,500.00
230075	PRODUCERS DAIRY	Open PO for Milk Purchases	1	13	-5310	-0	-0000	-3700	-4701	-910	-CAFE	12,840.00
		Total										12,840.00
230076	KERN COUNTY SUPT OF SCHOOLS	Bus Driver Training	1	01	-0000	-0	-0000	-3600	-5810	-912	-TRAN	1,500.00
		Total										1,500.00
230077	ATKINSON, ANDELSON, LOYA, RUUD	Legal Fees	1	01	-0000	-0	-0000	-7100	-5821	-910	-BD/S	30,000.00

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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	30,000.00
230078	GRAINGER INC	Custodial Supplies	1	01	-0000	-0	-0000	-8210	-4370	-911	-OPRD	2,500.00
											Total	2,500.00
230079	AMERICAN BUSINESS MACHINES	Toners/ Staples 22-23	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	129.30
											Total	129.30
230080	COMMUNITY PRINTING & PUBL.	Envelopes	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	239.21
											Total	239.21
230081	ATKINSON, ANDELSON, LOYA, RUUD	2022 Leaves Boot Camp K12	1	01	-0000	-0	-0000	-7200	-5810	-910	-ADMD	429.00
											Total	429.00
230082	COMMUNITY PRINTING & PUBL.	Envelopes	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMD	123.91
											Total	123.91
230083	AERIES SOFTWARE	Databases Additional and Prior	1	01	-0000	-0	-1110	-1000	-5844	-910	-DIST	3,500.00
											Total	3,500.00
230084	DOCUMENT TRACKING SERVICES	DOC Tracker	1	01	-0000	-0	-0000	-7200	-5810	-910	-ADMD	1,080.00
											Total	1,080.00
230085	GRAINGER INC	Wet Dry Vacuum	1	01	-0000	-0	-0000	-8110	-4389	-911	-MAIN	859.13
											Total	859.13
230086	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	1	01	-0000	-0	-0000	-8210	-5900	-111	-OPRL	3,600.48
												4,844.40
												2,772.24
												937.20
											Total	12,154.32
230087	INYO COUNTY PUBLIC WORKS DEPT	Monthly water fees for school	1	01	-0000	-0	-0000	-8210	-5530	-456	-OPRL	6,558.00
												4,303.68
												3,279.00
												1,024.68
												6,558.00
											Total	21,723.36

INYO COUNTY SCHOOLS
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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
230088	DELL MARKETING L.P.	Spare AC Adapters for Chromebo	1	01	-0000	-0	-0000	-7700	-4340	-910	-TECH	717.45
		Total										717.45
230089	GARDNER'S	Swamp Cooler	1	01	-0000	-0	-0000	-8110	-4389	-911	-MAIN	592.63
		Total										592.63
230090	TURNITIN, LLC	Turnitin	1	01	-0000	-0	-0000	-7700	-4340	-910	-TECH	3,034.50
		Total										3,034.50
230091	CEV MULTIMEDIA, LTD.	Ag online services	1	01	-7010	-0	-3800	-1000	-5810	-456	-AG	1,750.00
		Total										1,750.00
230092	SISC II-PROPERTY & LIABILITY	2022/2023 Property & Liability	1	01	-0000	-0	-0000	-3600	-5450	-912	-TRAN	14,077.72
			2	01	-0000	-0	-0000	-7200	-5450	-910	-ADMD	64,458.86
			3	01	-6500	-0	-5760	-1120	-5450	-910	-SPED	2,125.00
		Total										80,661.58
230093	CANON FINANCIAL SERVICES INC	Annual Copier Leases	1	01	-0000	-0	-0000	-8210	-5610	-111	-OPRL	8,702.28
			2	01	-0000	-0	-0000	-8210	-5610	-456	-OPRH	8,702.28
			3	01	-0000	-0	-0000	-8210	-5610	-911	-OPRD	8,702.28
			4	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	630.00
			5	01	-1100	-0	-1110	-1000	-4310	-456	-IN H	630.00
		Total										27,366.84
230094	TERMINIX	Pest Control Annual Service	1	01	-0000	-0	-0000	-8210	-5570	-911	-OPRD	1,518.00
		Total										1,518.00
230095	SIERRA DISPOSAL	Waste Services	1	01	-0000	-0	-0000	-8210	-5560	-911	-OPRD	5,264.96
			2	01	-0000	-0	-0000	-8210	-5560	-111	-OPRL	5,264.96
			3	01	-0000	-0	-0000	-8210	-5560	-456	-OPRH	7,165.76
		Total										17,695.68
230096	CALIFORNIA BROADBAND COOPERATI	Annual Erate Year Contract 712	1	01	-0000	-0	-1110	-1000	-5810	-910	-ERAT	9,000.00
		Total										9,000.00
230097	BAKERSFIELD CALIFORNIAN	Job Announcements	1	01	-0000	-0	-0000	-7200	-5830	-910	-ADMD	2,197.50
		Total										2,197.50
230098	SCREENCASTIFY LLC	Screencastify Renewal	1	01	-3213	-0	-1110	-1000	-4310	-910	-ESSR	3,776.00

INYO COUNTY SCHOOLS
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Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
230099	BSN SPORTS	Footballs and Mouthguards	1	01	-0000-0-1110-4200-4310-456-AD						Total	3,776.00
											Total	294.35
											Total	294.35
230100	SHI INTERNATIONAL CORP	Label Maker and Screwdrivers f	1	01	-0000-0-0000-7700-4340-910-TECH						Total	52.85
											Total	52.85
230101	SCHOOL LOOP	School Loop Renewal for 1 year	1	01	-0000-0-1110-1000-5844-910-DIST						Total	2,812.68
											Total	2,812.68
230102	HODGE PRODUCTS, INC.	Student locks for lockers	1	01	-1100-0-1110-1000-4310-456-IN H						Total	743.22
											Total	743.22
230103	BSN SPORTS	VB & FB Equipment	1	01	-0000-0-1110-4200-4310-456-FOOT							283.28
			2	01	-0000-0-1110-4200-4310-456-VLBL							259.44
											Total	542.72
Purchase Order Count: 103												
Grand Total												406,059.64

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

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
 AUGUST PAYMENT REPORT-JULY 1 TO AUGUST 5, 2022
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Transmittal Number: 23000001-0 AUDIT			
Reference	Vendor	Description	Amount
PV230001-001	CASBO	ORGANIZATIONAL SUBSCRIPTION	850.00
		Total Payment Amount	850.00
CL220018-001	DAILY INDEPENDENT	JOB ANNOUNCEMENTS	822.00
		Total Payment Amount	822.00
CL220012-002	GRAINGER INC	POOL SUPPLIES	25.36
		Total Payment Amount	25.36
CL220009-001	LONE PINE COMMUNICATIONS	STUDENT INTERNET	714.00
		Total Payment Amount	714.00
CL220016-004	MILLER'S TOWING	AG TRUCK/TRAILER TIRES & REPAI	93.10
		Total Payment Amount	93.10
CL220011-001	QUILL CORPORATION	HS OFFICE SUPPLIES	291.93
		Total Payment Amount	291.93
CL220020-001	TECHNICAL SMOKE TESTING	DIESEL SMOKE EMISSIONS TESTIN	255.00
		Total Payment Amount	255.00
CL220015-001	TERMINIX	PEST CONTROL	126.50
		Total Payment Amount	126.50
CL220004-002	WYE RD FEED & SUPPLY	AG SUPPLIES	48.43
		Total Payment Amount	48.43
		Transmittal Total	3,226.32
		Fund Summary: Fund 01	3,226.32
Transmittal Number: 23000001-0			
CL220005-001	ACHIEVE 3000	IEP NEEDS FOR HS	4,898.00
		Total Payment Amount	4,898.00
CL220022-001	AMERICAN BUSINESS MACHINES	BLACK TONER SHIPPING	15.00
		Total Payment Amount	15.00

AUGUST PAYMENT REPORT-JULY 1 TO AUGUST 5, 2022

INYO COUNTY SCHOOLS
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Board of Trustees Meeting 08/17/2022

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Fiscal Year: 2023

Transmittal Number: 23000001-0	Vendor	Description	Amount
Reference			
CL220006-001	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL FEES	1,294.13
		Total Payment Amount	1,294.13
CL220001-001	BISHOP UNIFIED SCHOOL DISTRICT	2122 NURSE DEC-JUNE	8,811.14
		Total Payment Amount	8,811.14
CL220019-001	BRADY INDUSTRIES	CUSTODIAL SUPPLIES	565.24
		Total Payment Amount	565.24
CL220003-001	BRYAN BARTILUCCI	LIFEGUARD TRAINING	740.00
		Total Payment Amount	740.00
CL220014-001	DEPT OF WATER AND POWER	ELECTRICITY SERVICE	116.79
CL220014-002	DEPT OF WATER AND POWER	ELECTRICITY SERVICE	1,015.47
CL220014-003	DEPT OF WATER AND POWER	ELECTRICITY SERVICE	4,942.51
CL220014-004	DEPT OF WATER AND POWER	ELECTRICITY SERVICE	856.22
CL220014-005	DEPT OF WATER AND POWER	ELECTRICITY SERVICE	175.72
		Total Payment Amount	7,106.71
CL220012-001	GRAINGER INC	MAINTENANCE SUPPLIES	86.79
CL220012-003	GRAINGER INC	MAINTENANCE SUPPLIES	93.24
		Total Payment Amount	180.03
CL220024-001	INYO COUNTY RECYCLING WASTE MA	WASTE MANAGEMENT	5.00
		Total Payment Amount	5.00
CL220021-001	INYO REGISTER	JOB ANNOUNCEMENTS	158.30
		Total Payment Amount	158.30
CL220002-001	JAMES SAVAGE	LIFEGUARD TRAINING	650.00
		Total Payment Amount	650.00
CL220017-001	JESUS LUQUE	OLANCHA MAINTENANCE	471.74
		Total Payment Amount	471.74
CL220010-001	KERN COUNTY SUPT OF SCHOOLS	MAY REVISE WORKSHOP	250.00
		Total Payment Amount	250.00

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INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/17/2022

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Fiscal Year: 2023

Transmittal Number: 23000001-0

Reference

Vendor

CL220025-001

LIZ JONES

Description

Amount

MILEAGE REIMBURSEMENT

Total Payment Amount

224.64

224.64

CL220007-001

MCI

LONG DISTANCE PHONE

Total Payment Amount

86.90

86.90

CL220016-001

MILLER'S TOWING

AG TRUCK/TRAILER TIRES & REPAIR

341.50

CL220016-002

MILLER'S TOWING

AG TRUCK/TRAILER TIRES & REPAIR

341.50

CL220016-003

MILLER'S TOWING

AG TRUCK/TRAILER TIRES & REPAIR

159.35

CL220016-005

MILLER'S TOWING

AG TRUCK/TRAILER TIRES & REPAIR

42.54

CL220016-006

MILLER'S TOWING

AG TRUCK/TRAILER TIRES & REPAIR

870.62

Total Payment Amount

1,755.51

CL220013-001

MOUNTAIN INVESTMENTS INC

CERRO GORDO SITE RENT

14.30

PV230002-001

MOUNTAIN INVESTMENTS INC

CERRO GORDO SITE RENT

300.27

Total Payment Amount

314.57

CL220008-001

VERIZON WIRELESS

PHONE SERVICES FOR IT

130.91

Total Payment Amount

130.91

CL220023-001

WEX BANK

FUEL CHARGES

2,041.84

Total Payment Amount

2,041.84

CL220004-001

WYE RD FEED & SUPPLY

AG SUPPLIES

80.76

CL220004-003

WYE RD FEED & SUPPLY

AG SUPPLIES

810.00

Total Payment Amount

890.76

Transmittal Total

30,590.42

Fund Summary:

Fund 01

30,590.42

Transmittal Number: 23000002-0 AUDIT

CL220033-001

AMERIGAS

PROPANE

153.82

Total Payment Amount

153.82

CL220027-002

DAVES AUTO PARTS

POOL/MAIN/AG SUPPLIES 2021-202

49.69

CL220027-009

DAVES AUTO PARTS

POOL/MAIN/AG SUPPLIES 2021-202

13.18

Total Payment Amount

62.87

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Transmittal Number: 2300002-0 AUDIT
Reference Vendor
 CL220029-001 HOUGHTON MIFFLIN HARCOURT

Description	Amount
MATH EXPRESSIONS-GR K-3	2,245.99
Total Payment Amount	2,245.99

CL220034-007 INYO COUNTY WATER SYSTEMS

MONTHLY WATER FEES	85.39
Total Payment Amount	85.39

CL220026-001 LPUSD REVOLVING FUND

BOARD HS SCHOLARSHIPS	600.00
Total Payment Amount	600.00

CL220039-001 U.S. BANK CORPORATE PAYMENT

SSDA HOTEL FOR SPATTON	509.22
Total Payment Amount	509.22

Transmittal Total	3,657.29
Fund Summary: Fund 01	3,657.29

Transmittal Number: 2300002-0
 PO230083-001 AERIES SOFTWARE

Databases Additional and Prior	3,500.00
Total Payment Amount	3,500.00

PO230073-001 CSBA

Open Purchase Order School Yea	5,735.00
Total Payment Amount	5,735.00

CL220027-001 DAVES AUTO PARTS
 CL220027-003 DAVES AUTO PARTS
 CL220027-004 DAVES AUTO PARTS
 CL220027-005 DAVES AUTO PARTS
 CL220027-006 DAVES AUTO PARTS
 CL220027-007 DAVES AUTO PARTS
 CL220027-008 DAVES AUTO PARTS
 CL220027-010 DAVES AUTO PARTS
 CL220027-011 DAVES AUTO PARTS
 CL220027-012 DAVES AUTO PARTS
 CL220027-013 DAVES AUTO PARTS
 CL220027-014 DAVES AUTO PARTS

POOL/MAIN/AG SUPPLIES 2021-202	4.46
POOL/MAIN/AG SUPPLIES 2021-202	379.08
POOL/MAIN/AG SUPPLIES 2021-202	7.40
POOL/MAIN/AG SUPPLIES 2021-202	3.33
POOL/MAIN/AG SUPPLIES 2021-202	23.55
POOL/MAIN/AG SUPPLIES 2021-202	43.95
POOL/MAIN/AG SUPPLIES 2021-202	34.25
POOL/MAIN/AG SUPPLIES 2021-202	24.74
POOL/MAIN/AG SUPPLIES 2021-202	40.40
POOL/MAIN/AG SUPPLIES 2021-202	32.31
POOL/MAIN/AG SUPPLIES 2021-202	23.04
POOL/MAIN/AG SUPPLIES 2021-202	16.47
Total Payment Amount	632.98

CL220014-006 DEPT OF WATER AND POWER

ELECTRICITY SERVICE	1,413.31
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Transmittal Number: 23000002-0

Reference	Vendor	Description	Total Payment Amount	Amount
PO230084-001	DOCUMENT TRACKING SERVICES	DOC Tracker		1,080.00
		Total Payment Amount		1,080.00
CL220028-001	FRONTIER COMMUNICATIONS	PHONE SERVICES FOR JUNE 2022		166.11
PO230086-001	FRONTIER COMMUNICATIONS	Open PO for phone services -FY		300.04
PO230086-002	FRONTIER COMMUNICATIONS	Open PO for phone services -FY		159.60
PO230086-003	FRONTIER COMMUNICATIONS	Open PO for phone services -FY		80.63
PO230086-004	FRONTIER COMMUNICATIONS	Open PO for phone services -FY		78.10
PO230086-005	FRONTIER COMMUNICATIONS	Open PO for phone services -FY		231.02
		Total Payment Amount		1,015.50
CL220029-002	HOUGHTON MIFFLIN HARCOURT	MATH EXPRESSIONS-GR K-3		2,039.81
		Total Payment Amount		2,039.81
CL220030-001	INYO CO OFFICE OF ED	NPS COST-DISTRICT RESPONSIBILI		10,000.00
CL220031-001	INYO CO OFFICE OF ED	SPEECH SERVICES		38,527.62
		Total Payment Amount		48,527.62
CL220034-001	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		85.39
CL220034-002	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
CL220034-003	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
CL220034-004	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
CL220034-005	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
CL220034-006	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
CL220034-008	INYO COUNTY WATER SYSTEMS	MONTHLY WATER FEES		273.25
		Total Payment Amount		1,724.89
CL220035-001	KIBS-FM	JOB ANNOUNCEMENTS		50.00
		Total Payment Amount		50.00
CL220038-001	PTM DOCUMENT SYSTEMS	Z FOLD FORMS		127.17
		Total Payment Amount		127.17
CL220036-001	SCHOOL SERVICES OF CALIF. INC.	MAY REVISION WORKSHOP		250.00
		Total Payment Amount		250.00

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Transmittal Number: 23000002-0
Reference
 CL220032-001
 CL220032-002

Vendor
 SHAUNA SOVERNS
 SHAUNA SOVERNS

Description	Amount
GARDEN SUPPLIES-REIM	28.30
GARDEN SUPPLIES-REIM	11.15
Total Payment Amount	39.45

Transmittal Total	66,135.73
Fund Summary:	
Fund 01	66,135.73

Transmittal Number: 23000002-1 AUDIT

CL220037-001	U.S. BANK CORPORATE PAYMENT
CL220037-002	U.S. BANK CORPORATE PAYMENT
CL220037-003	U.S. BANK CORPORATE PAYMENT
CL220037-004	U.S. BANK CORPORATE PAYMENT
CL220037-006	U.S. BANK CORPORATE PAYMENT
CL220037-007	U.S. BANK CORPORATE PAYMENT
CL220037-008	U.S. BANK CORPORATE PAYMENT
CL220037-009	U.S. BANK CORPORATE PAYMENT
CL220037-010	U.S. BANK CORPORATE PAYMENT
CL220037-011	U.S. BANK CORPORATE PAYMENT
CL220037-012	U.S. BANK CORPORATE PAYMENT
CL220037-013	U.S. BANK CORPORATE PAYMENT
CL220037-014	U.S. BANK CORPORATE PAYMENT
CL220037-015	U.S. BANK CORPORATE PAYMENT
CL220037-016	U.S. BANK CORPORATE PAYMENT
CL220037-017	U.S. BANK CORPORATE PAYMENT
CL220037-018	U.S. BANK CORPORATE PAYMENT
CL220037-019	U.S. BANK CORPORATE PAYMENT
CL220037-020	U.S. BANK CORPORATE PAYMENT
CL220037-021	U.S. BANK CORPORATE PAYMENT
CL220037-022	U.S. BANK CORPORATE PAYMENT
CL220037-023	U.S. BANK CORPORATE PAYMENT
PV230003-001	U.S. BANK CORPORATE PAYMENT

JUNE 22 CREDIT CARD BILL	59.70
JUNE 22 CREDIT CARD BILL	7.74
JUNE 22 CREDIT CARD BILL	7.74
JUNE 22 CREDIT CARD BILL	134.86
JUNE 22 CREDIT CARD BILL	42.17
JUNE 22 CREDIT CARD BILL	607.44
JUNE 22 CREDIT CARD BILL	50.00
JUNE 22 CREDIT CARD BILL	63.40
JUNE 22 CREDIT CARD BILL	25.20
JUNE 22 CREDIT CARD BILL	3,403.00
JUNE 22 CREDIT CARD BILL	67.84
JUNE 22 CREDIT CARD BILL	91.03
JUNE 22 CREDIT CARD BILL	83.90
JUNE 22 CREDIT CARD BILL	7.88
JUNE 22 CREDIT CARD BILL	186.00
JUNE 22 CREDIT CARD BILL	384.00
JUNE 22 CREDIT CARD BILL	55.48
JUNE 22 CREDIT CARD BILL	23.01
JUNE 22 CREDIT CARD BILL	210.80
JUNE 22 CREDIT CARD BILL	93.20
JUNE 22 CREDIT CARD BILL	28.84
JUNE 22 CREDIT CARD BILL	12.50
CSBA CONFERENCE IN NOV 22	790.00
Total Payment Amount	6,435.73

Transmittal Total	6,435.73
Fund Summary:	
Fund 01	6,435.73

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Description	Amount
GAMUT POLICY	3,330.00

ELECTRICITY SERVICES	608.79
Total Payment Amount	608.79

MAIN/CUSTODIAL SUPPLIES	470.74
Total Payment Amount	470.74

2022/2023 Property & Liability	80,661.58
Total Payment Amount	80,661.58

Transmittal Total	85,071.11
Fund Summary:	Fund 01 85,071.11

OLANCHA WASTE	1,576.83
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Annual Erate Year Contract 7/2	666.26
Total Payment Amount	666.26

Copier Leases	2,175.56
Total Payment Amount	2,175.56

AUDIT	5,000.00
Total Payment Amount	5,000.00

ABSENT LEAVE WEBSITE	3,286.97
Total Payment Amount	3,286.97

Swamp Cooler	592.63
SNAKE RENTAL FOR POOL	100.00

MAIN/CUSTODIAL SUPPLIES	89.27
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Transmittal Number: 23000003-0	Vendor	Description	Amount
Reference PO230005-001	IMAGINE LEARNING LLC	Edgenuity	15,300.00
		Total Payment Amount	15,300.00
CL220044-001	KERN COUNTY SUPT OF SCHOOLS	BUS TRAINING	1,737.47
		Total Payment Amount	1,737.47
PO230037-001	NEXT GEN MATH LLC	Next Gen Math	5,260.00
		Total Payment Amount	5,260.00
CL220042-001	QUILL CORPORATION	HS OFFICE SUPPLIES	165.33
CL220042-002	QUILL CORPORATION	HS OFFICE SUPPLIES	197.82
		Total Payment Amount	363.15
PO230095-001	SIERRA DISPOSAL	Waste Services	1,316.24
PO230095-002	SIERRA DISPOSAL	Waste Services	158.40
PV230006-001	SIERRA DISPOSAL	OLANCHA WASTE	40.31
		Total Payment Amount	1,514.95
		Transmittal Total	37,663.09
		Fund Summary: Fund 01	37,663.09
Transmittal Number: 23000003-1 AUDIT			
CL220041-001	DELL MARKETING L.P.	CHROMEBOOKS/CHARGING STATION	40,010.49
		Total Payment Amount	40,010.49
		Transmittal Total	40,010.49
		Fund Summary: Fund 01	40,010.49
Transmittal Number: 23000004-0			
CL220047-001	DELL MARKETING L.P.	CHARGING STATION	738.14
		Total Payment Amount	738.14
PV230007-001	U.S. BANK CORPORATE PAYMENT	DESK/CHAIRS PO 230041	7,647.50
PV230008-001	U.S. BANK CORPORATE PAYMENT	SOCCER GOALS PO 230040	510.71
		Total Payment Amount	8,158.21

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Transmittal Number: 23000004-0

Transmittal Total	8,896.35
Fund Summary:	Fund 01
	8,896.35

Transmittal Number: 23000005-0 AUDIT
 Reference Vendor
 CL220052-001 CALIFORNIA'S VALUED TRUST

Description	Amount
HEALTH PREMIUM AUGUST 2022	85,880.99
Total Payment Amount	85,880.99

PO230091-001 CEV MULTIMEDIA, LTD.

Ag online services	1,750.00
Total Payment Amount	1,750.00

PV230019-001 DEPT OF WATER AND POWER
 PV230020-001 DEPT OF WATER AND POWER
 PV230021-001 DEPT OF WATER AND POWER

OLANCHA ELECTRICITY	569.28
HS ELECTRICITY	192.10
HS ELECTRICITY	1,721.31
Total Payment Amount	2,482.69

CL220048-005 GARDNER'S
 CL220048-012 GARDNER'S
 PO230018-006 GARDNER'S
 PV230014-001 GARDNER'S

MAINTENANCE SUPPLIES	73.00
MAINTENANCE SUPPLIES	15.60
Maintenance Supplies	15.59
AG SUPPLIES	19.37
Total Payment Amount	123.56

PV230023-001 JESUS LUQUE

OLANCHA MAINTENANCE	452.50
Total Payment Amount	452.50

Transmittal Number: 23000005-0
 CL220050-001 ATKINSON, ANDELSON, LOYA, RUUD

Fund Summary:	Fund 01
	60,897.24
	Fund 13
	3,166.48
	Fund 71
	26,626.02
Transmittal Total	90,689.74

PO230066-001 BRADY INDUSTRIES

LEGAL FEES JUNE 2022	677.25
Total Payment Amount	677.25
Custodial Supplies	101.10
Total Payment Amount	101.10

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Transmittal Number: 2300005-0
Reference
PV230009-001
Vendor
CALIF FFA

Description	Amount
GREEN HAND CONFERENCE	740.00
REGISTRA	
Total Payment Amount	740.00

PO230088-001	DELL MARKETING L.P.	Spare AC Adapters for Chromebo	717.45
		Total Payment Amount	717.45

CL220048-001	GARDNER'S	MAINTENANCE SUPPLIES	40.34
CL220048-002	GARDNER'S	MAINTENANCE SUPPLIES	16.13
CL220048-003	GARDNER'S	POOL SUPPLIES	708.95
CL220048-004	GARDNER'S	MAINTENANCE SUPPLIES	18.31
CL220048-006	GARDNER'S	AG SUPPLIES	147.50
CL220048-007	GARDNER'S	AG SUPPLIES	651.21
CL220048-009	GARDNER'S	MAINTENANCE SUPPLIES	80.24
CL220048-010	GARDNER'S	MAINTENANCE SUPPLIES	34.46
CL220048-011	GARDNER'S	OLANCHA SUPPLIES	18.30
CL220048-013	GARDNER'S	POOL SUPPLIES	25.84
CL220048-014	GARDNER'S	MAINTENANCE SUPPLIES	24.77
CL220048-015	GARDNER'S	MAINTENANCE SUPPLIES	29.07
CL220048-016	GARDNER'S	POOL SUPPLIES	29.07
CL220048-017	GARDNER'S	POOL SUPPLIES	958.93
CL220048-018	GARDNER'S	MAINTENANCE SUPPLIES	66.22
CL220053-001	GARDNER'S	WATER HEATER	656.20
PO230018-001	GARDNER'S	Maintenance Supplies	8.01
PO230018-002	GARDNER'S	Maintenance Supplies	153.63
PO230018-003	GARDNER'S	Maintenance Supplies	35.19
PO230018-004	GARDNER'S	Maintenance Supplies	123.89
PO230018-005	GARDNER'S	Maintenance Supplies	55.97
PO230018-007	GARDNER'S	Maintenance Supplies	16.15
PV230010-001	GARDNER'S	AG SUPPLIES	61.91
PV230011-001	GARDNER'S	AG SUPPLIES	44.76
PV230012-001	GARDNER'S	AG SUPPLIES	141.13
PV230013-001	GARDNER'S	POOL SUPPLIES	25.83
PV230015-001	GARDNER'S	AG SUPPLIES	20.76
PV230016-001	GARDNER'S	AG SUPPLIES	35.93
PV230017-001	GARDNER'S	AG SUPPLIES	13.45
PV230018-001	GARDNER'S	POOL SNAKE RENTAL	135.00
		Total Payment Amount	4,377.15

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Transmittal Number: 23000005-0
 Reference Vendor
 PV230022-001 PATRICK TRAYNOR

Description	Amount
BAKERSFIELD CALIFORNIAN-JOB AN	2,197.50
Total Payment Amount	2,197.50

PO230002-001 POWERSCHOOL

HS Guidance Counseling Support	10,820.00
Total Payment Amount	10,820.00

CL220051-001 SCHOOLS LEGAL SERVICES

LEGAL FEES NEGOTIATIONS	4,543.90
Total Payment Amount	4,543.90

PO230098-001 SCREENCASTIFY LLC

Screencastify Renewal	3,776.00
Total Payment Amount	3,776.00

Transmittal Total	27,950.35
Fund Summary: Fund 01	27,950.35

Transmittal Number: 23000005-1 AUDIT
 CL220049-001 PINCO

MONTHLY PINCO/TRANSPORTATION E	1,230.92
Total Payment Amount	1,230.92

Transmittal Total	1,230.92
Fund Summary: Fund 13	1,230.92

Transmittal Number: 23000006-0 AUDIT
 CL220055-001 EMPLOYMENT DEVELOPMENT DEPT.

2ND QTR UI PREMIUM	4,398.15
Total Payment Amount	4,398.15

CL220054-001 SISC I - WORK COMP

LPUSD 2ND QTR WC PREMIUM	8,992.50
Total Payment Amount	8,992.50

Transmittal Total	13,390.65
Fund Summary: Fund 01	13,156.12
Fund 13	234.53

Transmittal Number: 23000006-0
 CL220056-001 CA DEPT OF TAX AND FEE ADMIN

2022 1ST QTR BUS FUEL TAX	33.45
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Transmittal Number: 23000006-0
Reference Vendor
 CL220056-002 CA DEPT OF TAX AND FEE ADMIN

Description	Amount
2022 2ND QTR BUS FUEL TAX	15.00
Total Payment Amount	48.45

Transmittal Total 48.45

Fund Summary: Fund 01 48.45

Transmittal Number: 23000007-0
 CL220057-001 CA DEPT OF TAX AND FEE ADMIN

SALES USE TAX	2,466.27
Total Payment Amount	2,466.27

Transmittal Total 2,466.27

Fund Summary: Fund 01 2,307.48
 Fund 13 158.79

Transmittal Number: 23000008-0 AUDIT

PV230026-001	DEPT OF WATER AND POWER	ELECTRICITY SERVICES	679.51
PV230027-001	DEPT OF WATER AND POWER	ELECTRICITY SERVICES	94.01
PV230028-001	DEPT OF WATER AND POWER	ELECTRICITY SERVICES	2,538.09
PV230029-001	DEPT OF WATER AND POWER	ELECTRICITY SERVICES	989.65
PV230039-001	DEPT OF WATER AND POWER	ELECTRICITY SERVICES	675.90
Total Payment Amount			4,977.16

PV230033-001	MOUNTAIN INVESTMENTS INC	CERRO GORDO SITE RENT	300.27
Total Payment Amount			300.27

PO230070-001	PITNEY BOWES BANK INC	Postage Annual Rental & Fee	496.90
Total Payment Amount			496.90

PO230090-001	TURNITIN LLC.	Turnitin	3,034.50
Total Payment Amount			3,034.50

Transmittal Total 8,808.83

Fund Summary: Fund 01 8,808.83

Transmittal Number: 23000008-0

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Transmittal Number: 2300008-0

Reference	Vendor	Description	Amount
PO230048-001	AMERICAN BUSINESS MACHINES	staples for copiers	180.74
PV230024-001	AMERICAN BUSINESS MACHINES	TONER FOR DISTRICT OFFICE	15.00
		Total Payment Amount	195.74
PV230025-001	AXES FIRE PROTECTION	INSPECT FIRE EXTINGUISHERS	3,060.83
		Total Payment Amount	3,060.83
PO230066-002	BRADY INDUSTRIES	Custodial Supplies	202.21
		Total Payment Amount	202.21
PO230045-001	DISCOUNT SCHOOL SUPPLY	Classroom Supplies	167.66
		Total Payment Amount	167.66
PV230037-001	DMV RENEWAL	PERM TRAILER ID	10.00
		Total Payment Amount	10.00
PV230030-001	GRAINGER INC	MAINTENANCE SUPPLIES	23.73
		Total Payment Amount	23.73
PV230031-001	GREAT MINDS	TEXTBOOKS	3,247.99
		Total Payment Amount	3,247.99
PO230072-001	INVO REGISTER	Advertising	292.00
		Total Payment Amount	292.00
PO230058-001	IXL	IXL	10,897.00
		Total Payment Amount	10,897.00
PV230038-001	LONE PINE COMMUNICATIONS	STUDENT INTERNET	714.00
		Total Payment Amount	714.00
PO230036-001	MCGRAW-HILL LLC	Social Studies	1,073.68
		Total Payment Amount	1,073.68
PV230032-001	MCI	LONG DISTANCE PHONE	90.73
		Total Payment Amount	90.73
CL220058-001	MILLER'S TOWING	OIL CHANGE VAN	78.99

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Transmittal Number: 23000008-0

Reference	Vendor	Description	Total Payment Amount	Amount
CL220059-001	MOHAWK USA	CARRY CASES FOR CHROMEBOOKS	78.99	1,855.43
		Total Payment Amount		1,855.43
PO230053-001	NWEA	NWEA		1,500.00
		Total Payment Amount		1,500.00
PO230003-001	QUILL CORPORATION	Office Supplies		118.70
PO230003-002	QUILL CORPORATION	Office Supplies		318.92
PO230003-003	QUILL CORPORATION	Office Supplies		188.55
PO230003-004	QUILL CORPORATION	Office Supplies		188.55
		Total Payment Amount		814.72
PV230034-001	RENAISSANCE LEARNING	AR SUBSCRIPTION		4,519.35
		Total Payment Amount		4,519.35
PO230054-001	SCHOOL SPECIALTY INC	Class materials		93.34
		Total Payment Amount		93.34
PV230035-001	SHI INTERNATIONAL CORP	CABLE CLAMPS		17.75
		Total Payment Amount		17.75
PV230036-001	SWANK MOVIE LICENSING USA	MOVIE LICENSING		877.00
		Total Payment Amount		877.00
PO230064-001	WEX BANK	Open Purchase Order for Fuel C		438.81
		Total Payment Amount		438.81
PO230039-001	WOODBURN PRESS	Planners		72.00
		Total Payment Amount		72.00
		Transmittal Total		30,242.96
		Fund Summary:		
		Fund 01		30,242.96
		School Loop Renewal for 1 year		2,812.68

Transmittal Number: 23000009-0 AUDIT
PO230101-001 SCHOOL LOOP

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Transmittal Number: 23000009-0 AUDIT

Total Payment Amount	2,812.68
Transmittal Total	2,812.68
Fund Summary: Fund 01	2,812.68

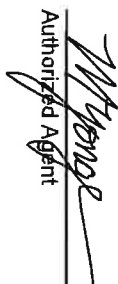
Transmittal Number: 23000009-0

Reference	Vendor	Description	Amount
PO230067-001	AMERICAN FIDELITY ASSURANCE CO	SDI Insurance for Classified E	964.59
PO230067-002	AMERICAN FIDELITY ASSURANCE CO	SDI Insurance for Classified E	964.59
		Total Payment Amount	1,929.18

PO230065-002	VERIZON WIRELESS	ANNUAL CELL PHONE SERVICE FOR	126.13
		Total Payment Amount	126.13

Fund Summary:	Fund 01	2,055.31
Transmittal Total		2,055.31
Payment Count:	109	Transmittal Count: 19
		Grand Total: 461,382.69

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 _____