

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.

Any items being proposed for the agenda must be sent to Dr. Traynor no later than noon on the Wednesday prior to the board meeting.

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

November 16, 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) STUDENT DISCIPLINE OR OTHER CONFIDENTIAL STUDENT MATTERS (Ed Code 35146, 48900 et seq., 48912(b) and 49060 et seq., and 20 U.S.C. Section 1232g)
- 2) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (G.C. Sec. 54957)
- 3) PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (G.C. Sec. 54957)
 - a. Grounds/Maintenance
 - b. Noon Duty Aide
 - c. Native American Liaison
 - d. Special Education Aide
 - e. Bus Driver
 - f. Superintendent Contract
- 3) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
 - a) District Employees: CSEA & SITA
 - b) District Negotiators: Patrick Traynor
- 4) CONFERENCE WITH REAL PROPERTY NEGOTIATOR (G.C. Sec. 54956.8)
 - a. Lo-Inyo School Parking Lot; LPUSD & Comino Family; Price.

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

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

3.2 Pledge of Allegiance

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

3.4 Report of any action taken in Closed Session.

4. PRESENTATION SESSION

4.1 Lo-Inyo Student Representative – Tommy Fogarty & Allisson Villa

4.2 Lo-Inyo Principal Report – Dr. Traynor

4.3 LPHS Student Representative –

4.4 LPHS Principal Report – Ms. O’Sullivan

4.5 SITA and/or CSEA Representative Reports

PUBLIC PARTICIPATION (HEARING SESSION)

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

5. GENERAL FUNCTIONS OF THE BOARD

NON CONSENT

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 for second read.

- 1) BP/AR 4118 Dismissal/Suspension/Disciplinary Action
- 2) BP 4119.1/4219.1/4319.1, Civil and Legal Rights
- 3) BP 4140/4240/4340, Bargaining Units
- 4) AR 4161.2/4261.2/4361.2, Personal Leaves
- 5) BP 4216, Probationary/Permanent Status
- 6) BP/AR 4218, Dismissal/Suspension/Disciplinary Action
- 7) BP/AR 6158, Independent Study
- 8) Delete AR 6146.1 High School Graduation Requirements

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

- 1) BP/AR 6146.1, High School Graduation Requirements
- 2) BP 6164.2, Guidance/Counseling Services
- 3) BP/AR 6178, Career Technical Education
- 4) BP 7110, Facilities Master Plan
- 5) BP/AR 7150, Site Selection and Development
- 6) BB 9100, Organization

CONSENT AGENDA

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

Moved by _____ and seconded by _____ that the Board approve consent agenda item 5.3 and 5.5.

5.3 Approve the regular minutes of October 19, 2022, as presented to the Board.

5.4 Accept generous donation from Donald & Ruby Branson Foundation, of \$10,000.00 towards the Memorial Plunge for pool operation.

5.5 Accept generous donation from Frontier Motel, of \$500.00 towards Lo-Inyo Fall Festival.

6. PERSONNEL

NON CONSENT

- 6.1 Moved by _____ and seconded by _____ that the Board approve the District's application to the Commission on Teaching Credentialing for the Variable Term Waiver for Andrew Howe. Mr. Howe is recommended to be employed, on the basis of Variable Term Waiver, as the 6th-12th grade Alternative Education Teacher 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 item 6.2 to 6.14.

- 6.2 Approve resignation of Amy Letherer as Education Specialist and Art Teacher, effective October 28, 2022.
- 6.3 Approve resignation of Alicia Southey as Special Education Aide, effective October 20, 2022.
- 6.4 Approve resignation of Shauna Sovers as Food Service Worker/Assistant, effective October 20, 2022.
- 6.5 Approve probationary employment of Brandon Perkins to serve as Grounds/Maintenance for 2 hours per day, effective November 17, 2023. Compensation shall be Range 10 Step I, as specified on the 2022-23 Classified Salary Schedule.
- 6.6 Approve probationary employment of Brandon Perkins to serve as Noon Duty Aide for 2 hours per day, effective November 17, 2023. Compensation shall be Range 10 Step I, as specified on the 2022-23 Classified Salary Schedule.
- 6.7 Approve probationary employment of Chelsie Gratzke to serve as Native American Liaison for 20-25 hours per week, effective October 20, 2022. Compensation shall be Range 9 Step 1, as specified on the 2022-23 Classified Salary Schedule.
- 6.8 Approve resignation of Aspen Yonge as Bus Driver, Grounds/Maintenance, and Noon Duty Aide, effective November 9, 2022.
- 6.9 Approve resignation of Melissa Maddux as Temporary Instructional Aide, effective November 17, 2022.
- 6.10 Approve the new Superintendent/Lo-Inyo Principal Salary Schedule, as presented to the Board.
- 6.11 Approve the tentative settlement agreement between the District and Classified School Employees Association, Chapter #440 for the 2022-23 school year, dated November 7, 2022, as presented to the Board.
- 6.12 Approve probationary employment of Chelsie Gratzke to serve as Special Education Aide for 5.50 hours per day. Compensation will be Range 2a Step III.
- 6.13 Approve addition of Aspen Yonge to the list of Classified Substitutes.
- 6.14 Approve probationary employment of _____ to serve as K-12 Special Education Teacher and General Elective Teacher. Compensation shall be upon verification of units and employment requirements.

7 CURRICULUM & INSTRUCTION**Discussion – Sexual Health Curriculum, Karen Kong****CONSENT AGENDA**

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

Moved by _____ and seconded by _____ that the Board approve consent agenda items 7.1 to 7.6.

- 7.1 Approve overnight trip for Brenda Lacey, Chuck Carson, and 18 FFA students to attend the Made for Excellence MFE & Advanced Leadership Academy in Ontario from February 3-4, 2023, as presented in the itinerary to the Board. Expenses will be paid by AG Incentive Grant and FFA Account.
- 7.2 Approve overnight trip for Brenda Lacey, Shawn Patton, and 5 FFA students to attend the Western Bonanza Livestock Show in Paso Robles from February 16-19, 2023, as presented in the itinerary to the Board. Expenses will be paid by students and the FFA Chapter.
- 7.3 Approve overnight trip for Brenda Lacey and 8 FFA students to attend the California State Field Day Competitions Horse and Water Issues Contest in Davis from March 4-5, 2023, as presented in the itinerary to the Board. Expenses will be paid by the students and FFA Chapter.

- 7.4 Approve overnight trip for Brenda Lacey and 8 FFA students to attend the California State Field Day Competitions Horse and Water Issues Contest in Fresno from April 21-22, 2023, as presented in the itinerary in item 7.3. Expenses will be paid by the students and FFA Chapter.
- 7.5 Approve overnight trip for Brenda Lacey and 8 FFA students to attend the California State Field Day Competitions Horse and Water Issues Contest in San Luis Obispo from May 5-6, 2023, as presented in the itinerary in item 7.3. Expenses will be paid by the students and FFA Chapter.
- 7.6 Approve overnight trip for Brenda Lacey, 2 approved chaperones, and 24 FFA students to attend the FFA State Convention in Ontario from March 16-19, 2023, as presented in the itinerary to the Board. Expenses will be paid by students and FFA Chapter.

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 to 8.5.

- 8.1 Approve the agreement between the District and Bishop Unified School District for school nurse services provided by Laura Wieggers for the 2022-23 school year, in the amount of \$10,627.82 plus travel expenses not to exceed \$1,500.00.
- 8.2 Approve Agricultural Career Technical Education Incentive Grant 2022-23 Application for Specialized Grant Funding, for \$10,000, the County Office of Education will match the funds requested, as presented to the Board.
- 8.3 Approve Shauna Soverns as a representative to the PINCO Advisory Committee for the 2022-23 school year.
- 8.4 Approve Budget Revisions.
- 8.5 Approve Purchase Orders and Warrants.

ITEMS FROM THE SUPERINTENDENT

- A. IKSFA JPA
B. 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)

- Nov. 21-25 - Thanksgiving Break
- Wed. Dec. 14 - Regular Board Meeting

9 ADJOURNMENT

TO: Board of Trustees

FROM: Patrick Traynor, Superintendent

SUBJECT: Board Meeting of November 16, 2022

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

Please contact me if you have any questions.

CSBA POLICY GUIDESHEET

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

Board Policy 4118/ – Dismissal/Suspension/Disciplinary Action Policy updated to reflect NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include language formerly in AR that prohibits the disciplining of any employee for protecting a student who is exercising a free speech or press right.

Administrative Regulation 4118 - Dismissal/Suspension/Disciplinary Action Regulation updated to move, from AR to BP, material which prohibits the disciplining of an employee for acting to protect a student's right to free speech or press, and to make clarifying changes throughout.

Board Policy 4119.1/4219.1/4319.2 – Civil and Legal Rights Policy updated to reflect NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include types of retaliation prohibited when an employee is acting solely to protect a student engaged in conduct authorized by Education Code 48907 (freedom of speech and press) or 48950 (speech and other communication), and clarify that an employee is prohibited from using official authority status or influence to attempt to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity

Board Policy 4140/4240/4340 – Bargaining Units Policy updated to reflect NEW LAW (SB 270, 2021) which allows a district 20 days to cure a violation of the district's employee information disclosure obligation when the district is notified by an employee organization, and limits district opportunity to cure a violation that involves the provision of an inaccurate or incomplete list to three times in any 12-month period. Policy also updated to reflect NEW LAW (SB 191, 2022) which provides additional obligations for a district when an "inperson orientation" cannot be held by the district. Additionally, policy updated to include heading change from "Access to Employee Orientations" to "Access to New Employee Orientations, and to clarify language in this section and in "Formation of Bargaining Unit" section.

Administrative Regulation 4161.2/4261.2/4361.2 – Personal Leaves Regulation updated to reflect NEW LAW (SB 294, 2021) which clarifies that leave of absence granted an employee to serve as an elected officer of an employee organization is in addition to other leaves to which the employee may be entitled by law or agreement and NEW LAW (AB 1033, 2021) which defines "parent" to include "parents-in-law." Regulation also updated to change heading "Legal Duties" to "Leave to Perform Legal Duties" and to make clarifying changes throughout.

Board Policy 4216 – Probationary/Permanent Status Policy updated to reflect NEW LAW (AB 486, 2021) which requires full-time district police officers, and public safety dispatchers as specified, to serve in a probationary status for not less than one year from the date of appointment to the full-time position in order to receive permanent classified service status, and NEW LAW (SB 874, 2022) which extends to districts that have adopted the merit system the requirement that a permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position be employed in the classification from which the employee was promoted.

Board Policy 4218 - Dismissal/Suspension/Disciplinary Action Policy updated to reflect NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include language formerly in AR that prohibits the disciplining of any employee for protecting a student who is exercising a free speech or press right, and to clarify language within the "Procedures for Serious Disciplinary Proceedings" section. Administrative Regulation 4218 - Dismissal/Suspension/Disciplinary Action Regulation updated to move, from AR to BP, material which prohibits the disciplining of an employee for acting to protect a student's right to free speech or press, and to make clarifying changes throughout.

Board Policy 6146.1 – High School Graduation Requirements Policy updated to move to the beginning of the policy students' obligation to complete statewide and Governing Board adopted graduation requirements unless exempted from local requirements, and include eligibility for students exempt from local requirements to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate. Policy also updated to reflect NEW LAW (AB 101, 2021) which (1) no longer authorizes a course in career technical education to serve as an alternative to the visual or performing arts or world language course requirement for high school graduation, and (2) requires, beginning with the 2029-30 school year, a student to complete a one-semester course in ethnic studies, as specified, to graduate from high school. Additionally, policy updated to reflect NEW LAW (AB 181, 2022) which requires districts to (1) exempt eligible students with disabilities from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements and award such students a high school diploma, and (2) notify the parents/guardians of eligible students of such exemption, as specified. Policy also updated to delete material applicable only to the 2020- 21 school year, and to incorporate material from the accompanying AR, as the AR is being deleted as otherwise unnecessary.

DELETE – Administrative Regulation 6146.1 – High School Graduation Requirements Regulation deleted as unnecessary with key concepts incorporated into the BP.

Board Policy 6158 – Independent Study Policy updated to reflect NEW LAW (AB 181, 2022) which (1) encourages districts to consider offering more than one independent study model for short- and long-term placements when adopting policy, (2) changes the threshold for when tiered reengagement strategies are required to be implemented, (3) adds that tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, (4) includes that the requirement to develop a plan to transition students whose families wish to return to inperson instruction, as specified, applies to students who participate in independent study for at least 15 school days, (5) creates an exemption from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements for any student who is enrolled in classroom-based instruction and is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, (6) specifies that a signed written/learning agreement be obtained before the student begins independent study for students participating in independent study for 15 school days or more, and within ten school days of the first day of the student's enrollment for student participation of less than 15 school days, (for both traditional and course-based independent study), (7) adds that for students with disabilities the certificated employee designated as having responsibility for the special education programming of the student is required to sign the written/learning agreement, (for both traditional and course-based independent study), and (8) includes that a student with disabilities may participate in a course-based independent study program if the student's individualized education program specifically provides for such participation. Policy also updated to (1) move and expand material regarding the requirement for Governing Boards to hold a public hearing when setting policy, as specified, (2) emphasize that no student may be required to participate in independent study, (3) clarify that for course-based independent study procedures tiered reengagement strategies are not required to include notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, and (4) delete material applicable only to the 2021-22 school year.

Administrative Regulation 6158 – Independent Study Regulation updated to reflect NEW LAW (AB 181, 2022) which (1) no longer includes individualized alternative education designed to teach the knowledge and skills of the core curriculum in the list of educational opportunities that may be provided through independent study, (2) includes that a student with disabilities may participate in independent study if the student’s individualized education program specifically provides for such participation, (3) specifies that if a parent/guardian of a student with disabilities requests independent study because the student’s health would be put at risk by in-person instruction, the student’s individualized education program (IEP) team is required to make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement, (4) provides that a student’s inability to work independently, need for adult support, or need for special education or related services does not preclude the IEP team from determining that the student can receive FAPE in an independent study placement, (5) clarifies that, until July 1, 2024, any student who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student’s IEP team determines that FAPE can be provided by means of the virtual program, as specified, and (6) creates an exception to the limitation on the percentage of students enrolled in a continuation high school or opportunity school or program who are eligible for apportionment credit for independent study for students participating in independent study due to an emergency, as specified. Regulation also updated to clarify that if a student transfers to another public school in California, a written record of findings from any evaluation conducted because a student has failed to make satisfactory educational progress be forwarded to that school. Additionally, regulation updated to delete material pertaining to adult education and that which is applicable only to the 2021-22 school year.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

The Governing Board expects all employees to perform their jobs satisfactorily, exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. A **certificated** employee may be disciplined for conduct or performance in accordance with law, the applicable collective bargaining agreement, Board policy, and administrative regulation.

~~The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the misconduct. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.~~

~~The Superintendent or designee shall ensure that, consistent with law, disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.~~

Disciplinary action shall be based on the particular facts and circumstances involved and the severity of the conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal. The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

Suspension/Dismissal Procedures

The Superintendent shall notify the Board whenever there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of the Board's intention to suspend or dismiss the employee at the expiration of 30 days from the date the notice is served. (Education Code 44934, 44934.1)

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct the faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. (Education Code 44938)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct the faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice. (Education Code 44938)

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed and may be served personally or by registered mail to the employee's last known address. (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from assigned duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

~~In accordance with law, the Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.~~ When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944. (Education Code 44944)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Causes for Disciplinary Action

A permanent classified employee may be subject to suspension, demotion, involuntary reassignment, or dismissal for one or more of the following causes:

1. Immoral conduct-, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)
3. Unlawful discrimination, including harassment, against any student or other employee
4. Violation of or refusal to obey state or federal law or regulation, Board policy, or district or school procedure
5. Falsification of any information supplied to the district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
6. Unsatisfactory performance
7. Unprofessional conduct
8. Dishonesty
9. Neglect of duty or absence without leave-
10. Insubordination
11. Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to affect the employee's performance
12. Destruction or misuse of district property
13. Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position-

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

14. A physical or mental condition which precludes the employee from the proper performance of duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law
15. Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on or directly related to the
16. Violation of Education Code 45303 or Government Code 1028 (**prohibiting the advocacy or teaching** of communism)
17. Any other misconduct which is of such nature that it causes discredit or injury to the district or the employee's position

~~An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)~~

No disciplinary action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district. (Education Code 45113)

Initiation and Notification of Charges

The Superintendent or designee shall provide notice to the employee of a recommendation for discipline, which includes the charges and materials upon which the recommendation is based. The notification shall identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline.

The Superintendent or designee shall file any **final** recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)

Request for Board Hearing

Within the time specified in the notice of the recommendation of disciplinary action the employee may request a hearing on the charges by signing and filing the card or paper included with the notice. (Education Code 45113)

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of the request for a hearing. The request shall be delivered to the office of the Superintendent or designee during normal work hours of that office. If mailed to the office of the Superintendent or designee, it must be received or postmarked no later than the time limit specified by the district. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes:

1. Any sex offense as defined in Education Code 44010

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

2. Violation or attempted violation of Penal Code 187 (**prohibiting** murder or attempted murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal.

Civil And Legal Rights

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the ~~employee's performance of his/her duties.~~

~~An employee's personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law, Board policy, or administrative regulation performance of the employee's duties~~

~~A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes, and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24)~~

~~Employees do not have a reasonable expectation of privacy with regards to district property under an employee's control including, but not limited to, desks, classrooms, offices, file cabinets, computers, or phones. As necessary to protect the health, welfare, or safety of students and staff, school officials may search such items in order to uncover evidence that the employee is violating the law, Board policy, administrative regulation, or other rules of the district or school.~~

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, **the** County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, **he/she the employee** has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.7, 1102.8)

No employee shall use or attempt to use official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, **or attempt to intimidate, threaten, coerce, or command,** another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes that ~~he/she has~~ **subsequently been subjected to** acts or attempted acts of reprisal **have subsequently occurred** shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against ~~him/her~~ **the employee**, in accordance with Education Code 44114.

Protection Against Liability

No employee shall be liable for harm caused by ~~his/her~~ **the employee's** act or omission when acting within the scope of employment or district responsibilities, ~~For the protection against liability to apply~~ **the employee's** act or omission is in conformity with federal, state, and local laws, **district policy, or administrative regulation, and the employee's act or omission is** ~~and must be~~ in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

All Personnel

BP 4140(a)

4240

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BARGAINING UNITS

The Governing Board recognizes the right of district employees to form a bargaining unit, **and to select an employee organization as their the exclusive representative, and be represented by that organization to represent the employees in their the employees'** employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

~~The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)~~

1. ~~The A bargaining unit of supervisory employees may be recognized if the~~ bargaining unit includes all supervisory employees;
2. ~~The supervisors are and is not represented by the same an employee organization that represents district employees whom who are supervised by the supervisory employees supervise. (Government Code 3545)~~

For this purpose, *supervisory employee* means any employee, regardless of job description, having ~~the~~ authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, **or** discipline, **other employees, or the responsibility to** assign work **to**, direct, **or** adjust grievance of other employees, or effectively recommend that action. ~~The when the exercise of this that authority shall is not be of a~~ merely routine or clerical ~~in~~ nature, but ~~shall require~~ **requires** the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. ~~Such In the employment relationship with the district, such employees may represent themselves individually. For purposes other than negotiations and bargaining, such employees may or~~ be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. ~~For~~

BARGAINING UNITS (continued)

~~this purpose: (Government Code 3540.1, 3543.4)~~—An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

- 1.** *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
- 2.** *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

BARGAINING UNITS (continued)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee **orientations orientation or onboarding process** where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. ~~However, in any specific instance where~~ **except that a shorter notice may be provided if** an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, ~~a shorter notice may be provided.~~ (Government Code 3555.5, 3556)

~~The~~ **Following a request to negotiate by either party, the** structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, ~~following a request to negotiate by either party.~~ If the district and exclusive representative fail to reach an agreement, matters related to ~~the~~ access to **the** new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of ~~the~~ **a new employee** orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556) 1.

- 1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting.**

Upon the request of an exclusive representative scheduling such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site

BARGAINING UNITS (continued)

meeting space within seven days of receiving the exclusive representative's request.

- 2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people.**

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire, **unless the exclusive representative has agreed to a different interval for the provision of the information.** In addition, the Superintendent or designee shall provide the **exclusive representative the** same information in regard to all employees in the bargaining unit ~~to an exclusive representative~~ at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or of any employee who provides a written request that the information not be disclosed **for this purpose to the exclusive representative.** Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

At least, at the beginning of each school year, the Superintendent or designee shall review the list of district employees to ensure that the list is complete and contains accurate information.

BARGAINING UNITS (continued)

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed.

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BARGAINING UNITS (continued)

The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Policy
adopted: September 15, 2010
Revised: March 20, 2019
Revised: April 24, 2019
Revised: February 24, 2021
Revised: November 16, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

All Personnel

AR 4161.2(a)

4261.2

PERSONAL LEAVES

4361.2

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

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

(cf. 4121 - Temporary/Substitute Personnel)

Bereavement

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

(cf. 4161/4261/4361 - Leaves)

Members of **the an employee's** immediate family include: (Education Code 44985, 45194)

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

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

Personal Necessity

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

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

(cf. 4261.1 - Personal Illness/Injury Leave)

Acceptable reasons for the use of personal necessity leave include:

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

PERSONAL LEAVES (continued)

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

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

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

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

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

However, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable. For any leave that is planned, or wherefor which the need for leave is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

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

Leave to Perform Legal Duties

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

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

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4261.2
4361.2

PERSONAL LEAVES (continued)

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

1. Serve on an inquest jury or trial jury

2. Comply with a subpoena or other court order to appear as a witness

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

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

A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between the employee's regular earnings and any jury fees received. **(Education Code 44036)**

Employees shall be granted leave to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees received. **(Education Code 44036)**

Leaves for Crime Victims for Judicial Proceedings

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

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

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

PERSONAL LEAVES (continued)

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

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

Leaves for Victims of Crime or Abuse

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

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

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

1. A police report indicating that the employee was a victim

PERSONAL LEAVES (continued)

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

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

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

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

Personal Leave for Child-Related Activities

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

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

PERSONAL LEAVES (continued)

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

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

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

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

Service on Education Boards and Committees

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

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

Employee Organization Activities

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee

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4261.2
4361.2

PERSONAL LEAVES (continued)

organization is affiliated. **Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)**

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization: **on which the employee serves as an officer.** (Education Code 44987, 45210)

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

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

Religious Leave

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

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

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

Spouse on Leave from Military Deployment

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

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the

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4261.2
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PERSONAL LEAVES (continued)

employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

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

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

Civil Air Patrol Leave

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

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

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Regulation:
Approved: September 21, 2016
Revised: April 21, 2021
Revised: November 16, 2022

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, and administrative regulation.

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. **An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.**

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period.

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

Procedures for Disciplinary Proceedings

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or other serious disciplinary action is contemplated against an employee. The procedures for such discipline shall include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated district official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

If a permanent classified employee receives a notice from the Superintendent or designee of a recommended suspension, demotion, involuntary reassignment, or dismissal, the employee may

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

request a Board hearing on the matter.

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly hearing. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

~~If a timely request is submitted, a hearing shall be conducted by the Board, except that, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. (Education Code 45113, 45312)~~

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Following the hearing, the Board shall affirm, modify, or reject the disciplinary action recommended by the Superintendent or designee. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

~~In cases involving an allegation of egregious misconduct, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)~~

Except for an allegation of egregious misconduct in which a minor is involved, the Board may delegate the authority to determine whether sufficient cause exists for disciplinary action to an impartial third-party hearing officer. When a matter is heard by a third-party hearing officer, the Board shall review the determination and adopt or reject the recommended decision. (Education Code 45112)

When any matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a witness who is a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Causes for Disciplinary Action

A permanent classified employee may be subject to suspension, demotion, involuntary reassignment, or dismissal for one or more of the following causes:

1. Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)
3. Unlawful discrimination, including harassment, against any student or other employee
4. Violation of or refusal to obey state or federal law or regulation, Board policy, or district or school procedure
5. Falsification of any information supplied to the district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
6. Unsatisfactory performance
7. Unprofessional conduct
8. Dishonesty
9. Neglect of duty or absence without leave-
10. Insubordination
11. Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to affect the employee's performance
12. Destruction or misuse of district property
13. Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position-

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

14. A physical or mental condition which precludes the employee from the proper performance of duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law
15. Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on or directly related to the
16. Violation of Education Code 45303 or Government Code 1028 (**prohibiting the advocacy or teaching** of communism)
17. Any other misconduct which is of such nature that it causes discredit or injury to the district or the employee's position

~~An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)~~

No disciplinary action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district. (Education Code 45113)

Initiation and Notification of Charges

The Superintendent or designee shall provide notice to the employee of a recommendation for discipline, which includes the charges and materials upon which the recommendation is based. The notification shall identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline.

The Superintendent or designee shall file any **final** recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)

Request for Board Hearing

Within the time specified in the notice of the recommendation of disciplinary action the employee may request a hearing on the charges by signing and filing the card or paper included with the notice. (Education Code 45113)

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of the request for a hearing. The request shall be delivered to the office of the Superintendent or designee during normal work hours of that office. If mailed to the office of the Superintendent or designee, it must be received or postmarked no later than the time limit specified by the district. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes:

1. Any sex offense as defined in Education Code 44010

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

2. Violation or attempted violation of Penal Code 187 (**prohibiting** murder or attempted murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal.

INDEPENDENT STUDY

The Governing Board authorizes independent study as an optional alternative instructional strategy for students, whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered **for short- or long-term placements**, on a full-time or part-time basis and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

~~Except for students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to quarantine or school closure for exposure to or infection with COVID-19,~~ **S**student participation in independent study shall be voluntary, **and no student shall be required to participate.** (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

~~With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a quarantine or school closure for exposure to or infection with COVID-19, the~~ **The** minimum period of time for any independent study option shall be three consecutive school days. (Education Code 51747-**46300**)

General Independent Study Requirements

~~For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)~~

INDEPENDENT STUDY (continued)

~~For the 2022-23 school year and thereafter, the~~ **The** Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for **independent study participation** and is likely to succeed ~~in independent study~~ as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes ~~for~~ **shall be the same for all students at each school including** students participating in independent study ~~shall be the same as required for their peers at the school who are receiving in-person instruction,~~ except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date ~~of the~~ **specified in the student's written** agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (**UC**) or the California State University (**CSU**) as creditable under the A-G admissions criteria. (Education Code 51747)

INDEPENDENT STUDY (continued)

The Superintendent or designee shall ensure that **all** students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who: (Education Code 51747)

1. ~~Are not~~ **Not** generating attendance for more than ~~three school days or 60 percent of the instructional days in a school week, or 10~~ **ten** percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. ~~Are found to be not participatory~~ **Not participating in synchronous instructional offerings** pursuant to ~~Section~~ **Education Code** 51747.5 for more than ~~the greater of three schooldays or 60~~ **50** percent of the scheduled ~~days~~ **times** of synchronous instruction in a school month as applicable by grade span
3. ~~Are in~~ **In** violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include, **local programs intended to address chronic absenteeism, as applicable, including** but ~~are not necessarily~~ limited to, ~~all of~~ the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a ~~non-attendance~~ **nonattendnace** day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

INDEPENDENT STUDY (continued)

The Superintendent or designee shall **for students who participate in an independent study program for 15 school days or more,** develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. ~~This requirement only applies to students participating in an independent study program for 15 school days or more.~~ (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

~~The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student parent educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)~~

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested, **their by the parent/guardian an** advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

~~However, For student participation for the 2021-22 15 school year only, the district shall obtain days or more, a signed written agreement from each shall be obtained before the student participating in an begins independent study program for any length For student participation of time, no later less than 30 days after 15 school days, a signed written agreement shall be~~

INDEPENDENT STUDY (continued)

obtained within ten school days of the first day of instruction in the independent study program the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The **manner, time, frequency, time, and place and manner** for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate

For the 2021-22 school year, this statement shall not be required for a student's participation

INDEPENDENT STUDY (continued)

~~in independent study if the student is unable to attend in-person instruction because of a quarantine or school closure mandated by a local or state health order or guidance due to the student's exposure to or infection with COVID-19.~~

9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. Before the commencement of independent study **projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days**, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years **of age**, the certificated employee responsible for the general supervision of independent study, and ~~all persons who have direct responsibility for providing assistance to the student.~~ **However, for the 2021-22 school year, for students with disabilities, the district shall obtain a signed written agreement**
~~for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been~~ **certificated employee** designated as having responsibility for the general supervision of independent study, and ~~all persons who have direct responsibility for providing assistance to the student, no later than 30 days after the first day of instruction in the independent study program or October 15, whichever date comes later~~ **special education programming of the student.**

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

INDEPENDENT STUDY (continued)

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by ~~the University of California or the California State University~~ **UC or CSU** as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for **all** students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for **all** students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for **all** students in grades 9-12 to receive at least weekly synchronous instruction.
4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by ~~their~~ **the student's** performance on applicable student-level measures of student achievement and ~~student~~ engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in ~~an~~ **one or more** independent study ~~class~~ **courses** is not being made, the teacher **providing instruction** shall notify the student and, if the student is under age 18 years, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not

INDEPENDENT STUDY (continued)

necessarily limited to, the verification of current contact information for each enrolled student, ~~notification to parents/guardians of lack of participation within one school day of the absence or lack of participation,~~ a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor.
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
8. A student shall not be required to enroll in courses included in the course-based independent study program.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.
11. Courses required for high school graduation or for admission to ~~the University of California UC or California State University~~ **CSU** shall not be offered exclusively through independent study.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.
13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.
14. A student with disabilities, as defined in Education Code 56026, ~~shall not~~ **may** participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.

INDEPENDENT STUDY (continued)

16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within **this a course-based independent study** program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the Course-Based Independent Study section above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a **student who is** suspended or expelled, **or student** who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, **the agreement also shall include the a** statement that instruction may be provided **to the student** through course-based independent study only if the student is offered the alternative of classroom instruction.

INDEPENDENT STUDY (continued)

8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. ~~For 2022-23 school year and thereafter,~~ **Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days,** the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee ~~who has been designated as having responsibility~~ **responsible** for the general supervision of the independent study course, and all persons ~~who have direct responsibility as applicable for providing assistance to~~ **students with disabilities, the certificated employee designated as having responsibility for the special education programming of** the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

~~For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.~~

Written Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. ~~(Education Code 51749.6)~~

INDEPENDENT STUDY (continued)

~~The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)~~

Upon the request of a student's parent/guardian, and before signing a **written learning** agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, **or their** **and, if requested by the parent/guardian, an** advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment in or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's **signed or initialed and dated** notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)

INDEPENDENT STUDY (continued)

6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

~~The signed, dated agreement, any~~ **Signed written and** supplemental agreements, assignment records, work samples, and attendance records may be maintained ~~on~~ **as an electronic** file ~~electronically. (in accordance with Education Code 51747)~~ **and 51749.6, as applicable.**

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

Policy
 adopted: September 15, 2010
 Revised: August 18, 2021
 Revised: February 17, 2022
 Revised: November 16, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
 Lone Pine, California

INDEPENDENT STUDY

Definitions

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by ~~the a~~ teacher **or teachers** of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

Educational Opportunities

~~For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)~~

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
- ~~3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum~~
- 43.** Continuing and special study during travel
- 54.** Volunteer community service activities and leadership opportunities that support and strengthen student achievement
- 65.** Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is

INDEPENDENT STUDY (continued)

unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and ~~local educational agency-district~~-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

~~For the 2022-23 school year and thereafter, the~~ **The** Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the

INDEPENDENT STUDY (continued)

Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

~~A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745)~~

~~With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a COVID-19 quarantine or school closure, a~~

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

In addition, any student with disabilities who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided to the student by means of the virtual program and other conditions of law are satisfied

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of through independent study. (Education Code 51747)

~~Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)~~

No Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and

INDEPENDENT STUDY (continued)

parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for in the students' best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747) and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements

INDEPENDENT STUDY (continued)

4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs at the applicable grade span in the district, unless a new higher or lower grade span ratio for all other educational programs offered within the grade span is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative grade span ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student

INDEPENDENT STUDY (continued)

8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day , as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

Regulation
Approved: September 21, 2016
Revised: August 18, 2021
Revised: February 17, 2022
Revised: November 16, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

TO: Board of Trustees

FROM: Patrick Traynor, Superintendent

SUBJECT: Board Meeting of November 16, 2022

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

Please contact me if you have any questions.

CSBA POLICY GUIDESHEET

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

Board Policy 6146.1 – High School Graduation Requirements Policy updated to reflect NEW LAW (AB 185, 2022) which restores the option to authorize the completion of a course in career technical education in lieu of the visual or performing arts or world language course requirement for high school, which authority was deleted by prior legislation.

Board Policy 6164.2 – Guidance/Counseling Services Policy updated to expand the Governing Board's philosophical statement to include student well-being, and reflect NEW LAW (AB 2508, 2022) which (1) urges districts to adopt a comprehensive educational counseling program and, for districts that provide such services, to implement a structured and coherent counseling program within a Multi-Tiered Systems of Support framework, (2) revises the definition of "educational counseling," (3) amends the legislative intent of the responsibilities of school counselors, (4) requires educational counseling to include specified postsecondary services, and (5) revises the components that educational counseling is required and authorized to include. Policy also updated to reflect NEW LAW (AB 643, 2021) which encourages districts to host apprenticeship and/or career technical education fair events, such as college and career fairs and for districts that do hold such events to notify apprenticeship programs in their county, as specified. Additionally, policy updated to move material regarding early identification and intervention plans for students who may be at risk for violence.

Board Policy 6178 – Career Technical Education Policy updated to move material regarding career technical education program components to be with related content, reflect NEW LAW (AB 101, 2021) which no longer authorizes a course in career technical education to serve as an alternative to the visual or performing arts or world language course requirement for high school graduation, and reflect NEW LAW (AB 643, 2021) which encourages districts to host apprenticeship and/or career technical education fair events, such as college and career fairs, and for districts that do hold such events to notify apprenticeship programs in their county, as specified.

Administrative Regulations 6178 – Career Technical Education Regulation updated to reflect NEW LAW (AB 1923, 2022) which includes science, technology, engineering, and mathematics courses as required alternative courses that must be offered to students participating in partnership academies.

Board Policy 7110 – Facilities Master Plan Policy updated to recognize the importance of teacher housing needs, and reflect NEW LAW (AB 306, 2021) which adds the definition of "residential housing" as it applies to district facilities, excludes from the definition of "school building" any building used or intended to be used by a district as "residential housing," and specifies that the Department of General Services is not required to approve residential housing for earthquake safety and access by persons with disabilities.

Board Policy 7150 – Site Selection and Development Policy updated to add material regarding the Governing Board's obligations when evaluating property prior to acquiring a new school or an addition to an existing school site, and reflect NEW LAW (AB 819, 2021) which requires the district to post specified environmental review documents.

Administrative Regulation 7150 – Site Selection and Development Regulation updated to specify that the request for information to evaluate the safety of a proposed site be in writing, and reflect NEW LAW (AB 819, 2021) which requires the district to post specified environmental review documents. Board

Bylaw 9100 – Organization Bylaw updated to reflect NEW LAW (AB 486, 2021) which changes the date requirements for districts to hold their annual organizational meeting.

**Lone Pine Unified School District
Board Policy**

Instruction

BP 6146.1(a)

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

District students shall complete graduation course requirements as specified in Education Code 51225.3 and those adopted by the Board, except for students who are exempted as provided in “Exemptions from District-Adopted Graduation Requirements,” below. Students who are exempted from district-adopted graduation requirements shall be eligible to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate.

Course Requirements

To obtain a diploma of graduation from high school, students shall complete the following courses in grades 9 through 12, as indicated: (Education Code 51225.3)

<u>Subject Area</u>	<u># of credits (10 credits per year/5 credits per semester)</u>
English	40
Mathematics	30*
Science	30**
Physical Education	20***
World History	10
U.S. History	10
American Government	05
Economics	05
V/P Art, Foreign Lang., or CTE	10 ****
Electives	<u>75</u>
TOTAL CREDITS	235*****

* Beginning with the Class of 2022, three courses of math including Integrated Math I, II, and III.

** Three courses in science, including biological and physical sciences. (*Education Code 51225.3*)

***Two courses in physical education *or equivalent units through sports*, unless the student has been exempted pursuant to Education Code 51241. Participation on a school athletic team, or cheerleading group, can be substituted for 5 to 20 credits of physical education.

**** **To be counted towards meeting graduation requirements, CTE course shall be aligned to CTE model curriculum standards and framework adopted by the State Board of Education**

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

(Education Code 51225.3)

***** In addition to the total credits listed, each student must successfully pass a senior interview.

Beginning with the 2029-30 school year, a one-semester course in ethnic studies (Education Code 51225.3)

The Board recognizes that the prescribed course of study may not accommodate the needs of some students. The Board, with the active involvement of parents/guardians, administrators, teachers and students, shall adopt alternative means for the completion of prescribed courses in accordance with law, which may include:

1. Practical demonstration of skill and competencies.
2. Work experience or other outside school experience.
3. Vocational education classes offered in high schools.
4. Courses offered by regional occupational centers or programs.
5. Interdisciplinary study.
6. Independent study.
7. Credit earned at a postsecondary institution.

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to student, parents/guardians and the public. (Education Code 51225.3)

Foreign exchange students may receive honorary diplomas pursuant to Education Code 51225.5.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

Exemptions from District-Adopted Graduation Requirements

Prior to the beginning of grade 10, the individualized education program (IEP) team for each student with disabilities shall determine whether the student is eligible for exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

high school graduation, and if so, shall notify the student's parent/guardian of the exemption. A student with disabilities shall be eligible for the exemption, if the student's IEP provides for both of the following requirements: (Education Code 51225.31)

1. That the student take the alternate assessment aligned to alternate achievement standards in grade 11 as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

In addition, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a newly arrived immigrant student, or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student, and others as required by law, of the availability of the exemption from local graduation requirements and whether the student qualifies for it. (Education Code 51225.1)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States U.S. or through online or virtual courses.

2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district high school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States U.S. while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school
4. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district
2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Policy

adopted: September 15, 2010

Revised: October 20, 2021, October 19, 2022

Reviewed: November 16, 2022

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

GUIDANCE/COUNSELING SERVICES

The Governing Board recognizes that a comprehensive counseling program promotes academic achievement and growth, and serves the diverse needs of all district students. **The district shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law.** Counseling staff shall be available to meet with regarding their educational progress toward academic and/or career goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning and well-being.

The Superintendent or designee shall ensure that all persons employed to provide direct school counseling, school psychology, and/or school social work services to students, and/or implement equitable school programs and services that support students' academic and social emotional development and college and career readiness shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position such positions shall be clearly defined in a job description.

Responsibilities of school counselors include, but are not limited to:

- 1. Engaging with, advocating for, and providing all students with direct services, such as individual counseling, group counseling, risk assessment, crisis response, and instructional services, including mental health and behavioral, academic, and postsecondary educational services and indirect services, including but not limited to, positive school climate strategies, teacher and parent consultations, and referrals to public and private community services.**
- 2. Planning, implementing, and evaluating school counseling programs**
- 3. Working within a MTSS that uses multiple data sources to monitor and improve student behavior, attendance, engagement, and achievement**
- 4. Developing, coordinating, and supervising comprehensive student support systems in collaboration with teachers, administrators, other pupil personnel**
- 5. Promoting and maintaining a safe learning environment for all students by providing restorative practices, positive behavior interventions, and support services, and by developing a variety of intervention strategies, and using those strategies, to meet individual, group, and school community needs before, during, and after a crisis**
- 6. Intervening to ameliorate school related problems, including problems related to chronic absences**

GUIDANCE/COUNSELING SERVICES (continued)

- 7. Using research-based strategies to promote mental wellness, reduce mental health stigma, and to identify characteristics, risk factors, and warning signs of students who develop, or are at risk of developing, mental health and behavioral disorders and who experience, or are at risk of experiencing, mistreatment, including mistreatment related to any form of conflict or bullying**
- 8. Improving school climate and student well-being by addressing the mental and behavioral health needs of students during a period of transition, separation, heightened stress, and critical changes, accessing community programs and services to meet those needs, and providing other appropriate services**
- 9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural literacy, and commitment to lifelong learning and the pursuit of high-quality educational programs**
- 10. Providing counseling services for unduplicated students who are classified as English learners, or foster youth, homeless children, and students eligible for free and reduced-priced meals, including interventions and support services that enhance equity and access to appropriate education systems and public and private services**
- 11. Engaging in continued development as a professional school counselor**

Academic Educational and Career Counseling

~~The district's academic counseling program shall be designed to assist students to establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans.~~

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

~~The educational counseling program for high school students may~~ **shall include academic counseling and postsecondary services, at appropriate grade levels in the following areas:**

- ~~1. Information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships~~ **Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition**

GUIDANCE/COUNSELING SERVICES (continued)

2. ~~An opportunity for each student and, if practicable, his/her parent/guardian to meet with a counselor to discuss the student's career goals, available educational and career technical education options, and community and workplace experiences to support the student's goals~~ **Optimizing progress towards achievement of proficiency standards and competencies**
3. ~~Monitoring of each student's fulfillment of required coursework and progress toward promotion and graduation, and notification of the student and his/her parent/guardian of remaining academic requirements~~ **Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes**
4. ~~Additional specialized counseling services for students identified as at risk of not graduating with their class~~ **Academic planning for access and success in higher education programs, including advisement on courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid**
5. **High-quality career programs at all grade levels in which students are assisted in doing all of the following:**
 - a. **Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition**
 - b. **Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success**
 - c. **Developing work, self-efficacy for the ever-changing work environment, the changing needs of the workforce, and the effects of work on quality of life**
 - d. **Understanding the relationship between academic achievement and career success, and the importance of maximizing career options**
 - e. **Understanding the value of participating in career technical education pathways, programs, and certifications, including, but not limited to, those related to regional occupational programs, and centers, the federal program administered by the United States Department of Labor offering free education and vocational training to students, known as "Job Corps," the California Conservation Corps, work-based learning, industry certifications, college preparation and credit, and employment opportunities**
 - f. **Understanding the need to develop essential employable skills and work habits**

GUIDANCE/COUNSELING SERVICES (continued)

- g. Understanding entrance requirements to the Armed Forces of the United States, including the benefits of the Armed Services Vocational Aptitude Battery (ASVAB) test**

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with the rest of their peers, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for students who fail to meet graduation requirements. to continue with their education.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

As part of the district's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental health related classroom instruction to reduce stigma and increase awareness of counseling support services.

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time and location of the college or career fair. (Labor Code 3074.2)

GUIDANCE/COUNSELING SERVICES (continued)***Personal or Mental Health Counseling***

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by **his/her their** credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by **his/her the student's** parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and with the Superintendents approval may contact the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Teacher-Based Advisory Program

GUIDANCE/COUNSELING SERVICES (continued)

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's

feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

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LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Career Technical Education

The Governing Board desires to provide a comprehensive career technical education (CTE) program in grades 7-12 which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with a strong experience and understanding of all aspects of an industry.

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy.

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. by providing a rigorous academic component and practical experience in all aspects of an industry. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

The Board shall adopt **district** standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE courses to determine the degree to which each course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation.

Career Technical Education

CTE courses approved for these purposes shall be equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that **course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have** real-world relevance and reflect labor market needs and priorities. **The Superintendent or designee shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.**

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. **Articulation opportunities may include dual or concurrent enrollment in community college courses.**

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

Career Technical Education

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. **The Superintendent or designee** shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide **opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.**

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rates. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

Federal Grants for Career Technical Education (Perkins)

The district shall submit to the California Department of Education an application for a basic grant of the federal Strengthening Career and Technical Education for the 21st Century Act. The application shall address the components specified in 20 USC 2354 and any additional requirements specified in the state plan developed pursuant to 20 USC 2342. (20 USC 2354)

The district shall conduct a needs assessment in accordance with 20 USC 2354, which shall be updated at least once every two years. The needs assessment shall be conducted in consultation with representatives of district career technical education (CTE) programs, postsecondary CTE programs, state or local workforce development boards and businesses, parents/guardians, students, and other specified stakeholders. (20 USC 2354)

To meet the needs identified in the needs assessment, the Superintendent or designee shall develop, coordinate, implement, or improve CTE programs that are of sufficient size, scope, and quality to be effective and that fulfill the following purposes: (20 USC 2355)

1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including students in the middle grades, in making informed plans and decisions about future education and career opportunities and programs of study. Such activities shall occur before students enroll and while they are participating in a CTE program, and may include:
 - a. Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields
 - b. Readily available career and labor market information, including information on occupational supply and demand, educational requirements, other information on careers aligned to economic priorities, and employment sectors
 - c. Programs and activities related to the development of student graduation and career plans
 - d. Career guidance and academic counselors who provide information on postsecondary education and career options
 - e. Any other activity that advances knowledge of career opportunities and assists students in making informed decisions about future education and employment goals, including nontraditional fields
 - f. Activities that provide students with strong experience in, and comprehensive understanding of, all aspects of an industry

Career Technical Education

2. Provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations

3. Integrate academic skills into CTE programs and programs of study to support participating students in meeting state academic standards

4. Provide professional development for teachers, school leaders, administrators, specialized instructional support personnel, guidance counselors, and/or paraprofessionals, which may include the types of activities listed in 20 USC 2355

5. Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement. Such elements may include curriculum aligned with program requirements, sustainable relationships among community stakeholders, opportunities for students to participate in accelerated learning programs, equipment and instructional materials aligned with business and industry needs, and other activities specified in 20 USC 2355.

6. Develop and implement evaluations of the activities funded by the grant

The district's program shall provide activities to prepare special populations for high-skill, high wage, or in-demand industry sectors or occupations that will lead to self-sufficiency. Special populations shall be provided with equal access to CTE programs and shall not be unlawfully discriminated against.

Special populations include, but are not limited to, students with disabilities, students from economically disadvantaged families, pregnant and parenting students, out-of-work individuals, English learners, homeless students, foster youth, children of military families, and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded pursuant to 20 USC 2301-2414. To the extent practicable, the Superintendent or designee shall also, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through such grants. (20 USC 2397)

Career Technical Education

Linked Learning Programs

The district shall offer one or more comprehensive, multi-year linked learning programs in grades 9-12 that are organized around a broad theme, interest area, or industry sector including, but not limited to, the industry sectors identified in model standards adopted by the State Board of Education pursuant to Education Code 51226. The program shall provide all participating students with curriculum choices that prepare them for career entry and a full range of postsecondary options, including two-year and four-year colleges, apprenticeships, and formal employment training.

At a minimum, the district's linked learning program shall include:

1. An integrated core curriculum that meets the eligibility requirements for admission to the University of California (UC) and the California State University (CSU) and is delivered through project-based learning and other engaging instructional strategies that bring real-world context and relevance to the curriculum where broad themes, interest areas, and CTE are emphasized
2. An integrated technical core of a sequence of at least four related courses that may reflect CTE standards-based courses and that provide students with career skills, are aligned to academic principles, and fulfill academic core requirements described in Item #1 above to the extent possible
3. A series of work-based learning opportunities that begin with mentoring and job shadowing and evolve into intensive internships, school-based enterprises, or virtual apprenticeships
4. Support services, including supplemental instruction in reading and mathematics, that help students master the advanced academic and technical content that is necessary for success in college and career

Partnership Academies

The district shall operate one or more partnership academies as a school-within-a-school focused on a broad career theme. The program shall be available to students in grades 10-12, at least half of whom shall be students who are at risk of dropping out of school as indicated by three or more of the following criteria: (Education Code 54690-54691)

1. Past record of irregular attendance, with absence from school 20 percent or more of the school year
2. Past record of underachievement in which the student is at least one-third of a year behind the coursework for the respective grade level, or as demonstrated by credits

Career Technical Education

achieved

3. Past record of low motivation or disinterest in the regular school program

4. Economic disadvantage

5. Scores below basic or far below basic on the mathematics or English language arts test of the California Assessment of Student Performance and Progress

6. A grade point average of 2.2 or below or the equivalent of a C minus

Ninth-grade teachers and counselors shall identify students eligible to participate in a partnership academy. Participating students shall be selected by academy staff from among those who have expressed an interest in the academy and whose parents/guardians have approved the student's participation. (Education Code 54695)

The district's program shall provide: (Education Code 54692)

1. During each regular school term, instruction in at least three academic subjects that:

a. Prepares students for a regular high school diploma

b. Where possible and appropriate, prepares students to meet subject requirements for admission to UC and CSU

c. Contributes to an understanding of the occupational field of the academy

2. CTE or science, technology, engineering, and mathematics courses offered at each grade level at the academy that are part of an occupational course sequence that targets comprehensive skills and meets the criteria specified in Education Code 54692

3. Classes that are block scheduled in a cluster whenever possible to provide flexibility to academy teachers and which may vary in number during grade 12

4. A mentor from the business community for students during grade 11

5. An employer-based internship or work experience that occurs during the summer following grade 11 or during grade 12

6. Additional motivational activities with private sector involvement to encourage academic and occupational preparation

Career Technical Education

Attendance in academy classes shall be limited to students enrolled in the academy. (Education Code 54692) The Superintendent or designee shall establish an advisory committee consisting of individuals involved in academy operations, including district and school administrators, lead teachers, and representatives of the private sector. (Education Code 54692)

Apprenticeship Programs

The district shall offer high school and/or adult education students a program of orientation to apprenticeships that acquaints students with a broad range of career options, provides information regarding available apprenticeship programs, and provides classroom instructional job training which guides students to a registered apprenticeable occupation.

The district's program shall:

1. Introduce students to what they need to know in order to apply, test, and interview for acceptance into an apprenticeship program
2. Demonstrate the need for proficiency in reading and comprehension, mathematics, science, and technology
3. Emphasize the necessity to have the ability to communicate in reading, writing, speaking, listening, and numeration skills
4. Identify the knowledge, skills, and attitudes needed to enter and successfully complete an apprenticeship program
5. Provide an orientation to a specific craft or trade or to an industry

The district may enter into an agreement with a local business, labor or management apprenticeship committee, and/or joint labor-management apprenticeship committee that has been approved by the Department of Industrial Relations' Division of Apprenticeship Standards to sponsor an apprenticeship program in order to develop and deliver related and supplemental instruction to students participating in a registered apprenticeship program. (Education Code 8150-8155; Labor Code 3074, 3075, 3078)

Regional Occupational Center/Program

The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52335.12, which offers CTE courses, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

Career Technical Education

Occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)

Student Organization

The district may provide support, including supplies, materials, activities, and advisor expenses, to student organizations which engage in activities that are integral to the CTE program and provide for the development of student leadership skills. However, no state or federal funds shall be used to pay students' membership dues, food or lodging expenses, out-of-state travel, or the cost of a social activity or assemblage.

FACILITIES MASTER PLAN

The Governing Board recognizes the importance of long-range planning for school facilities in order to help meet the changing needs of district students and to help ensure that resources are allocated in an efficient and effective manner. To that end, the Board directs the Superintendent or designee to develop and maintain a master plan for district facilities.

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, and in the district's educational program needs. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

The plan shall describe the district's anticipated short and long term facilities needs and priorities and shall be aligned with the district's educational goals.

The Superintendent or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for construction and modernization of facilities and of the district's plans for facilities. The Superintendent or designee may also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.

Plan Development

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with them within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed

FACILITIES MASTER PLAN (continued)

revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

Plan Components

The facilities master plan shall include:

- 1. A statement of purpose, including district goals, philosophy, and related policies**
- 2. A description of the planning process**
- 3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs**
- 4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications**
- 5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds**
- 6. Site selection criteria and process**
- 7. Development of a capital planning budget and identification of potential funding sources**
- 8. Policy for reviewing and updating the plan**

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

- 1. Are aligned with the district's educational goals and objectives**
- 2. Provide for maximum site enrollment at school facilities**

FACILITIES MASTER PLAN (continued)

3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010

4. Are designed for the environmental comfort and work efficiency of the occupants

5. Are designed to require a practical minimum of maintenance

6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety

7. Are designed and engineered with flexibility to accommodate future need

Plans for the design and construction of new school facilities shall also meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title 24 Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

However, plans for residential housing, which includes any building used or intended to be used by the district as a personal residence by a teacher or employee of the district, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

SITE SELECTION AND DEVELOPMENT

The Governing Board believes that a school site should serve the district's educational needs in accordance with the district's master plan, as well as show potential for contributing to other community needs.

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

Before acquiring property for a new school or an addition to an existing school site, the Board, at a public hearing, shall either evaluate the property at a public hearing using state site selection standards. (Education Code 17211 specified in 5 CCR 14010 or, if a district advisory committee was appointed to evaluate the property, receive the committee's report of findings based on those standards. (Education Code 17211, 17251)

Environmental Impact Investigation for the Site Selection Process

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act whenever so required, including any web site posting requirements. When evaluating district projects, the CEQA guidelines shall be used.

Environmental review documents, including a draft environmental impact report, environmental impact report, negative declaration or mitigated negative declaration, and public notice of the preparation and availability of such documents, shall be posted on the district's web site. (Public Resources Code 21082.1, 21092, 21092.2)

Agricultural Land

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land
3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

SITE SELECTION AND DEVELOPMENT (continued)

Policy
adopted: September 15, 2010
Reviewed: November 16, 2022

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

FACILITIES MASTER PLAN

As part of the district's site selection process, the Superintendent or designee shall:

1. Meet with appropriate local government recreation and park authorities to review all possible methods of coordinating the planning, design, and construction of new school facilities and school sites or major additions to existing school facilities and recreation and park facilities in the community. (Education Code 35275) (cf. 7131 - Relations with Local Agencies)
2. Notify the appropriate local planning agency in writing and request its report and recommendations regarding the proposed site or proposed addition's conformity with the adopted general plan. (Government Code 65402; Public Resources Code 21151.2)
3. Have the site investigated by competent personnel with regard to population trends, transportation, water supply, waste disposal facilities, utilities, traffic hazards, surface drainage conditions, and other factors affecting initial and operating costs. This investigation shall include geological and soil engineering studies to preclude locating the school on terrain that has the potential for earthquake or other geologic hazard damage as specified in Government Code 65302. (Education Code 17212-17212.5)
4. ~~As necessary,~~ **Make a written** request ~~for~~ information necessary or useful to assess and determine the safety of a proposed school site, or an addition to an existing school site, from a person, corporation, public utility, locally publicly owned utility, or governmental agency regarding pipelines, electric transmission and distribution lines, railroads, and storage tanks in accordance with law. (Education Code 17212.2, 17251)
5. Ensure that the site meets state standards for school site selection as specified in 5 CCR 14010-14012.
6. Ensure compliance with the California Environmental Quality Act (CEQA) as required by law, **including posting required notices to the district web site.** (Public Resources Code 21000-21177)
7. **If Conduct an air quality analysis pursuant to Health and Safety Code 44360 and Education Code 17213 if** the proposed site is within two miles of the air line of an airport runway or proposed runway, before acquiring title to or leasing the site, notify the California Department of Education in writing. (Education Code 17215)
8. If the proposed site is within 500 feet of the edge of the closest traffic lane of a freeway or other busy traffic corridor, ~~conduct an air quality analysis pursuant to Health and Safety Code 44360 and Education Code 17213~~ **conduct an air quality analysis pursuant to Health and Safety Code 44360 and Education Code 17213** and determine that the air quality at the proposed site is such that neither short-term nor long-term exposure poses significant health risks to students. (Education Code 17213)

FACILITIES MASTER PLAN (continued)

In the selection and development of projects funded pursuant to the School Facilities Program of 1998 (Proposition 1A) as contained in Education Code 17070.10-17077.10, the Superintendent or designee shall:

1. Determine whether the proposed site is free of toxic contamination by ensuring that a Phase I environmental assessment and/or preliminary endangerment assessment is conducted as required by law (Education Code 17213.1)

The Superintendent or designee shall ensure that the preliminary endangerment assessment is made available for public review and comment in accordance with Education Code 17213.1.

2. ~~Annually submit a~~ **Submit an annual** summary report of expenditures to the State Allocation Board in accordance with law (Education Code 17076.10)
3. Include in the plans a hard-wired connection to a public switched telephone network or utilization of wireless technology (Education Code 17077.10)
4. Establish a participation goal of at least three percent, per year, of the overall dollar amount expended each year by the district for disabled veteran business enterprises (Education Code 17076.11)

ORGANIZATION

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. ~~Develop a schedule of regular meetings for the year~~ **Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters**
5. ~~Develop a Board calendar for the year~~ **Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates**
6. ~~Designate Board representatives~~ **Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials**

Election of Officers

The Board shall each year elect its entire slate of officers.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

UNADOPTED

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
AGENDA
October 19, 2022**

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

1. CALLED TO ORDER & ROLL CALL @ 4:33 P.M.

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

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

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

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

1) **PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (G.C. Sec. 54957)**

- a. One-to-One Specialized Instructional Aide
- b. SALA Instructional Aide
- c. Temporary Instructional Aide
- d. Lead Food Service Worker
- e. English Learner/Clerical Technician & Media Specialist
- f. Instructional Aide
- g. Noon Duty Aide
- h. Native American Liaison

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

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

3.1 Moved by Trustee Kemp and seconded by Trustee Olin that the Board return to open session at 5:19 p.m.

3.2 Pledge of Allegiance was led by Trustee Sullivan.

3.3 Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve the agenda order as presented. Motion passed 4-0 with Trustee Patton absent and items 6.16 and 6.17 pulled from agenda.

3.4 Trustee Sullivan reported that no action was taken in Closed Session.

4. PRESENTATION SESSION

4.1 Lo-Inyo Student Report – Jocelynn Heredia & Gustavo Rosas shared October's Spirit Week activities; fall festival at the park; Red Ribbon Week coming up; Fall Festival will take place on October 31st.

4.2 Lo-Inyo Principal Report – Dr. Traynor reported that the attendance rate is at 93.71%; after school program is changing slightly; reminding students and parents about the anonymous reporting is on the school website; primary visited the firehouse for a tour on October 11th; online counseling is be offered through Lighthouse Therapy; Fall Festival is on October 31 from 3-5 pm; 5th grade science camp began October 17-21st.

4.3 LPHS Student Report – Itzel Lopez students from FFA and Cheer participated in the Film Festival Parade; Art in the Park, Art Club had a station to raise money for a field trip; Freshman attended the Greenhand Conference in Bakersfield; FFA held their pumpkin sales and sold all of them.

4.4 LPHS Principal Report – Ms. O'Sullivan reported enrollment is at 108 and attendance rate is at 93.86%; seniors will be attending college visits on November 17-18; PSAT for 9th & 11th graders will be on October 25th; Mock Crash will be returning; Cerro Coso counselors came to help students enroll for the spring semester classes; 11th grade will be visiting Cerro Coso for College & Career Exploration Day; Dr. Cynthia Colon will be here on October 20th; reported on upcoming events.

- 4.5 SITA and/or CSEA Representative Reports – Mr. Heist thanked Ms. Yonge for the information and also thanked everyone for working well together, as a team, to help cover. Mr. Heist asked about printers in the classroom. SITA is concerned that decisions are being made without discussion and communication is limited. Also, questioned legal fees and the amount on negotiations.

PUBLIC PARTICIPATION (HEARING SESSION)

Dean Chavez expressed how his ejection from the home game wasn't handled right and would of like to have a conversation with administration. Levi Ray commented that he fully supports the football coaches and he would like to see more support to the decisions being made. He talked about lack of diversity, there have been changes to coaching, but some have been overlooked and that the same people, same group, run the athletics.

5. GENERAL FUNCTIONS OF THE BOARD

Library Media Center – Nancy O'Sullivan asked if the books could be donated to the public library or Owens Valley Library. High school teachers will go through them and then Lo-Inyo teachers and what is left will go through the surplus process to be donated.

NON CONSENT

5.1 Moved by Trustee Kemp and seconded by Trustee Olin that the Board adopt the following revised and/or updated Board Policy and/or Administrative Regulation as presented to the Board, as first read. Motion passed 4-0 with Trustee Patton absent.

- 1) BP/AR 4118 Dismissal/Suspension/Disciplinary Action
- 2) BP 119.1/4219.1/4319.1, Civil and Legal Rights
- 3) BP 4140/4240/4340, Bargaining Units
- 4) AR 4161.2/4261.2/4361.2, Personal Leaves
- 5) BP 4216, Probationary/Permanent Status
- 6) BP/AR 4218, Dismissal/Suspension/Disciplinary Action
- 7) AR 5121, Grades/Evaluation of Student Achievement
- 8) BP/AR 6146.1, High School Graduation Requirements
- 9) BP/AR 6158, Independent Study
- 10) Delete AR 6146.1 High School Graduation Requirements

CONSENT AGENDA

Moved by Trustee Olin and seconded by Trustee Kemp that the Board approve consent agenda items 5.2 and 5.3. Motion passed 4-0 with Trustee Patton absent.

5.2 Approve the regular minutes of September 21, 2022, as presented to the Board.

5.3 Accept generous donation from Donald & Ruby Branson Foundation of \$5,718.00 towards Lo-Inyo Catalina Trip and \$6,000 towards Lone Pine Fine Arts Club.

6. PERSONNEL

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 Trustee Kemp and seconded by Trustee Lutze that the Board approve the tentative settlement between the District and the Classified School Employees Association, Chapter #440 for the 2022-23 school year related to salary, as presented to the Board. The agreement includes salary increase to the salary schedule that includes 1 ½ % increase retroactive to July 1, 2022. Motion passed 4-0 with Trustee Patton absent.

- 6.2 Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve the District's application to the Commission on Teacher Credentialing for a Provisional Internship Permit (PIP) for Jeffrey Heinz. Mr. Heinz is recommended to be employed, on the basis of the PIP, as the Science teacher at Lone Pine High School for the 2022-23. Compensation shall be appropriate placement on the Certificated Salary Schedule. Motion passed 4-0 with Trustee Patton absent.

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve consent agenda items 6.3 to 6.18. Motion passed 4-0 with Trustee Patton absent and items 6.16 and 6.17 pulled from action.

- 6.3 Approve the list of teacher assignments for the 2022-23 school year, as presented to the Board. The list verifies that teachers are teaching within their credentialed areas of authorization in compliance E.C. 44256(b), 44258.2, 44258.3, and 44258.7.
- 6.4 Approve resignation of Judith Luna as Lead Food Service Worker, effective October 19, 2022.
- 6.5 Approve retirement/resignation of Jackie Whitney from English Learner/Clerical Technician & Media Specialist and Instructional Aide, effective October 14, 2022. Mrs. Whitney will be retiring with 27 years of service of service.
- 6.6 Authorize to hire an additional 6.5 hours of Special Education One-to-One Specialized Instructional Aide to meet Federal Individuals with Disabilities in Education Act (IDEA) law for a new incoming student with an Individualized Education Plan (IEP).
- 6.7 Approve the tentative settlement agreement between the District and Classified School Employees Association, Chapter #440 for the 2022-23 school year, dated September 16, 2022, as presented to the Board.
- 6.8 Approve probationary employment of James Wilcox to serve as One-to-One Specialized Instructional Aide for a high school student for 6.50 hours per day, effective September 30, 2022. Compensation shall be Range 2a Step 1.
- 6.9 Approve temporary employment of Rebecca Reinig to serve as Instructional Aide for a Sierra Alternative Learning Academy for 3.50 hours per day, effective October 31, 2022. Compensation shall be Range 2 Step 1.
- 6.10 Approve temporary employment of Charlotte McCollum to serve as Instructional Aide Lo-Inyo Elementary School for 6.50 hours per day, effective October 17, 2022. Compensation shall be Range 2 Step 1.
- 6.11 Approve stipend payment for Nancy O'Sullivan and Megan Maybury as Co-WASC Coordinators, as specified on the 2021-22 Extra Duty Salary Schedule.
- 6.12 Approve probationary employment of Shauna Soverns to serve as Lead Food Service Worker, effective October 20, 2022. Compensation shall be Range 11A Step 1, as specified on the 2022-23 Classified Salary Schedule.
- 6.13 Approve probationary employment of Alicia Southey to serve as English Learner/Clerical Technician & Media Specialist for 4 hours per day, effective October 20, 2022. Compensation shall be Range 7 Step 1, as specified on the 2022-23 Classified Salary Schedule.
- 6.14 Approve probationary employment of Alicia Southey to serve as Instructional Aide for 4 hours per day, effective October 20, 2022. Compensation shall be Range 2 Step __, as specified on the 2022-23 Classified Salary Schedule.
- 6.15 Approve probationary employment of _____ to serve as Noon Duty Aide for 2 hours per day, effective October 20, 2022. Compensation shall be Range 2 Step __, as specified on the 2022-23 Classified Salary Schedule.
- 6.16 **PULLED** Approve probationary employment of _____ to serve as Native American Liaison for 20-25 hours per week, effective October 20, 2022. Compensation shall be Range 9 Step 1, as specified on the 2022-23 Classified Salary Schedule.
- 6.17 **PULLED** Approve the new Superintendent/Lo-Inyo Principal Salary Schedule, as presented to the Board.
- 6.18 Approve an increase of one hour for one (1) One-to-One Specialized Instructional Aide to serve a student at Lo-Inyo Elementary School.

7 CURRICULUM & INSTRUCTION

Expected Schoolwide Learning Results - Megan Maybury

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Olin that the Board approve consent agenda items 7.1 to 7.6. Motion passed 4-0 with Trustee Patton absent.

Ms. Stewart would like to add the Wild Wild West Dinner to the Junior Class. Since both Catalina and the Junior Class want the fundraiser, the advisors will meet and discuss. The fundraiser will be added to the agenda once it is decided. Ms. Luna expressed the their class has been looking forward to the fundraiser to raise money since their class was not allowed to attend the 8th grade Catalina trip.

- 7.1 Approve the list of school-wide fundraiser activities for the 2022-23 school year, as presented to the Board.
- 7.2 Approve the Lone Pine High School Basketball Schedule for 2022-23, as presented to the Board.
- 7.3 Approve the Middle School Volleyball Schedule for 2022-23, as presented to the Board.
- 7.4 Approve overnight trip for Nancy O'Sullivan, Jayson Lozier and up to 24 seniors to attend college tours from November 17-18, 2022, as presented in the itinerary to the Board. Transportation, substitute, and expenses will be paid through the A-G Access/Success Grant.
- 7.5 Approve high school's Expected Schoolwide Learning Results, as presented to the Board.
- 7.6 Approve overnight participation of Ginnene Branch and 31 5th grade students to the Outdoor Science Camp in Big Pine from October 17 to 21, 2022.

8 BUSINESS AND FINANCE

Williams Facility Report – Marjianne Yonge
Unaudited Actuals Clarification – Marjianne Yonge

CONSENT AGENDA

Moved by Trustee Olin and seconded by Trustee Lutze that the Board approve consent agenda items 8.1 to 8.4. Motion passed 4-0 with Trustee Patton absent.

- 8.1 Approve the Williams Quarterly Report for July to September 2022, as presented to the Board.
- 8.2 Adopt Resolution No. 2022-23-03 regarding the use of Education Protection Account funds for the 2022-23 school year, as presented to the Board.
- 8.3 Approve Surplus List, as presented to the Board.
- 8.4 Approve Purchase Orders and Warrants, as presented to the Board.

ITEMS FROM THE SUPERINTENDENT

- A. Other – Dr. Traynor reported that the district will receive the Learning Recovery Emergency Block Grant and the funds could be used through 2027-2028. Art, Music & Instructional Materials Block Grant requires board approval and can be used through 2025-2026. Student Behavioral Health Incentive Program through the County (\$935,00) will help districts select an intervention to implement with goals and metrics to increase behavioral health services. California Department of Health is warning district's about fentanyl, there may be some trainings for staff on how to use an antidote called Narcan.

ITEMS FROM THE BOARD

Trustee Lutze commented that parents are concerned about Narcan. She also thanked everyone that came and spoke out, communication is lacking in our district and she encourages parents, etc to email the board members with your concerns.

Trustee Kemp thanked Healthy Communities and Julie Berry for putting together the school board forum.

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

- Fri. Nov. 11 - Veteran's Day Holiday
- Wed. Nov. 16 - Regular Board Meeting 4:30 p.m. (Closed) 5:15 p.m. (Open) DCR

9 RETURN TO CLOSED SESSION

9.1 Moved by Trustee Olin and seconded by Trustee Lutze that the Board reconvene into closed session at 7:20 p.m. to discuss the following items. Motion passed 4-0 with Trustee Patton absent.

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

10 OPEN SESSION

10.1 Moved by Trustee Kemp and seconded Trustee Olin that the Board reconvene into open session at 8:00 p.m. Motion passed 4-0 with Trustee Patton absent.

10.2 Trustee Sullivan reported that no action was taken in closed session.

8 ADJOURNMENT @ 8:01 P.M.

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board

Lone Pine Unified School District

Superintendent/Lo-Inyo Principal Salary Schedule

Pending Board Approval

Step	I	II
	Master's Degree	Doctorate Degree, 2nd Master's or ninety (90) semester units including Master's degree
1	174,563.23	183,291.39
2	178,125.75	187,032.04
3	181,688.27	190,772.68
4	185,322.03	194,588.13
5	189,028.47	198,479.89
6	192,809.04	202,449.49
7	196,665.22	206,498.48
8	200,598.53	210,628.45

Effective :

Board Approved:

* Salary does not include district-paid medical benefits

Lone Pine Unified School District

Superintendent/Lo-Inyo Principal Salary Schedule

Pending Board Approval

Step	I	II
	Master's Degree	Doctorate Degree, 2nd Master's or ninety (90) semester units including Master's degree
1	150,515.95	159,244.11
2	154,078.47	162,984.76
3	157,640.99	166,725.40
4	161,274.75	170,540.85
5	164,981.19	174,432.61
6	168,761.76	178,402.21
7	172,617.94	182,451.20
8	176,551.24	186,581.17

Effective :

Board Approved:

Lone Pine Unified School District

Superintendent/Lo-Inyo Principal Salary Schedule

Pending Board Approval

Step	I	II
	Master's Degree	Doctorate Degree, 2nd Master's or ninety (90) semester units including Master's degree
1	174,563.23	183,291.39
2	178,125.75	187,032.04
3	181,688.27	190,772.68
4	185,322.03	194,588.13
5	189,028.47	198,479.89
6	192,809.04	202,449.49
7	196,665.22	206,498.48
8	200,598.53	210,628.45

Effective :

Board Approved:

**TENTATIVE AGREEMENT
BY AND BETWEEN
LONE PINE UNIFIED SCHOOL DISTRICT
AND
CALIFORNINA SCHOOL EMPLOYEES ASSOCIATION
AND ITS LONE PINE CHAPTER NO 440
2022-2023**

This Tentative Agreement ("TA") is entered into by and between the Lone Pine Unified School District ("District") and the California School Employees Association and its Lone Pine Chapter No. 440 ("CSEA"), together known as the "Parties".

The Parties have agreed to the following increase of approximately two and a half percent (2.5%) to the classified salary schedule for the 2022 – 2023 school year (see attached), in addition to the one and a half percent (1.5%) that was already negotiated.

Date

11-7-22

DISTRICT

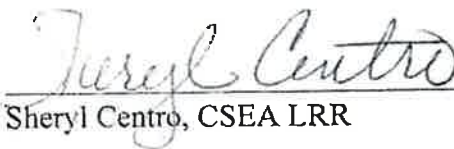


Patrick Traynor PhD, Superintendent

CSEA



Barbara Bowling, President Ch. 440



Sheryl Centro, CSEA LRR

LONE PINE UNIFIED SCHOOL DISTRICT
BASE SCHEDULE

2022/2023
HOURLY

Pending Board Approval on 11.16.2022 Will take effect 11.17.2022

Range	Position	Step I	Step II	Step III	Step IV	Step V	Step VI
ColDes							
14	Lead Facilities Worker	25.64	26.62	27.95	29.33	30.80	32.32
	Computer Technician						
	Student Guidance Liaison						
13	Computer Specialist	24.18	25.37	26.62	27.95	29.33	30.80
12	Maintenance Worker	23.04	24.18	25.25	26.62	27.95	29.32
	Mechanic						
11	Lead Transportation	21.66	22.59	23.85	25.03	26.28	27.56
11A	Lead Bus Driver	19.59	20.75	21.98	23.27	24.65	25.98
(epics16)	Lead Food Service Worker						
10	Grounds/Maint Worker	19.80	20.77	21.81	22.86	24.01	25.20
9	Secretary 9-12	19.39	20.36	21.35	22.42	23.52	24.68
	Secretary K-8						
	Native American Liaison						
	Guidance Technician						
	School Readiness Coord.						
8	Utility Maint Worker	19.03	19.96	20.95	22.00	23.08	24.22
	Computer Tech Coord.						
7	Bus Driver	18.66	19.59	20.54	21.57	22.63	23.76
	Library Media Clerk & ELCTMS						
6	Custodian	18.02	18.91	19.85	20.83	21.12	22.94
	Van Driver						
5	Olancha Sec/Aide	17.88	18.75	19.69	20.66	21.67	22.60
4	Clerk Typist	17.62	18.49	19.39	20.35	21.35	22.42
	(Sub Rate for Ofc Staff & Llb)						
3	Computer Instruc. Assist.	17.16	17.94	18.74	19.59	20.47	21.39
2a	Instructional Aide 1:1	17.11	17.71	18.24	18.61	18.98	19.36
(epics15)	Instructional Aide Bilingual						
2	Food Service Worker	17.06	17.66	17.88	18.18	18.41	18.78
	Instructional Aide						
	Instructional Aide - Spec Ed						
	Noon Duty Aide						
1	Crossing Guard	16.93	17.27	17.62	17.97	18.33	18.70
	Food Service Assistant						

Minimum Wage	Range & Step
10.50	1/1/2017
11.00	1/1/2018
12.00	1/1/2019
13.00	1/1/2020
14.00	1/1/2021
15.00	1/1/2022
15.50	1/1/2023
16.00	1/1/2024
16.40	1/1/2025

Employee's annual pay is calculated by rate of pay(hourly)*daily hours*number of work days(yearly). August and June are paid by actual work days, the balance of annual is dispersed evenly thru September-May, off of based salary. Longevity is paid from September thru June.

THE EMPLOYER PAYS THE EMPLOYEE PORTION OF PERS FOR THOSE HIRED PRIOR TO JANUARY 1, 2013.

OVERTIME IS TIME WORKED IN EXCESS OF 8 HOURS PER DAY OR 40 HOURS PER WEEK.

OVERTIME COMPENSATION ACCORDING TO CURRENT CONTRACT.

ANNUAL LONGEVITY PAY: REGULAR EMPLOYEES WILL BE ELIGIBLE AFTER COMPLETING 7 SCHOOL YEARS OF SERVICE.

LONGEVITY PAY WILL BE PRORATED FOR EMPLOYEES WORKING LESS THAN 8 HOURS PER DAY OR LESS THAN 12 MONTHS PER YEAR.

LONGEVITY TIME LINE		Years	Hourly
EMPLOYEE AFTER 7 YEARS OF SERVICE		7	0.45
EMPLOYEE AFTER 11 YEARS OF SERVICE		11	0.59
EMPLOYEE AFTER 14 YEARS OF SERVICE		14	0.77
EMPLOYEE AFTER 18 YEARS OF SERVICE		18	1.01
EMPLOYEE AFTER 21 YEARS OF SERVICE		21	1.31
EMPLOYEE AFTER 25 YEARS OF SERVICE		25	1.70
EMPLOYEE AFTER 28 YEARS OF SERVICE		28	2.22
EMPLOYEE AFTER 32 YEARS OF SERVICE		32	2.83

Board Approved:
Effective:

Lone Pine FFA

Ontario Made for Excellence MFE & Advanced Leadership Academy ALA FFA Events

1. Depart on Friday February 3, 2022 at 7:00 am and return on Saturday February 4, 2022 at 7:00 pm
2. Students will be transported in the school van and driven by Brenda Lacey and additional chaperon
3. Lodging is at the Ontario-Double Tree 222 North Vineyard Ave. Ontario, CA 91754 (909) 937 0900 rooms are reserved by the State FFA.
4. There are 18 students registered. Rooms are assigned by the San Joaquin Regional Office. Students will be supervised by Brenda Lacey and Chuck Carson to be determined with 15 other female and 15 male chaperones from local schools. Along with the State FFA Staff.
5. Brenda Lacey & Chuck Carson
6. 18 Students to be determined closer to the date of the event.
7. All expenses from the Ag Incentive Grant and FFA Account

Western Bonanza Livestock Show

1. Depart on February 16 at 8 am and return on February 19 by 8 pm
2. School FFA Expedition, FFA Truck 1, FFA Truck 2
3. Holiday Inn Express 2455 Riverside Ave, Paso Robles CA 93446 3 rooms and lodging at John and Dee Lacey Guest house
4. 3 female and 2 male Brenda Lacey/ Shawn Patton
5. Names of students will be provided as the trip is planned
6. All expenses for the trip will be paid for by the FFA Chapter and students for the trip.

Cal Poly's Western Bonanza Jr. Livestock Show. What began as a senior project in 1985, primarily as a beef show, has evolved into a five-ring show that is "The Best in the West". In addition to being a completely student run show, Cal Poly's Western Bonanza is one of the most competitive jackpot shows in the Western United States.

California State Field Day Competitions Horse and Water Issues Contests

1. UC Davis March 4th at 8 am and return on March 5th by 8 pm
Fresno State Field Day April 21st depart at 8 am and return April 22nd at 8pm
Cal Poly SLO State Finals Depart May 5th 8 am and return May 6th at 8 pm
2. FFA Expedition
3. Hotel Rooms at various venues to be determined
4. 8 Students
5. Brenda Lacey
6. Names of students will be provided as the trip is planned and teams are finalized.
7. The FFA Chapter and students will pay for all expenses for the trip.

California State Conference 95th State Leadership Conference Ontario, CA

1. Depart on March 16 at 8 am and return on March 19 by 8 pm
2. 2 School Van FFA Expedition
3. Ontario-Double Tree 222 North Vineyard Ave. Ontario, CA 91754
4. 12 female 2 female Chaperones 12 males 1 male chaperone
5. Brenda Lacey/2 Chaperones to be determined Joe Buffington from Bishop High School FFA will serve as the male Chaperon as in past years
6. Names of students will be provided as the trip is planned
7. The FFA Chapter and students will pay for all expenses for the trip.

State Leadership Conference

Over 7,000 high school students, advisors and guests attend the largest annual statewide Career Technical Student Organization (CTSO) conference in California. The event attracts young agricultural leaders from 338 chapters from throughout California.

The conference encourages students to develop personal and team leadership skills, discover agricultural careers, establish lasting friendships and strive for success.

MEMORANDUM OF UNDERSTANDING**BETWEEN THE****BISHOP UNIFIED SCHOOL DISTRICT****AND****LONE PINE UNIFIED SCHOOL DISTRICT**

The Bishop Unified School District (BUSD) and Lone Pine Unified School District (LPUSD) agree to the following:

1. School Nurse, Laura Wiegers, shall be a full time employee of BUSD for the 2022/2023 school year at 7.167 hours per day, 200 days per year, and as such qualifies for health and welfare benefits through BUSD.
2. LPUSD shall contract with BUSD for 7.00% of the cost of Laura Wiegers' salary and benefits for 14 days of school nurse services at the direction of LPUSD. The cost of these services is \$10,627.82.
3. In addition to 7.00% of salary and benefits costs, LPUSD agrees to reimburse BUSD for mileage at \$0.60 per mile, materials, and supplies used in conjunction with school nurse services as well as indirect costs (7.15%) on all invoiced amounts. Additional billed costs not to exceed \$1500.00 without prior approval from LPUSD Superintendent.
4. BUSD shall invoice LPUSD up to three times per year.

This MOU was entered and agreed upon this _____ day of _____, 2022.


Stephanie Fritz
Chief Business Officer
Bishop Unified School District

Patrick Traynor
Superintendent
Lone Pine Unified School District

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT APPLICATION FOR SPECIALIZED GRANT FUNDING

California Department of Education (Posted 4/1/2022)

(Due Date: To be received in Regional Supervisor's Office by November 15, 2022)
DATES OF PROJECT DURATION - JULY 1, 2022, TO JUNE 30, 2023

School Site: Lone Pine High School District: Lone Pine Unified School District

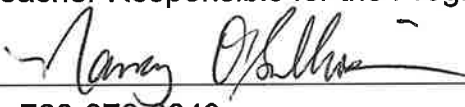
Certification

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions in the operations in this project/program for local participation and assistance.

Signature of Authorized Agent: 

Title: Business Manager

Signature of Agriculture Teacher Responsible for the Program: 

Signature of Principal: 

Contact Phone Number: 760-878-8843

Date of Approval of Local Agency Board: November 16, 2022

CRITERIA FOR SELECTION

Site must have matched original Agriculture Career Technical Education Incentive Grant Application.

1. Site shall not have received Specialized Agricultural Career Technical Education Incentive Grants totaling more than \$10,000 within the past three years. For example, if a site received an \$8,000 grant last year, then they are eligible for up to \$2,000 this year.
2. Site must be able to match the Specialized Agricultural Career Technical Education Incentive Grant.
3. Site must show expenditures that are unique in nature, i.e. purchasing new equipment for a computer lab, science lab, mechanics laboratory, etc.
4. Site must attach detailed budget to this application.

Total Amount of Funds Requested (Maximum of \$10,000): \$10,000

PART A

Please describe in detail the proposed use of funds (use additional pages if needed).

Metal Hay and Storage Building Information:

Width: 40.0 ft. Length 60.0 ft. Eave Height: 18.0 ft. Roof Pitch: 12

The funds will be used to purchase a metal building and construction of the barn for the 10 acre school farm located at Lone Pine High School. The steel hay barn will give ample space to store large blocks of hay and protect them from harsh weather conditions like sunlight, heavy snowfall, rainfall, and high winds. It is an ideal investment to store hay for decades. This will allow hay to be kept in the best possible condition until it is ready to be fed to livestock.

The kit will be designed to specifically to meet all the needs and requirements of the program as it will be a custom agricultural building kit. The kit will then be erected

Three funding sources will be used to finance the metal hay barn these include the Specialized Agriculture Incentive Grant, Lone Pine FFA Boosters Account, and the CTEIG Grant for 2022.

PART B

How will this project improve the local program? (Use additional pages if needed.)

The barn will serve as a secure and weather proof area for alfalfa hay, straw, and shavings for all student livestock projects. It will also provide an area for mineral and supplement storage of products used at the farm for the school 10 head goat, and 25 head sheep herds.

The space will allow a hay squeeze and the hay hauler to easily and safely unload the hay for student use. The building will provide a safer area for student's to access the feed they need for their projects as students will not have to be on the stacks putting on the tarps or removing during the year.

Hay is a critically important food source for livestock. Many animals get much of their fiber, protein, and daily caloric intake from Hay. That is why it is important to provide a consistent high quality hay that is protected from the weather conditions that degrade quality.

Students projects are expanding in 2022 Lone Pine FFA provided space and opportunity for 8 steer project, 25 swine project, 10 meat goat projects, and 20 market lamb projects, along with numerous poultry and rabbit SAE opportunities.

PART C. FINANCIAL SCHEDULE*

4000: Books & Supplies

Items	Description of Item for Which Funds Will Be Expended	Incentive Grant Funds	Matching Funds
1			
Subtotal	N/A		

5000: Services and Operating Expenses

Including services of consultants, staff travel, conferences, rentals, leases, repairs, and bus transportation

Items	Description of Item for Which Funds Will Be Expended	Incentive Grant Funds	Matching Funds
1			
2			
3			
4			
Subtotal	N/A		

6000: Capital Outlay

Including sites, buildings, improvement of buildings, and equipment

Items	Description of Item for Which Funds Will Be Expended	Incentive Grant Funds	Matching Funds
1	40ft by 60 ft by 18ft Hay Barn	10,000	10,000
2			
3			
Subtotal	N/A		

Total for 4000-6000: 20,000

**TOTAL SPECIALIZED AG CAREER
TECHNICAL EDUCATION INCENTIVE
GRANT FUNDS**

\$10,000

*Attach a detailed budget with this application.

Lone Pine High School Budget Proposal

Building Information:

Width: 40.0 ft. Length 60.0 ft. Eave Height: 18.0 ft. Roof Pitch: 12

Building Loadings:

Code: CBC 2016 Live Load: 20 lb Snow Load: 47
Ground Snow Load: 57 Wind Load 115 MPH

Building Colors:

Roof Galvalume

Budget Information

Description	Amount
Steel Building	29,188.00
Modify Roof Snow Load to 40 PSF in Lieu Of 35 PSF Ground Snow Load To 57 PSF In Lieu Of 40 PSF	1,107.00
Sales Tax	2,347.86
Total	32,642.86

Metal Hay Barn Construction at the Lone Pine FFA School Farm

7-11 materials, INC: Concrete	3,472.23
Gardner's True Value: material for forms	1,354.49
Labor to form and pour piers 113.5 hours @ 70/hr	7,945.00
Erect metal building per bid provided	24,000.00
Total	36,771.72

INYO COUNTY SCHOOLS GL Transmittal Report - Budget Transfer

05 Lone Pine Unified
Transaction Type: Budget Transfer

Transmittal: 23000011
Description: COE District Transmittal
COE Received Date:

Revision:
Create Date: 11/10/2022

Fiscal YR: 2023
Transmittal Status: OPEN
Print Date: 11/10/2022

Attached Documents	Type	Document #	Revision #	Description	Create Date	Effective Date	Workflow Status	GL Status
	BT	230001		2022 EPA UPDATES	10/13/2022	10/13/2022	COE APPROVAL	PENDED
	BT	230002		ELOP ADMIN COSTS	11/04/2022	10/31/2022	COE APPROVAL	PENDED
	BT	230003		A-G UPDATES	11/04/2022	10/31/2022	COE APPROVAL	PENDED
	BT	230004		A-G LEARNING LOSS UPDATES	11/04/2022	10/31/2022	COE APPROVAL	PENDED
	BT	230005		ADMIN INCREASE	11/04/2022	10/31/2022	COE APPROVAL	PENDED
	BT	230006		ADMIN INCREASE	11/04/2022	10/31/2022	COE APPROVAL	PENDED

		Increase	Decrease	Total
01-0000-0	Total Expense	\$302.90	\$50,228.76	(\$49,925.86)
	Total Fund Balance	\$49,925.86		\$49,925.86
	Net Difference			\$0.00
01-1400-0	Total Revenue	\$67,432.00		\$67,432.00
	Total Expense	\$67,432.00		\$67,432.00
	Net Difference			\$0.00
01-2600-0	Total Expense	\$25,300.58	\$25,300.58	\$0.00
	Net Difference			\$0.00
01-3010-0	Total Expense	\$1,558.62	\$1,558.62	\$0.00
	Net Difference			\$0.00
01-3213-0	Total Expense	\$5,821.67	\$5,821.67	\$0.00
	Net Difference			\$0.00
01-7412-0	Total Revenue	\$56,250.00		\$56,250.00
	Total Expense	\$56,250.00		\$56,250.00
	Net Difference			\$0.00
01-7413-0	Total Revenue	\$93,750.00		\$93,750.00
	Total Expense	\$93,750.00		\$93,750.00
	Net Difference			\$0.00

	Increase	Decrease	Total
Report Total Revenue	\$217,432.00		\$217,432.00
Report Total Expense	\$250,415.77	\$82,909.63	\$167,506.14
Report Net Fund Balance	\$49,925.86		\$49,925.86
Report Net Difference			\$0.00

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


Authorized By

11/10/2022
Date

INYO COUNTY SCHOOLS
GL Transmittal Report - Budget Transfer

Transmittal: 23000011 Revision:

Fiscal YR: 2023

County Audit

Date

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

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

Transmittal: 2300001
Revision:
Document: 230001

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description					
230001	10/13/2022	COE APPROVAL	PENDED	2022 EPA UPDTAES					
Document Type	Workflow Date	EAS Audit #	Comment						
Budget Transfer	10/13/2022								
Transmittal #	Site Document	Created By	Authorized By	Create Date					
23000011		Yonge, Marianne	Yonge, Marianne	10/13/2022					
Description	Fu	Rs	Y	Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
	01-1400-0-1110-1000-8012-910-EPA				\$67,432.00				
	01-1400-0-1110-1000-1100-910-EPA				\$38,902.20				
	01-1400-0-1110-1000-3101-910-EPA				\$7,430.34				
	01-1400-0-1110-1000-3331-910-EPA				\$564.06				
	01-1400-0-1110-1000-3411-910-EPA				\$14,428.38				
	01-1400-0-1110-1000-3501-910-EPA				\$194.52				
	01-1400-0-1110-1000-3601-910-EPA				\$396.48				
	01-1400-0-1110-1000-3701-910-EPA				\$518.58				
	01-1400-0-1110-1000-3751-910-EPA				\$1,860.00				
	01-1400-0-1110-1000-4310-910-EPA				\$3,137.44				

01-1400-0	Total Revenue	(8000-8999)	Increase	Decrease	Total
	Total Expense	(1000-7999)	\$67,432.00		\$67,432.00
	Net Difference		\$67,432.00		\$67,432.00
					\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	10/13/2022 2:02:59 PM
	COE Auditor	GLWFCOEBudgetAuditor		
	Report Total Revenue			\$67,432.00
	Report Total Expense			\$67,432.00
	Report Net Difference			\$0.00

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

05YONGEM - Yonge, Marianne
Authorized By
Date 10/13/2022 2:02:59 PM
County Audit
Date

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

05 Lone Pine United
(Continued...)
05 Lone Pine United

Transmittal: 23000011 Revision:
Document: 230002

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description		
230002	10/31/2022	COE APPROVAL	PENDED	ELOP ADMIN COSTS		
Document Type	Workflow Date	EAS Audit #	Comment			
Budget Transfer	11/04/2022					
Transmittal #	Site Document	Created By	Authorized By	Create Date		
23000011		Yonge, Marianne	Yonge, Marianne	11/04/2022		
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
ELOP 1HR	01-2600-0-0000-7100-1310-910-ELOP	\$20,705.12				
ELOP 1HR	01-2600-0-0000-7100-3101-910-ELOP	\$3,954.68				
ELOP 1HR	01-2600-0-0000-7100-3331-910-ELOP	\$300.22				
ELOP 1HR	01-2600-0-0000-7100-3501-910-ELOP	\$103.53				
ELOP 1HR	01-2600-0-0000-7100-3601-910-ELOP	\$237.03				
ELOP 1HR	01-0000-0-0000-7100-1310-910-BD/S		\$20,705.12			
ELOP 1HR	01-0000-0-0000-7100-3101-910-BD/S		\$3,954.68			
ELOP 1HR	01-0000-0-0000-7100-3331-910-BD/S		\$300.22			
ELOP 1HR	01-0000-0-0000-7100-3501-910-BD/S		\$103.53			
ELOP 1HR	01-0000-0-0000-7100-3601-910-BD/S		\$237.03			
ELOP 1HR	01-2600-0-1110-1000-4310-910-ELOP	\$25,300.58				
ELOP 1HR	01-0000-0-0000-0000-9790-000-	\$25,300.58				

Note: AUTO BALANCE

01-0000-0	Total Expense	(1000-7999)	Increase			
	Total Fund Balance	(9700-9799)	\$25,300.58	Decrease	\$25,300.58	Total (\$25,300.58)
	Net Difference				\$25,300.58	\$0.00
01-2600-0	Total Expense	(1000-7999)	\$25,300.58		\$25,300.58	\$0.00
	Net Difference				\$0.00	\$0.00
	Report Total Expense		\$25,300.58		\$50,601.16	(\$25,300.58)
	Report Total Fund Balance		\$25,300.58		\$0.00	\$25,300.58
	Report Net Difference				\$0.00	\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	11/4/2022 10:47:56 AM
	COE Auditor	GLWFCOEBudgetAuditor		

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

05YONGEM - Yonge, Marianne

11/04/2022 10:47:56 AM

Authorized By

Date

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

05 Lone Pine Unified
05 Lone Pine Unified

Transmittal: 23000011 Revision:
Document: 230002

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description	
230002	10/31/2022	COE APPROVAL	PENED	ELOP ADMIN COSTS	
Document Type Budget Transfer		Workflow Date 11/04/2022	EAS Audit #	Comment	
Transmittal # 23000011 (Continued...)	Site Document	Created By Yonge, Marianne	Authorized By Yonge, Marianne	Create Date 11/04/2022	
		County Audit			Date

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

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

Transmittal: 23000011 Revision:
Document: 230003

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description
230003	10/31/2022	COE APPROVAL	PENDED	A-G UPDATES
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	11/04/2022			
Transmittal #	Site Document	Created By	Authorized By	Create Date
23000011		Yonge, Marianne	Yonge, Marianne	11/04/2022
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
COUNSELING	01-0000-0-0000-2700-1310-456-ADMH		\$16,532.16	
COUNSELING	01-0000-0-0000-2700-3331-456-ADMH		\$3,157.64	
COUNSELING	01-0000-0-0000-2700-3331-456-ADMH		\$239.72	
COUNSELING	01-0000-0-0000-2700-3501-456-ADMH	\$302.90		
COUNSELING	01-0000-0-0000-2700-3601-456-ADMH		\$189.26	
COUNSELING	01-0000-0-0000-2700-3411-456-ADMH		\$4,809.40	
COUNSELING	01-7412-0-0000-2700-1310-910-A-G	\$13,366.08		
COUNSELING	01-7412-0-1110-1000-1100-910-A-G	\$12,579.80		
COUNSELING	01-7412-0-1110-1000-3101-910-A-G	\$2,402.74		
COUNSELING	01-7412-0-1110-1000-3331-910-A-G	\$376.21		
COUNSELING	01-7412-0-1110-1000-3501-910-A-G	\$129.73		
COUNSELING	01-7412-0-1110-1000-3601-910-A-G	\$264.53		
COUNSELING	01-7412-0-0000-2700-3411-910-A-G	\$2,404.70		
COUNSELING	01-7412-0-0000-2700-3101-910-A-G	\$2,261.54		
COUNSELING	01-7412-0-0000-2700-3331-910-A-G	\$193.81		
COUNSELING	01-7412-0-0000-2700-3501-910-A-G	\$66.83		
COUNSELING	01-7412-0-0000-2700-3601-910-A-G	\$136.33		
COUNSELING	01-0000-0-0000-0000-9790-000-	\$24,625.28		
COUNSELING	01-7412-0-1110-1000-4310-910-A-G	\$10,000.00		
COUNSELING	01-7412-0-1110-1000-4340-910-A-G	\$1,200.00		
COUNSELING	01-7412-0-1110-1000-4490-910-A-G	\$800.00		
COUNSELING	01-7412-0-1110-1000-5200-910-A-G	\$1,000.00		
COUNSELING	01-7412-0-1110-1000-5800-910-A-G	\$5,567.70		
COUNSELING	01-7412-0-1110-1000-5810-910-A-G	\$2,000.00		
COUNSELING	01-7412-0-1110-1000-5844-910-A-G	\$1,500.00		
COUNSELING	01-7412-0-1110-1000-8590-910-A-G	\$56,250.00		
01-0000-0	Total Expense	(1000-7999)	Increase	Total
01-0000-0	Total Fund Balance	(9700-9799)	\$302.90	(\$24,625.28)
01-0000-0	Net Difference		\$24,625.28	\$24,625.28
01-7412-0	Total Revenue	(8000-8999)	\$56,250.00	\$56,250.00
01-7412-0	Total Expense	(1000-7999)	\$56,250.00	\$56,250.00
01-7412-0	Net Difference		\$0.00	\$0.00
	Report Total Revenue		\$56,250.00	\$56,250.00
	Report Total Expense		\$56,552.90	\$31,624.72
	Report Total Fund Balance		\$24,928.18	\$24,625.28
	Report Net Difference		\$0.00	\$0.00

Note: AUTO BALANCE

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

05 Lone Pine Unified
05 Lone Pine Unified

Transmittal: 23000011
Document: 230003

Revision:

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description
230003	10/31/2022	COE APPROVAL	PENDED	A-G UPDATES
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	11/04/2022			
Transmittal #	Site Document	Created By	Authorized By	Create Date
23000011 (Continued...)		Yonge, Marianne	Yonge, Marianne	11/04/2022
Workflow	Description	Assigned User Group	Approved By	Approved Date
Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWF/AUTHORIZEDAGENT	Yonge, Marianne	11/4/2022 1:50:50 PM
	COE Auditor	GLWFCOE/BudgetAuditor		

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

05YONGEM - Yonge, Marianne

11/04/2022 1:50:50 PM

Authorized By

Date

County Audit

Date

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

05 Lone Pine United
(Continued...)
05 Lone Pine United

Transmittal: 23000011 Revision:
Document: 230004

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description									
230004	10/31/2022	COE APPROVAL	PENDED	A-G LEARNING LOSS UPDATES									
Document Type	Workflow Date	EAS Audit #	Comment										
Budget Transfer	11/04/2022												
Transmittal #	Site Document	Created By	Authorized By	Create Date									
23000011		Yonge, Marianne	Yonge, Marianne	11/04/2022									
Description	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Increase	Decrease	Rel Doc Type	Rel Doc #	Line Notes/Warnings/Errors
COUNSELING	01-7413-0-1110-1000-8590-910-A-G								\$93,750.00				
COUNSELING	01-7413-0-0000-2700-1310-910-A-G								\$13,366.08				
COUNSELING	01-7413-0-0000-2700-3101-910-A-G								\$2,261.54				
COUNSELING	01-7413-0-0000-2700-3331-910-A-G								\$193.81				
COUNSELING	01-7413-0-0000-2700-3501-910-A-G								\$66.83				
COUNSELING	01-7413-0-0000-2700-3601-910-A-G								\$136.33				
	01-7413-0-0000-2700-3411-910-A-G								\$2,404.70				
	01-7413-0-1110-1000-5800-910-A-G								\$5,000.00				
	01-7413-0-1110-1000-4310-910-A-G								\$15,000.00				
	01-7413-0-1110-1000-3101-910-A-G								\$2,429.08				
SALA	01-7413-0-1110-1000-3331-910-A-G								\$184.40				
SALA	01-7413-0-1110-1000-3411-910-A-G								\$6,011.83				
SALA	01-7413-0-1110-1000-3501-910-A-G								\$63.60				
SALA	01-7413-0-1110-1000-1100-910-A-G								\$12,717.60				
SALA	01-7413-0-1110-1000-3601-910-A-G								\$129.63				
SALA	01-7413-0-1110-1000-5810-910-A-G								\$33,784.57				
01-7413-0	Total Revenue	(8000-8999)							Increase	Decrease	Total		
	Total Expense	(1000-7999)							\$93,750.00		\$93,750.00		
	Net Difference								\$93,750.00		\$0.00		
	Report Total Revenue								\$93,750.00		\$0.00		
	Report Total Expense								\$93,750.00		\$0.00		
	Report Net Difference								\$93,750.00		\$0.00		
Workflow	Description	Assigned User Group	Approved By	Approved Date									

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

05YONGEM - Yonge, Marianne
Authorized By

11/04/2022 2:13:20 PM
Date

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

05 Lone Pine Unified
05 Lone Pine Unified

Transmittal: 23000011
Document: 230004

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description
230004	10/31/2022	COE APPROVAL	PENDED	A-G LEARNING LOSS UPDATES
Document Type Budget Transfer		Workflow Date 11/04/2022	EAS Audit #	Comment
Transmittal # 23000011 (Continued...)	Site Document	Created By Yonge, Marianne	Authorized By Yonge, Marianne	Create Date 11/04/2022

County Audit

Date

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

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

Transmittal: 23000011 Revision:
Document: 230005

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description
230005	10/31/2022	COE APPROVAL	PENED	ADMIN INCREASE
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	11/04/2022			
Transmittal #	Site Document	Created By	Authorized By	Create Date
23000011		Yonge, Marianne	Yonge, Marianne	11/04/2022
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
	01-3010-0-0000-2100-1310-111-T1	\$388.97		
	01-3010-0-0000-2100-3101-111-T1	\$169.86		
	01-3010-0-0000-2100-3331-111-T1		\$3.87	
	01-3010-0-0000-2100-3501-111-T1	\$60.73		
	01-3010-0-0000-2100-3601-111-T1	\$139.06		
	01-3010-0-0000-2100-3411-111-T1		\$1,206.15	
	01-3010-0-1110-1000-4110-111-T1		\$348.60	
	01-3010-0-1110-1000-4310-111-T1	\$800.00		

01-3010-0	Total Expense	Increase	Decrease	Total
	Net Difference	(1000.7999)	\$1,558.62	\$0.00
	Report Total Expense		\$1,558.62	\$0.00
	Report Net Difference			\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	District Authorized Agent	GLWFAUTHORIZEDAGENT	Yonge, Marianne	11/4/2022 3:43:21 PM
	COE Auditor	GLWFCOEBudgetAuditor		

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

05YONGEM - Yonge, Marianne

11/04/2022 3:43:21 PM

Authorized By

Date

County Audit

Date

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

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

Transmittal: 23000011 Revision:
Document: 230006

Fiscal YR: 2023
Fiscal YR: 2023

Document #	Effective Date	Workflow Status	GL Status	Document Description
230006	10/31/2022	COE APPROVAL	PENED	ADMIN INCREASE
Document Type	Workflow Date	EAS Audit #	Comment	
Budget Transfer	11/04/2022			
Transmittal #	Site Document	Created By	Authorized By	Create Date
23000011		Yonge, Marianne	Yonge, Marianne	11/04/2022
Description	Fu Rs Y Goal Func Obj Sch Mgmt	Increase	Decrease	Rel Doc Type
	01-3213-0-0000-7100-1310-910-ESSR	\$627.01		
	01-3213-0-0000-7100-3101-910-ESSR	\$4,066.89		
	01-3213-0-0000-7100-3331-910-ESSR	\$528.39		
	01-3213-0-0000-7100-3501-910-ESSR	\$182.20		
	01-3213-0-0000-7100-3601-910-ESSR	\$417.18		
	01-3213-0-1110-1000-5810-910-ESSR		\$5,821.67	
01-3213-0	Total Expense			Total
	Net Difference	(1000-7999)		
		Increase	Decrease	
		\$5,821.67	\$5,821.67	\$0.00
				\$0.00

Workflow	Description	Assigned User Group	Approved By	Approved Date
	Report Total Expense	GLWFAUTHORIZEDAGENT	Yonge, Marianne	11/4/2022 3:55:38 PM
	Report Net Difference	GLWFCOEBudgetAuditor		

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

05YONGEM - Yonge, Marianne

11/04/2022 3:55:38 PM

Authorized By

Date

County Audit

Date

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

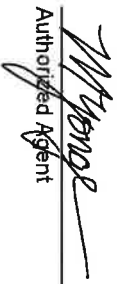
Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
230176	U.S. BANK CORPORATE PAYMENT	Traps -Rodent Control	1	01-0000-0-0000-2700-4350-111-ADML								215.74
		Total										215.74
230177	U.S. BANK CORPORATE PAYMENT	UHF Wireless microphone system	1	01-7412-0-1110-1000-4310-910-A-G								1,128.14
		Total										1,128.14
230178	U.S. BANK CORPORATE PAYMENT	Site license-Supports Mastery	1	01-0000-0-1110-1000-4310-456-IN H								95.00
		Total										95.00
230179	KAI ATHLETIC LLC	Boys' Basketball Uniforms	1	01-0000-0-1110-1000-4310-910-UNIF								4,805.00
		Total										4,805.00
230180	U.S. BANK CORPORATE PAYMENT	College Visits-Fee for hotel rooms and meals for 25 12th gr students and 2 Teachers.	1	01-7412-0-1110-1000-5200-910-A-G								750.00
			2	01-7412-0-1110-1000-5800-910-A-G								2,750.00
		Total										3,500.00
230181	APPLE INC.	HS teacher class supplies	1	01-7412-0-1110-1000-4490-910-A-G								753.17
			2	01-7412-0-1110-1000-4340-910-A-G								330.79
		Total										1,083.96
230182	SHI INTERNATIONAL CORP	Network/Display Cables	1	01-3213-0-1110-1000-4340-910-ESSR								487.28
		Total										487.28
230183	DELL MARKETING L.P.	Additional Memory for Desktop	1	01-3213-0-1110-1000-4340-910-ESSR								478.35
		Total										478.35
		Purchase Order Count: 8										
		Grand Total										11,793.47
		Fund Summary:										
		Fund 01										11,793.47

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

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000020-0 AUDIT	Vendor	Description	Amount
Reference			
PV230231-001	BRADY INDUSTRIES	VACUUM CLEANER	816.90
		Total Payment Amount	816.90
PO230096-004	CALIFORNIA BROADBAND COOPERATI	Annual Estate Year Contract 7/2	644.14
		Total Payment Amount	644.14
PO230093-004	CANON FINANCIAL SERVICES INC	Annual Copier Leases	2,175.56
		Total Payment Amount	2,175.56
PO230147-002	DAVES AUTO PARTS	Ag supplies	60.51
PV230242-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	52.25
PV230244-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	163.61
		Total Payment Amount	276.37
PO230153-001	DR. CYNTHIA COLON	Guidance counseling for high s	3,895.00
		Total Payment Amount	3,895.00
PO230086-022	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	228.92
		Total Payment Amount	228.92
PV230283-001	GRAINGER INC	MAINTENANCE SUPPLIES	627.51
		Total Payment Amount	627.51
PO230165-001	LINDE GAS & EQUIPMENT, INC.	Ag supplies for welding class	613.76
		Total Payment Amount	613.76
PV230246-001	LONE PINE COMMUNICATIONS	STUDENT INTERNET	714.00
		Total Payment Amount	714.00
PO230162-001	PLAS-TIQUE PRODUCTS INC	Trays	1,984.10
		Total Payment Amount	1,984.10
PO230059-001	PTM DOCUMENT SYSTEMS	Report Cards	144.35
		Total Payment Amount	144.35
PO230001-014	QUILL CORPORATION	Quill	9.46
		Total Payment Amount	9.46

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000020-0 AUDIT
Reference Vendor
PO230156-001 SCHOOL HEALTH CORPORATION

Description	Amount
Recess Equipment	326.42
Total Payment Amount	326.42

PO230140-005 SYSCO VENTURA

Open PO for Cafeteria Food Sup	1,223.99
Total Payment Amount	1,223.99

PO230126-001 U.S. BANK CORPORATE PAYMENT
PO230145-001 U.S. BANK CORPORATE PAYMENT
PO230174-001 U.S. BANK CORPORATE PAYMENT
PV230255-001 U.S. BANK CORPORATE PAYMENT
PV230273-001 U.S. BANK CORPORATE PAYMENT

Diapers	169.37
supplies	51.50
Math Subscriptions & Math EL S	46.59
CSEA NEGOTIATIONS	28.27
TRANSPORTATION MEALS	24.81
Total Payment Amount	320.54

Transmittal Total 14,001.02

Fund Summary:	Fund 01	10,792.93
	Fund 13	3,208.09

Transmittal Number: 23000020-0
PV230247-001 ACT

AIDE TESTING	91.00
Total Payment Amount	91.00

PV230248-001 AMERIGAS

PROPANE	111.11
Total Payment Amount	111.11

PO230081-001 ATKINSON, ANDELSON, LOYA, RUUD

2022 Leaves Boot Camp K12	429.00
Total Payment Amount	429.00

PV230228-001 CARPET FOR YOUR HOME

FLOORING IN LMC/RM 2	14,250.96
Total Payment Amount	14,250.96

PO230147-001 DAVES AUTO PARTS
PO230147-003 DAVES AUTO PARTS
PO230147-004 DAVES AUTO PARTS
PO230147-005 DAVES AUTO PARTS
PO230147-006 DAVES AUTO PARTS
PO230147-007 DAVES AUTO PARTS
PO230147-008 DAVES AUTO PARTS

Ag supplies	47.46
Ag supplies	55.47
Ag supplies	324.30
Ag supplies	5.47
Ag supplies	24.83
Ag supplies	148.95
Ag supplies	19.92

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000020-0

Reference	Vendor	Description	Amount
PO230147-009	DAVES AUTO PARTS	Ag supplies	29.50
PV230233-001	DAVES AUTO PARTS	TRANSPORTATION SUPPLIES	167.92
PV230234-001	DAVES AUTO PARTS	TRANSPORTATION SUPPLIES	60.43
PV230235-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	8.02
PV230236-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	30.16
PV230237-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	13.18
PV230238-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	18.31
PV230239-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	8.29
PV230240-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	167.92
PV230241-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	28.50
PV230243-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	3.35
PV230245-001	DAVES AUTO PARTS	MAINTENANCE SUPPLIES	517.19
		Total Payment Amount	1,679.17
PV230282-001	DEPT OF WATER AND POWER	OLANCHA ELECTRICITY	488.69
		Total Payment Amount	488.69
PO230055-003	EMERGENCY MEDICAL PRODUCTS INC	medical supplies	109.79
		Total Payment Amount	109.79
MV230024-001	EMS LINQ INC	CAFETERIA MANAGEMENT SYSTEM	2,594.57
		Total Payment Amount	2,594.57
PO230086-018	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	79.93
PO230086-019	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	158.17
PO230086-020	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	77.40
PO230086-021	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	297.24
PO230086-023	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	175.33
		Total Payment Amount	788.07
PV230249-001	GRAINGER INC	MAINTENANCE SUPPLIES	53.33
PV230284-001	GRAINGER INC	MAINTENANCE SUPPLIES	7.39
		Total Payment Amount	60.72
PV230250-001	INYO COUNTY RECYCLING WASTE MA	WASTE MANAGEMENT	24.00
		Total Payment Amount	24.00
MV230023-001	MANDY KEMP	SUB TEACHER MILEAGE	90.75

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000020-0

Reference		Vendor	Description	Total Payment Amount	Amount
PV230229-001		PATRICK TRAYNOR	MICROWAVE		148.85
PV230230-001		PATRICK TRAYNOR	PEST CONTROL		16.02
			Total Payment Amount		164.87
PO230075-009		PRODUCERS DAIRY	Open PO for Milk Purchases		421.17
			Total Payment Amount		421.17
PO230001-011		QUILL CORPORATION	Quill		39.13
PO230001-012		QUILL CORPORATION	Quill		62.97
PO230001-013		QUILL CORPORATION	Quill		39.35
PO230003-008		QUILL CORPORATION	Office Supplies		46.53
PO230003-009		QUILL CORPORATION	Office Supplies		12.51
PO230043-002		QUILL CORPORATION	Open PO- supplies		50.06
PO230043-003		QUILL CORPORATION	Open PO- supplies		83.06
PO230044-002		QUILL CORPORATION	Open PO- cartridges		254.05
			Total Payment Amount		587.66
PO230138-001		SCHOOL SERVICES OF CALIF. INC.	Attendance Accounting Webinar		275.00
			Total Payment Amount		275.00
PO230161-001		SHI INTERNATIONAL CORP	Trans wireless equipment and H		415.92
PO230169-001		SHI INTERNATIONAL CORP	USB-C Cables		155.81
			Total Payment Amount		571.73
PO230095-007		SIERRA DISPOSAL	Waste Services		1,316.24
PO230095-008		SIERRA DISPOSAL	Waste Services		158.40
			Total Payment Amount		1,474.64
PO230071-001		SOUTHERN INYO HEALTHCARE DIST	Annual TB Test		25.00
PV230232-001		SOUTHERN INYO HEALTHCARE DIST	OCCUPATIONAL THERAPY		595.00
			Total Payment Amount		620.00
PO230069-003		STATE OF CALIFORNIA	Annual fingerprints and back gr		209.00
			Total Payment Amount		209.00
PO230094-003		TERMINIX	Pest Control Annual Service		126.50

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000020-0

Reference	Vendor	Description	Amount
PO230052-003	U.S. BANK	CORPORATE PAYMENT	
PO230121-001	U.S. BANK	CORPORATE PAYMENT	33.39
PO230121-002	U.S. BANK	CORPORATE PAYMENT	118.50
PO230123-001	U.S. BANK	CORPORATE PAYMENT	782.35
PO230128-001	U.S. BANK	CORPORATE PAYMENT	25.46
PO230129-001	U.S. BANK	CORPORATE PAYMENT	97.79
PO230130-001	U.S. BANK	CORPORATE PAYMENT	98.74
PO230131-001	U.S. BANK	CORPORATE PAYMENT	80.75
PO230131-002	U.S. BANK	CORPORATE PAYMENT	126.08
PO230131-003	U.S. BANK	CORPORATE PAYMENT	319.01
PO230132-001	U.S. BANK	CORPORATE PAYMENT	71.15
PO230134-001	U.S. BANK	CORPORATE PAYMENT	129.24
PO230136-001	U.S. BANK	CORPORATE PAYMENT	80.94
PO230136-002	U.S. BANK	CORPORATE PAYMENT	226.52
PO230154-001	U.S. BANK	CORPORATE PAYMENT	12.88
PV230251-001	U.S. BANK	CORPORATE PAYMENT	1,404.96
PV230252-001	U.S. BANK	CORPORATE PAYMENT	11.84
PV230253-001	U.S. BANK	CORPORATE PAYMENT	7.00
PV230254-001	U.S. BANK	CORPORATE PAYMENT	193.92
PV230256-001	U.S. BANK	CORPORATE PAYMENT	902.40
PV230257-001	U.S. BANK	CORPORATE PAYMENT	197.10
PV230258-001	U.S. BANK	CORPORATE PAYMENT	31.98
PV230259-001	U.S. BANK	CORPORATE PAYMENT	87.14
PV230260-001	U.S. BANK	CORPORATE PAYMENT	20.00
PV230261-001	U.S. BANK	CORPORATE PAYMENT	10.19
PV230262-001	U.S. BANK	CORPORATE PAYMENT	21.83
PV230263-001	U.S. BANK	CORPORATE PAYMENT	55.00
PV230264-001	U.S. BANK	CORPORATE PAYMENT	38.32
PV230265-001	U.S. BANK	CORPORATE PAYMENT	172.24
PV230266-001	U.S. BANK	CORPORATE PAYMENT	25.60
PV230267-001	U.S. BANK	CORPORATE PAYMENT	54.24
PV230268-001	U.S. BANK	CORPORATE PAYMENT	97.31
PV230269-001	U.S. BANK	CORPORATE PAYMENT	29.50
PV230270-001	U.S. BANK	CORPORATE PAYMENT	74.55
PV230271-001	U.S. BANK	CORPORATE PAYMENT	2.88
PV230272-001	U.S. BANK	CORPORATE PAYMENT	12.86
PV230274-001	U.S. BANK	CORPORATE PAYMENT	14.97
			16.52

Total Payment Amount

126.50

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000020-0

Reference	Vendor	Description	Amount
PV230275-001	U.S. BANK	CORPORATE PAYMENT	14.99
PV230276-001	U.S. BANK	CORPORATE PAYMENT	11.60
PV230277-001	U.S. BANK	CORPORATE PAYMENT	87.61
PV230278-001	U.S. BANK	CORPORATE PAYMENT	13.28
PV230279-001	U.S. BANK	CORPORATE PAYMENT	19.16
PV230280-001	U.S. BANK	CORPORATE PAYMENT	44.37
PV230281-001	U.S. BANK	CORPORATE PAYMENT	101.40
		CSEA NEGOTIATIONS	5,977.56
		Total Payment Amount	

Transmittal Total

31,145.96

Fund Summary:	Fund 01	28,085.85
	Fund 13	3,060.11

Transmittal Number: 23000021-0 AUDIT

MV230032-001 ANDREW HOWE

PO230077-003	ATKINSON, ANDELSON, LOYA, RUUD	SUB TEACHER MILEAGE	412.50
		Total Payment Amount	412.50
		Legal Fees	2,055.38
		Total Payment Amount	2,055.38
PV230299-001	CALIFORNIA'S VALUED TRUST	NOVEMBER H&W	110,737.10
		Total Payment Amount	110,737.10
PV230303-001	DEPT OF WATER AND POWER	ELECTRICITY	247.78
		Total Payment Amount	247.78
PV230285-001	LONE PINE COMMUNICATIONS	STUDENT INTERNET	558.61
		Total Payment Amount	558.61
PV230297-001	PAUL & SONS AUTOMOTIVE INC	VAN MAINTENANCE	1,475.43
		Total Payment Amount	1,475.43
PV230291-001	PINCO	MONTHLY PINCO EXPENSES & TRANS	1,257.70
		Total Payment Amount	1,257.70
PO230075-011	PRODUCERS DAIRY	Open PO for Milk Purchases	469.45
		Total Payment Amount	469.45

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000021-0 AUDIT
Reference Vendor
PO230140-006 SYSCO VENTURA

Description	Amount
Open PO for Cafeteria Food Sup	897.00
Total Payment Amount	897.00

PV230300-001 THOMAS PETROLEUM LLC

DIESEL BUS FUEL	5,624.42
Total Payment Amount	5,624.42

Transmittal Total 123,735.37

Fund Summary:	Fund 01
	Fund 13
	Fund 71
	94,880.45
	4,619.43
	24,235.49

Transmittal Number: 23000021-0

PV230292-001 BRITTS DIESEL & AUTOMOTIVE
PV230293-001 BRITTS DIESEL & AUTOMOTIVE
PV230294-001 BRITTS DIESEL & AUTOMOTIVE
PV230295-001 BRITTS DIESEL & AUTOMOTIVE

45 DAY INSPECTION	147.79
45 DAY INSPECTION	770.00
45 DAY INSPECTION	118.00
45 DAY INSPECTION	126.10
Total Payment Amount	1,161.89

PV230286-001 DEPT OF WATER AND POWER
PV230287-001 DEPT OF WATER AND POWER
PV230288-001 DEPT OF WATER AND POWER
PV230289-001 DEPT OF WATER AND POWER
PV230302-001 DEPT OF WATER AND POWER
PV230304-001 DEPT OF WATER AND POWER

ELECTRICITY	380.57
ELECTRICITY	818.06
ELECTRICITY	100.83
ELECTRICITY	2,502.34
ELECTRICITY	1,180.09
ELECTRICITY	220.20
Total Payment Amount	5,202.09

PV230305-001 INVO REGISTER
PV230306-001 INVO REGISTER

JOB ANNOUNCEMENTS	704.10
JOB ANNOUNCEMENTS	435.00
Total Payment Amount	1,139.10

MV230031-001 JEFFREY HEINZ

SUB TEACHER MILEAGE	1,922.25
Total Payment Amount	1,922.25

MV230027-001 JEFFREY O'BRIEN

SUB TEACHER MILEAGE	98.00
Total Payment Amount	98.00

MV230025-001 JENNIFER OLIN

SUB TEACHER MILEAGE	99.00
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NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 2300021-0

		Total Payment Amount	
Reference	Vendor	Description	Amount
MV230029-001	JON WALLASKY	SUB TEACHER MILEAGE	18.75
		Total Payment Amount	18.75
PV230307-001	KASEY WUESTER	MILEAGE/FOOD REIMBURSEMENT	42.80
		Total Payment Amount	42.80
MV230026-001	MANDY KEMP	SUB TEACHER MILEAGE	86.25
		Total Payment Amount	86.25
MV230030-001	MARY CANADA	SUB TEACHER MILEAGE	37.50
		Total Payment Amount	37.50
PV230301-001	MCI	LONG DISTANCE PHONE SERVICE	89.80
		Total Payment Amount	89.80
PV230290-001	MOUNTAIN INVESTMENTS INC	CERRO GORDO SITE RENT	300.27
		Total Payment Amount	300.27
PV230296-001	PAUL & SONS AUTOMOTIVE INC	VAN MAINTENANCE	1,375.03
		Total Payment Amount	1,375.03
PO230075-010	PRODUCERS DAIRY	Open PO for Milk Purchases	432.41
		Total Payment Amount	432.41
PV230298-001	SARA JEFFERSON	FOOD REIMBURSEMENT-FB TRAVEL	37.85
		Total Payment Amount	37.85
MV230028-001	SHERRY COSGROVE	SUB TEACHER MILEAGE	181.25
		Total Payment Amount	181.25
PO230140-007	SYSCO VENTURA	Open PO for Cafeteria Food Sup	1,357.83
		Total Payment Amount	1,357.83
PO230065-005	VERIZON WIRELESS	ANNUAL CELL PHONE SERVICE FOR	125.96
		Total Payment Amount	125.96

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 2300021-0
Reference Vendor
PO230064-004 WEX BANK

Description	Amount
Open Purchase Order for Fuel C	2,867.73
Total Payment Amount	2,867.73

	Transmittal Total
Fund Summary:	
Fund 01	14,785.52
Fund 13	1,790.24

Transmittal Number: 2300022-0 AUDIT

PO230155-001	U.S. BANK CORPORATE PAYMENT	Classroom Supplies	3.22
PO230155-002	U.S. BANK CORPORATE PAYMENT	Classroom Supplies	81.56
PO230159-001	U.S. BANK CORPORATE PAYMENT	supplies	70.66
PO230159-002	U.S. BANK CORPORATE PAYMENT	supplies	61.37
PO230163-001	U.S. BANK CORPORATE PAYMENT	Supplies for AG Floral Class	485.50
PO230163-002	U.S. BANK CORPORATE PAYMENT	Supplies for AG Floral Class	169.48
PO230163-003	U.S. BANK CORPORATE PAYMENT	Supplies for AG Floral Class	157.22
PO230163-004	U.S. BANK CORPORATE PAYMENT	Supplies for AG Floral Class	638.71
PO230163-005	U.S. BANK CORPORATE PAYMENT	Supplies for AG Floral Class	87.96
PO230167-001	U.S. BANK CORPORATE PAYMENT	Booster Seats	57.32
PO230168-001	U.S. BANK CORPORATE PAYMENT	Garden Grant Curriculum	53.88
PO230171-001	U.S. BANK CORPORATE PAYMENT	Painter's Drop Cloth-for Drama	129.15
PO230174-002	U.S. BANK CORPORATE PAYMENT	Math Subscriptions & Math EL S	139.77
PO230177-001	U.S. BANK CORPORATE PAYMENT	UHF Wireless microphone system	376.05
PV230308-001	U.S. BANK CORPORATE PAYMENT	CASBO CBO CONFERENCE	775.00
PV230309-001	U.S. BANK CORPORATE PAYMENT	QUICKBOOKS SUBSCRIPTION	55.00
PV230310-001	U.S. BANK CORPORATE PAYMENT	TRANSPORTATION MEALS	21.86
PV230311-001	U.S. BANK CORPORATE PAYMENT	TRANSPORTATION MEALS	46.30
PV230312-001	U.S. BANK CORPORATE PAYMENT	TRANSPORTATION MEALS	35.34
PV230313-001	U.S. BANK CORPORATE PAYMENT	TRANSPORTATION MEALS	43.68
PV230314-001	U.S. BANK CORPORATE PAYMENT	TRANSPORTATION MEALS	29.34
PV230315-001	U.S. BANK CORPORATE PAYMENT	BOOKS FOR HS CONCURRENT	41.99
PV230316-001	U.S. BANK CORPORATE PAYMENT	OFFICE SUPPLIES	41.92
PV230317-001	U.S. BANK CORPORATE PAYMENT	STAFF LUNCH	46.68
PV230318-001	U.S. BANK CORPORATE PAYMENT	COACHING MANUALS	100.00
PV230319-001	U.S. BANK CORPORATE PAYMENT	MAINTENANCE SIGNS	21.50
PV230320-001	U.S. BANK CORPORATE PAYMENT	STUDENT WORKABILITY	15.00
PV230321-001	U.S. BANK CORPORATE PAYMENT	AD TRAVEL SUPPLIES	25.20
PV230322-001	U.S. BANK CORPORATE PAYMENT	AD TRAVEL SUPPLIES	26.23
PV230323-001	U.S. BANK CORPORATE PAYMENT	AD TRAVEL SUPPLIES	23.38

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000022-0 AUDIT

Total Payment Amount	3,860.27
Transmittal Total	3,860.27
Fund Summary: Fund 01	3,860.27

Transmittal Number: 23000023-0 AUDIT

Reference Vendor

PV230334-001 LIGHTHOUSE THERAPY LLC

Description	Amount
STUDENT SUPPORT SERVICES	3,908.20
Total Payment Amount	3,908.20

PV230332-001 PAUL & SONS AUTOMOTIVE INC

VAN REPAIRS	1,331.66
Total Payment Amount	1,331.66

PO230022-001 PINCO
PO230023-001 PINCO

DON LEE BEEF DEL MONTE	1,018.08 357.14
Total Payment Amount	1,375.22

PO230075-012 PRODUCERS DAIRY

Open PO for Milk Purchases	449.23
Total Payment Amount	449.23

PO230176-003 U.S. BANK CORPORATE PAYMENT

Traps	20.59
Total Payment Amount	20.59

PV230336-001 WVE RD FEED & SUPPLY
PV230337-001 WVE RD FEED & SUPPLY

AG SUPPLIES AG SUPPLIES	32.37 79.07
Total Payment Amount	111.44

Transmittal Total 7,196.34

Fund Summary:	Fund 01	5,371.89
	Fund 13	1,824.45

Transmittal Number: 23000023-0
PV230338-001 ACT

AIDE TESTING FOR EMPLOYMENT	91.00
Total Payment Amount	91.00

PO230079-004 AMERICAN BUSINESS MACHINES

Toners/ Staples 22-23	15.00
Total Payment Amount	15.00

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 2300023-0
Reference
PV230339-001 Vendor
AMERIGAS

Description
PROPANE
Total Payment Amount
Amount
3,572.99
3,572.99

PO230152-001 CALIFORNIA FFA ORGANIZATION

MFE/ALA Registration
Total Payment Amount
1,920.00
1,920.00

PV230340-001 INYO CO OFFICE OF ED
PV230341-001 INYO CO OFFICE OF ED

NPS COSTS
CDT DRUG/ALCOHOL TESTING
Total Payment Amount
9,477.00
77.70
9,554.70

PV230335-001 INYO COUNTY WASTE MGMT

WASTE DUMP FEES
Total Payment Amount
47.50
47.50

PV230333-001 KIBS-FM

JOB ANNOUNCEMENTS
Total Payment Amount
40.00
40.00

PV230329-001 LIZ JONES

MILEAGE/HOTEL REIMBURSEMENT
Total Payment Amount
533.44
533.44

PV230331-001 MARIJANNE YONGE

MILEAGE FOR MTS/TRAINING
Total Payment Amount
558.75
558.75

PV230330-001 MILLER'S TOWING

AG TRUCK TIRES
Total Payment Amount
1,413.43
1,413.43

PO230033-004 PINCO

TYSON CHICKEN DARK MEAT
Total Payment Amount
310.65
310.65

PO230070-003 PITNEY BOWES

Postage Annual Rental & Fee
Total Payment Amount
397.61
397.61

PO230001-015 QULL CORPORATION
PO230001-016 QULL CORPORATION
PO230043-004 QULL CORPORATION
PO230044-003 QULL CORPORATION

Quill
Quill
Open PO- supplies
Open PO- catridges
Total Payment Amount
124.95
98.90
44.18
70.78
338.81

MV230033-001 SAN JOAQUIN FFA

KERN INYO OPEN/CLOSE CEREMONY
460.00

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000023-0

Total Payment Amount

460.00

Reference Vendor
PO230156-002 SCHOOL HEALTH CORPORATION

Description
Recess Equipment

Amount
105.58

Total Payment Amount

105.58

PO230140-008 SYSCO VENTURA

Open PO for Cafeteria Food Sup

1,334.61

Total Payment Amount

1,334.61

PO230094-004 TERMINIX

Pest Control Annual Service

126.50

Total Payment Amount

126.50

PO230176-001 U.S. BANK CORPORATE PAYMENT
PO230176-002 U.S. BANK CORPORATE PAYMENT
PV230324-001 U.S. BANK CORPORATE PAYMENT
PV230325-001 U.S. BANK CORPORATE PAYMENT
PV230326-001 U.S. BANK CORPORATE PAYMENT
PV230327-001 U.S. BANK CORPORATE PAYMENT
PV230328-001 U.S. BANK CORPORATE PAYMENT

Traps
Traps
FUEL FOR VB GAME IN BAKER
FUEL FOR VB GAME IN BAKER
DO OFFICE SUPPLIES
TRAFFIC SIGNS-LO INYO
BOARD MTG REFRESHMENTS

140.08
26.88
21.04
20.00
56.27
62.48
29.08

Total Payment Amount

355.83

Transmittal Total

21,176.40

Fund Summary:

Fund 01

19,531.14

Fund 13

1,645.26

Transmittal Number: 23000024-0 AUDIT

PO230067-005 AMERICAN FIDELITY ASSURANCE CO

SDI Insurance for Classified E

980.08

Total Payment Amount

980.08

PO230147-010 DAVES AUTO PARTS
PV230351-001 DAVES AUTO PARTS
PV230352-001 DAVES AUTO PARTS

Ag supplies
MAINTENANCE SUPPLIES
TRANSPORTATION SUPPLIES

12.50
256.07
96.67

Total Payment Amount

365.24

PO230150-004 GARDNERS

Instructional supplies for Ag

151.62

Total Payment Amount

151.62

PO230078-011 GRAINGER INC

Custodial Supplies

437.03

11/10/2022 9:35:40 AM

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000024-0 AUDIT

Reference	Vendor
PO230078-012	GRAINGER INC
PV230354-001	GRAINGER INC
PV230355-001	GRAINGER INC
PV230356-001	GRAINGER INC
PV230357-001	GRAINGER INC

Description	Amount
Custodial Supplies	377.05
MAINTENANCE SUPPLIES	58.95
MAINTENANCE SUPPLIES	534.92
MAINTENANCE SUPPLIES	173.17
MAINTENANCE SUPPLIES	13.05
Total Payment Amount	1,594.17

Transmittal Total 3,091.11

Fund Summary: Fund 01 3,091.11

Transmittal Number: 23000024-0

MV230034-001 ACTUARIAL RETIREMENT CONSULTIN

GASB 75 DISCLOSURE REPORT-YR E	500.00
Total Payment Amount	500.00

PO230147-011 DAVES AUTO PARTS
PO230147-012 DAVES AUTO PARTS
PV230353-001 DAVES AUTO PARTS

Ag supplies	42.83
Ag supplies	325.23
LAWN MOWER SUPPLIES	1,074.57
Total Payment Amount	1,442.63

PO230170-001 DELL MARKETING L.P.

Three Desktop Computers - Vari	6,550.40
Total Payment Amount	6,550.40

PV230342-001 EMPLOYMENT DEVELOPMENT DEPT.

3RD QTR UI CONTRIBUTION	2,714.64
Total Payment Amount	2,714.64

PO230150-005 GARDNER'S
PO230150-006 GARDNER'S
PO230150-007 GARDNER'S
PO230150-008 GARDNER'S
PO230150-009 GARDNER'S
PO230150-010 GARDNER'S
PO230150-011 GARDNER'S
PV230343-001 GARDNER'S
PV230345-001 GARDNER'S
PV230346-001 GARDNER'S
PV230347-001 GARDNER'S
PV230348-001 GARDNER'S

Instructional supplies for Ag	17.23
Instructional supplies for Ag	61.35
Instructional supplies for Ag	55.62
Instructional supplies for Ag	92.03
Instructional supplies for Ag	29.58
Instructional supplies for Ag	22.58
Instructional supplies for Ag	220.20
CUSTODIAL SUPPLIES	16.15
MAINTENANCE SUPPLIES	15.06
MAINTENANCE SUPPLIES	29.70
MAINTENANCE SUPPLIES	32.31
MAINTENANCE SUPPLIES	47.40

NOVEMBER 2022 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/16/2022

05 Lone Pine Unified

Fiscal Year: 2023

Transmittal Number: 23000024-0

Reference Vendor
PV/230349-001 GARDNERS
PV/230350-001 GARDNERS

Description Amount
MAINTENANCE SUPPLIES 63.54
MAINTENANCE SUPPLIES 136.70
Total Payment Amount 839.45

Transmittal Total 12,047.12

Fund Summary: Fund 01 11,959.30
Fund 13 87.82

Transmittal Number: 23000024-1 AUDIT
PV/230344-001 GARDNERS

OLANCHA SUPPLIES
Total Payment Amount 8.58

Transmittal Total 8.58

Fund Summary: Fund 01 8.58

Payment Count: 88 Transmittal Count: 10 Grand Total: 232,837.93

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