

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 Mr. Campbell no later than noon on the Wednesday prior to the board meeting.

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

August 16, 2023

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. Scott Kemp, Member

Mrs. Susan Lutze, Member

Ms. Rachel Yourgules, Member

Edward Campbell, Superintendent and
Secretary to the Board

PUBLIC PARTICIPATION (HEARING SESSION)

Members of the public who wish to speak to the Board about any item on the Closed Session agenda are invited to do so at this time. Comments shall be limited to four minutes per person for a total of 20 minutes. Person wishing to speak must complete a request card and hand it to the Board Secretary.

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

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

1) PUBLIC EMPLOYEE DISCIPLINE/DISMISAL/RELEASE/REASSIGNMENT

2) PUBLIC EMPLOYMENT APPOINTMENT/EMPLOYMENT (Gov. Code sec. 54957)

a. Director of Finance

b. Elementary Teachers

c. Resource Teacher

d. Elective Teacher

e. AG Mechanics Teacher

f. Art Elective Teacher

g. Utility Maintenance Worker

h. Clerk Typist

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

a. District Employees: SITA & CSEA

b. District Negotiators: Edward Campbell

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.

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.

4. GENERAL FUNCTIONS OF THE BOARD

NON-CONSENT AGENDA

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

- 1) BP/E 1113 – District and School Web Sites
- 2) BP/AR 4112.2 Certification
- 3) E 4112.9/4212.9/4312.9 – Employee Notifications
- 4) BP 4140/4240/4340 – Bargaining Units
- 5) AR 4161.1/4361.1 – Personal Illness/Injury Leave
- 6) AR 4261.1 – Personal Illness/Injury Leave
- 7) AR 4161.2/4261.2/4361.2 – Personal Leaves
- 8) AR 4161.8/4261.8/4361.8 – Family Care and Medical Leave
- 9) BP 5117 – Interdistrict Attendance

4.2 Moved by _____ and seconded by _____ to approve the regular minutes of June 21, 2023 and special minutes of June 14, 2023, as presented to the Board.

5. PERSONNEL

NON-CONSENT AGENDA

- 5.1 Moved by _____ and seconded by _____ that the Board approve the Declaration of Need for Fully Qualified Educators for the 2023-24 school year, as presented to the Board. This is an estimated number of Emergency and/or Limited Assignment Permits that may be needed in the event that there is an insufficient number of certificated persons who meet the District's specified employment criteria for the 2023-24 school year.
- 5.2 Moved by _____ and seconded by _____ that the Board approve the District's application to the Commission on Teacher Credentialing for a Short-Term Waiver for Donna Carson. Mrs. Carson is recommended to be employed as the Part-Time Resource teacher at Lone Pine High School for the 2023-24. Compensation shall be appropriate placement on the Certificated Salary Schedule.
- 5.3 Moved by _____ and seconded by _____ that the Board approve the District's application to the Commission on Teacher Credentialing for a Short-Term Waiver for Hank Truxillo. Mr. Truxillo is recommended to be employed as the Special Day Class teacher at Lo-Inyo Elementary School for the 2023-24. Compensation shall be appropriate placement on the Certificated Salary Schedule.
- 5.4 Moved by _____ and seconded by _____ that the Board approve the District's application to the Commission on Teacher Credentialing for a Short-Term Waiver for Margaret Keener. Mrs. Keener is recommended to be employed to teach two periods of an Art Elective teacher at Lone Pine High School for the 2023-24. Compensation shall be appropriate placement on the Certificated Salary Schedule.

CONSENT AGENDA

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

Moved by _____ and seconded by _____ that the Board approve consent agenda items 5.5 to 5.13.

- 5.5 Approve the list of certificated and classified substitute employees for the 2023-24 school year, as presented to the Board.
- 5.6 Approve probationary employment of Leslie Rowan to serve as Elementary teacher, for Lo-Inyo Elementary

School, effective August 28, 2023. Compensation shall be Column III, Step 13 (\$70,640) on the Certificated Salary Schedule.

- 5.7 Approve probationary employment of Sarah Fogarty to serve as shared Elementary Teacher at Lo-Inyo Elementary School, effective August 28, 2023. Compensation shall be Column III, Step 15 (\$36,335.04) on the Certificated Salary Schedule.
- 5.8 Approve to reclassify the Utility Maintenance Worker work year from 10 months to 12 months.
- 5.9 Approve probationary employment of Brandon Perkins to serve as Utility Maintenance Worker. Compensation shall be Range 8, Step II (\$19.96) as specified on the 2022-23 Classified Salary Schedule.
- 5.10 Approve resignation of Brandon Perkins as 2 hour Grounds/Maintenance Worker, 2 hour Noon Duty Aide, and .25 Crossing Guard, effective July 12, 2023.
- 5.11 Ratify employment of David Southey as summer lifeguard for the 2023 swim season.
- 5.12 Approve resignation of Sara Jefferson as Lead Bus Driver, effective August 1, 2023.
- 5.13 Authorize to reinstate the Lead Transportation position.

6. CURRICULUM & INSTRUCTION

NON-CONSENT AGENDA

- 6.1 Moved by _____ and seconded by _____ that the Board approve overnight trip for Coach Joseph and 20 student athletes to participate in the Cal City Volleyball Tournament from September 15-16, 2023, as presented in the itinerary to the Board.

7. 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 7.1 and 7.9.

- 7.1 Approve the Williams Quarterly Uniform Complaint Report for April-June, 2023.
- 7.2 Declare a surplus of Bus 9, 2008 Bluebird VIN#1BABNBXA59F257437.
- 7.3 Declare a surplus of 1992 GMC Pick-Up Truck VIN#1GTFC24KXNZ518967.
- 7.4 Declare a surplus of 2001 GMC Astrovan VIN#1GKDM19W21B514185.
- 7.5 Approve purchase of new school bus from AZ Bus Sales for a 2023 Bluebird 60 passenger bus under the terms of the 2021 statewide piggyback bid with Waterford Unified School District, to be paid from Fund 17 in the amount of \$205,899.19.
- 7.6 Approve the purchase of a 2023 Ford Transit Connect Cargo Van, not to exceed \$55,000, to be paid from Kitchen Infrastructure and Training (KIT) Funds.
- 7.7 Approve Agricultural Career Technical Education Incentive Grant 2023-24 Application for Funding, as presented to the Board.
- 7.8 Approve Memorandum of Understanding between the District and Inyo County Office of Education to provide Speech and Language services from BlazerWorks. Aliza Klein will provide teletherapy services to students 25/hours/week at the rate of \$125/hr. for 40 weeks, shall not exceed \$125,000.
- 7.9 Approve Purchase Orders and Warrants.

ITEMS FROM THE SUPERINTENDENT

A. Other

ITEMS FROM THE BOARD

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

UPCOMING DATES AND REMINDERS (See District Calendar at www.lpusddist.org)

- Thurs. Aug. 24 - Teacher Contract Day

REGULAR MEETING**LONE PINE UNIFIED SCHOOL DISTRICT****AUGUST 16, 2023**

- Fri. Aug. 25
 - Mon. Aug. 28
 - Tues. Aug 29
 - Wed. Sept. 20
- Teacher Contract Day
 - First Student Attendance Day
 - LPFFA Hosting Kern Inyo Chapter Officer Leadership Conference
 - Regular Board Meeting

8. ADJOURNMENT

TO: Board of Trustees

FROM: Edward Campbell, Superintendent

SUBJECT: Board Meeting of August 16, 2023

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 1113 - District and School Websites

Policy updated to incorporate concepts from NEW LAW (AB 2273, 2022) which, although not necessarily applicable to districts, requires a business that provides an online service, product, or feature likely to be accessed by children to comply with specified requirements and provides good guidance for districts seeking to create a safe online space for students.

Exhibit(1) 1113 - District and School Websites

Exhibit updated to reflect that the California Department of Fair Employment and Housing is now named the Civil Rights Department, amend the title of one of the employment related posters for consistency with other sample policy materials, reflect NEW LAW (SB 1479, 2022) which requires the district to post on its website its COVID-19 testing plan, NEW LAW (AB 185, 2022) which requires the district to post on its website interim expenditure reports on the use of Learning Recovery Emergency Funds and NEW LAW (AB 748, 2022) which requires each school site serving students in any of grades 6-12 to have a digitized mental health poster that is distributed online to students through social media, web sites, portals, and learning platforms at the beginning of each school year.

Board Policy 4112.2 - Certification

Policy updated to reference that the Commission on Teacher Credentialing (CTC) has adopted regulations to implement statutory changes to the subject matter competence requirements, add, to the first philosophical paragraph, demonstration of competency in the subject matter to be taught to the attributes of certificated staff, provide that the Governing Board is required to adopt an annual resolution that it has made reasonable efforts to recruit a fully prepared teacher before hiring, in accordance with a specified hiring hierarchy, a candidate who is not fully credentialed, clarify that the Board's obligation to take action to approve a notice of intent to employ a provisional internship permit does not require that the item be an action item, and add that the Declaration of Need specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits.

Administrative Regulation 4112.2 - Certification

Regulation updated to clarify that the district may charge a fee to persons being tested to cover the cost of developing, administering, and grading the district proficiency test, include administrative leave related to dismissal and suspension proceedings and military leave as types of leaves for which the Superintendent or designee may request the Commission on Teacher Credentialing (CTC) to issue a Teaching Permit for Statutory Leave, and add a new section "Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit" (ETK) which reflects NEW LAW (AB 210, 2022) authorizing the district to request a one-year early childhood education emergency specialist permit which allows the teaching of all subjects in a self-contained transitional kindergarten general education classroom. Regulation also updated to reference NEW LAW (SB 1397, 2022) which requires CTC, until July 1, 2024, to waive the basic skills proficiency requirement for the issuance of an emergency 30-day substitute permit and NEW LAW (AB 1876, 2022) which requires CTC to accept an alternative verification of substitute teaching as part of the requirements for initial issuance of an emergency career substitute teaching permit.

Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications

Exhibit updated to add employee notifications related to (1) homeless liaison services and training, (2) transfer of coursework and credits for highly mobile students, (3) training of volunteers in regard to the administration of emergency anti-seizure medication, and (4) nondiscrimination in the offering of career and technical education courses. Exhibit also updated to clarify that the notice regarding (1) potential exposure to COVID-19 remain posted for not less than 15 calendar days, (2) disability insurance rights and benefits be given upon employment and when the employee goes on leave for pregnancy or non-occupational sickness or injury, and (3) employees assigned to a work area in a laboratory setting be given, within 15 days after receiving a monitoring result related to an employee exposure determination, specified notices. Exhibit additionally updated for conforming changes.

Board Policy 4140/4240/4340 - Bargaining Units

Policy updated to align the definition of "management employee" with code language and to reference NEW LAW (SB 931, 2022) which provides that any district found by the Public Employment Relations Board to be in violation of the prohibition against deterring or discouraging district 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, may be subject to civil penalties of \$1,000 for each affected employee, up to a maximum of \$100,000 in total, and may be ordered to pay attorney's fees and costs to the employee organization. Policy also updated to specify that the Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization, add applicable number of days for compulsory interest arbitration related to access to new employee orientation, expand the material regarding district requirements for new employee orientations that are applicable until June 30, 2025, reference NEW LAW (SB 1131, 2022) which extends the Safe at Home address confidentiality program to employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district, and clarify language regarding information that should not be disclosed when an employee submits a written request to keep specified information private.

Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave

Regulation updated to delete outdated material and to reflect NEW LAW (AB 1041, 2022) which includes a "designated person" in the definition of family member for whom an employee may take leave to care for.

Administrative Regulation 4261.1 - Personal Illness/Injury Leave

Regulation updated to align language regarding miscarriage with analogous language in administrative regulation for certificated staff, delete outdated material, and reflect NEW LAW (AB 1041, 2022) which includes a "designated person" in the definition of family member for whom an employee may take leave to care for.

Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves

Regulation updated to reflect NEW LAW (AB 1949, 2022) which requires a district to provide up to five days of bereavement leave to a qualified employee for the death of a family member, and provide clarifying language regarding the definitions of "family member" and "immediate family" and implications for bereavement leave. Regulation also updated to reference NEW LAW (AB 1041, 2022) which expands the definition of a family member for whom an eligible employee may take leave to care for to include a "designated person."

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

Regulation updated to reflect NEW LAW (AB 1041, 2022) which expands the definition of a family member for whom an eligible employee may take leave to care for to include a "designated person," provide that an employee may identify the designated person at the time of the employee's request for leave, and include that the district may limit an employee's use of CFRA leave to care for one designated person per 12-month period.

Board Policy 5117 - Interdistrict Attendance

Policy updated to reference NEW LAW (AB 185, 2022) which extends the school district of choice program to July 1, 2028, and to reflect NEW LAW (SB 941 2022) which authorizes a district to enter into an Instruction Collaboration Agreement with another local educational agency(ies) (LEA) to offer the same or similar courses and coursework to students from another LEA who have been impacted by teacher shortages, disruptions, or cancellations in science, technology, engineering, and mathematics classes, or dual language immersion programs.

DISTRICT AND SCHOOL WEB SITES

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school ~~web-sites~~ **websites**. The use of district and school ~~web-sites~~ **websites** shall support the district's vision and goals and shall be coordinated with other district communications strategies.

Design Standards

The Superintendent or designee shall establish design standards for district and school ~~web-sites~~ **websites** in order to maintain a consistent identity, professional appearance, and ease of use.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

The district's design standards shall address the accessibility of district and school ~~web-sites~~ **websites** to individuals with disabilities, including compatibility with commonly used assistive technologies.

Web Site Content

The Superintendent or designee shall develop content guidelines for district and school ~~web-sites~~ **websites** and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school ~~web-sites~~ **websites**.

Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school ~~web-sites~~ **websites**.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school ~~web-sites~~ **websites**.

Photographs of individual students shall not be published on district or school web sites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites.

DISTRICT AND SCHOOL WEB SITES (continued)

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

Policy
adopted: September 15, 2010
Revised: April 24, 2019
Reviewed: August 16, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

DISTRICT AND SCHOOL WEB SITES

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEB SITE

Materials to Prominently Display

The following must be posted in a prominent location on the district's ~~web site~~ **website**, such as on the home page when required by law:

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.
5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the name and contact information of the Title IX Coordinator, the rights of students and the public as specified in Education Code 221.8, the responsibilities of the district under Title IX, web links to information about those rights and responsibilities on the ~~web site~~ **websites** of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, a

DISTRICT AND SCHOOL WEB SITES (continued)

- description of how to file a complaint of noncompliance under Title IX with specified components, and a link to Title IX information posted on the California Department of Education's (CDE) ~~web site~~ **website** (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
 9. Posters published by the California **Civil Rights** Department of **Fair Employment and Housing (DFEH)**, **(CRD) including**, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, **"The Rights of Employees Who Are Transgender Rights in the Workplace or Gender Nonconforming,"** "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 – Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 – Family Care and Medical Leave.
 10. If the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

The following materials are also required to be posted on the district ~~web site~~ **website**. However, there are no specific requirements related to where they are posted on the ~~web site~~ **website**.

1. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.

DISTRICT AND SCHOOL WEB SITES (continued)

3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitates an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.
5. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's ~~web site~~ **website** or, if the school does not have a ~~web site~~ **website**, on the district's ~~web site~~ **website**. See AR 6145.2 - Athletic Competition.
6. If the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an exiting interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 - Interdistrict Transfer.
7. If the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 - Interdistrict Transfer.
8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
9. The section(s) of the district's employee code of conduct addressing interactions with students (~~Education Code 44050~~). ~~Post~~ **These section(s) or a link to them shall be posted** on each school's ~~web site~~ **website** or, if a school does not have its own ~~web site~~ **website**, on the district's ~~web site~~ **website** in a manner that is accessible to the public without a password. (**Education Code 44050**) See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.

DISTRICT AND SCHOOL WEB SITES (continued)

10. The district's meal payment collection policy and procedures U.S. Department of Agriculture (USDA)Memorandum SP 46-2016. See BP/AR 3551 - Food Services Operations/Cafeteria Fund.
11. If the district includes information about the free and reduced-priced meal program on its ~~web site~~ **website**, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (USDA FNS Instruction 113-1). For the required wording of the statement, see E(1) 3555 - Nutrition Program Compliance.
12. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5). **Post The plan shall be posted** on the school's ~~web site~~ **website** or, if the school does not have a web site, then on the district's ~~web site~~ **website**. See AR 3514.2 Integrated Pest Management.
13. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2).
14. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.
15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
16. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's ~~web site~~ **website**.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their ~~web site~~ **websites** a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

The district's COVID-19 testing plan (Education Code 32096).

DISTRICT AND SCHOOL WEB SITES (continued)

Using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted by December 1, 2024 and December 1, 2027, and a final report by December 1, 2029. (Education Code 32526)

An age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year. (Education Code 49428.5)

Adopted:
November 18, 2020
Revised: September 21, 2022
Reviewed: August 16, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

CERTIFICATION

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and **competency** in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher **who is authorized in the subject or setting** for each assignment **or, when necessary, a fully prepared teacher serving on a local assignment option**. Whenever a teacher with a clear or preliminary credential is not available, **and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment**, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved **internship** program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who **holds is granted** a provisional internship permit (PIP) or short-term staff permit issued by **the** CTC

The Board shall **take action to** approve, **as an action item** at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by **the** CTC

Prior **Annually, the Board shall, prior** to requesting that **the** CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit **which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually** approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled **public open** Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

CERTIFICATION (continued)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in **Items #1-2** above. The Declaration of Need shall also indicate the number and type of emergency permits **and limited assigned permits** that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. **It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits.** Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure

CERTIFICATION (continued)

requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Policy
adopted: September 15, 2010
Revised: December 13, 2017
Reviewed: August 16, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

CERTIFICATION

Verification of Credentials

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

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

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

Basic Skills Proficiency

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

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

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

CERTIFICATION (continued)

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

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

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

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

Short-Term Staff Permit

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

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

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

CERTIFICATION (continued)

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

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

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

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

Provisional Internship Permit

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

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

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

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

CERTIFICATION (continued)

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

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

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

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

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

Teaching Permit for Statutory Leave

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

CERTIFICATION (continued)

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

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

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

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

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

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

Long-Term Emergency Permits

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

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

CERTIFICATION (continued)

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

Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit (ETK)

If, after conducting a diligent search, the district has been unable to recruit a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internship, district internship, or other alternative routes established by CTC, the Superintendent or designee may request CTC to issue a one-year early childhood education (ECE) emergency specialist permit that authorizes the teacher to teach all subjects in a self-contained transitional kindergarten (TK) general education classroom. (Education Code 44300)

The request to CTC shall include the following justifications for the need for the ECE emergency specialist permit: (Education Code 44300)

- 1 . Annual documentation that the district has adopted in policy and practice a process for conducting a diligent search as defined in Education Code 44300
- 2 . A Declaration of Need for Fully Qualified Educators based on the documentation set forth in Item #1, and adopted by the Board at a regularly scheduled Board meeting
- 3 . Verification that the district will provide the required orientation, mentoring, and support
- 4 . The Board's receipt, at a regularly scheduled Board meeting, of a report on the orientation, mentoring, and support described in Item #3

The district may request CTC to renew the ECE emergency specialist permit for one additional year provided the following occurs: (Education Code 44300)

- 1 . The applicant verifies current enrollment in a commission-approved teacher preparation program that will result in a credential authorizing teaching TK
- 2 . The district submits a Declaration of Need for Fully Qualified Educators in the same manner as described in Item #2, above
- 3 . The district verifies that the applicant continues to successfully serve in the assignment on the basis of the ECE emergency specialist permit
- 4 . The district verifies continued orientation, mentoring, and support, with reporting to the Board in the same manner as described in Item #3, above

CERTIFICATION (continued)

Substitute Teaching Permits

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

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

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

All Personnel

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4212.9
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EMPLOYEE NOTIFICATIONS

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide products, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49069.5 51225.1	AR 6173 6173.1 6173.3 6175	Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school Students, children of military family, migrant students, and participating in a newcomer program
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures	Education Code 49468.2	AR 5141.21	Request for volunteers to be trained in recognition and responses to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			volunteer, prohibition against retaliation
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 days , to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons and when leaving work due to pregnancy or nonoccupational sickness or injury	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly	Welfare and Institutions Code 827	AR 4158 4258 4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
supervise or report on student's behavior or progress when principal believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses			and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
To all employees working with homeless families	2 USC 11432	AR 6173	Duties of district liaison for homeless students
To all employees	34 CFR 106.8	AR 4119.11 4219.11 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
Prior to the beginning of school year or upon employment	20 USC2354; 34 CFR 100 Appendix B, 104.8	AR 6178	All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23,	BP 4116	Whether or not employee is reelected for next school

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
	44948.5		year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
During the time between five days after the enactment of an annual	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees			
Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated			accordance with a schedule of notice and hearing adopted by the Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with

E 4112.9(h)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds			a schedule of notice and hearing adopted by the Board
At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions

E 4112.9(i)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

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

E 4112.9(j)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
against employee for disclosure of confidential information	54963	4219.23 4319.23	confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, upon initial assignment and upon new within 15 working days after receiving a monitoring result related to an employee exposure situation-determination	8 CCR 5191	AR 3514.1	Location Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any Requirements of 8 CCR 5194 including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave;

E 4112.9(k)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
knowledge that the requested leave may qualify as FMLA leave			any requirement for fitness- for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations
To all employees working with families experiencing homelessness	Education Code 48851.3, 42 USC	AR 6173	Duties of district liaison for homeless students and availability of training and services

Exhibit
version: December 13, 2017
Revised: April 21, 2021
Revised: April 27, 2022
Reviewed: August 16, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

All Personnel

BP 4140(a)

4240

BARGAINING UNITS

4340

The Governing Board recognizes the right of district employees to form a bargaining unit, and to select an employee organization as the exclusive representative, to represent the employees in 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.

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)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees: and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees (Government Code 3545)

For this purpose, *supervisory employee* means any employee, regardless of job description, having 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 when the exercise of that authority is not of a merely routine or clerical nature, but 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. In the employment relationship with the district, such employees may represent themselves be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions.

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)

Management employee means any employee who has in a position having significant responsibilities for formulating district policies or administering district programs, and whose position is Management positions shall be designated as a management position by the Board which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

BARGAINING UNITS (continued)

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. **(Government Code 3540.1)**

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, **3551.5**)

The Superintendent or designee may communicate with district employees regarding their rights ~~under the law to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization.~~ 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~~ **rights under the law**, 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)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee 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. except that a shorter notice may be provided if an

BARGAINING UNITS (continued)

unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

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. If the district and exclusive representative fail to reach an agreement, matters related to 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. **The arbitrator selection process shall commence within 14 days of a party's 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 **issued within 10 days and shall be** final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of 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 during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space **within seven days of receiving the exclusive representative's request.**

BARGAINING UNITS (continued)

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. **If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.**

Alternatives access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

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 at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, ~~6254.3~~ **7928.300**)

However, the Superintendent or designee shall not disclose: **(Government Code 3558, 6207, 6215, 6215.2, 7928.300)**

1. **The** home address and any phone numbers on file for employees performing law enforcement-related functions, ~~nor disclose the home address,~~
2. **The** home **address, home telephone** 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 to the exclusive representative. Following receipt of a written request, the district shall remove the~~
3. **The** employee's home address, home **telephone** and personal cell phone numbers, and personal email address **of an employee not performing law enforcement related functions if the employee has submitted a written request to keep such information private. In such instances, the Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers** 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)**

BARGAINING UNITS (continued)

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, To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees to ensure that the list is complete and contains accurate information at the beginning of each school year, or more often as appropriate.

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)

BARGAINING UNITS (continued)

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.

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: February 24, 2021
Revised: November 16, 2022
Reviewed: August 16, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Certificated Personnel

AR 4161.1(a)
4361.1

PERSONAL ILLNESS/INJURY LEAVE

Certificated employees employed five school days per week are entitled to 10 days' leave of absence for personal illness or injury (sick leave) per school year, with full pay. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

Use of Sick Leave

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)
2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)
3. Personal necessity (Education Code 44981)
4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)
6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)
7. Need of the employee or employee's family member, **including a designated person**, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (**Government Code 12945.2**; Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in **Items #7-8**, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

PERSONAL ILLNESS/INJURY LEAVE (continued)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

PERSONAL ILLNESS/INJURY LEAVE (continued)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

An employee shall notify the **district Superintendent or designee** of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

PERSONAL ILLNESS/INJURY LEAVE (continued)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

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

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

PERSONAL ILLNESS/INJURY LEAVE (continued)

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The number of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

PERSONAL ILLNESS/INJURY LEAVE

Classified employees employed five days a week are entitled to 12 days' leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, part-time employees who are entitled to less than 24 hours of paid sick leave per fiscal year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (*Education Code 45191; Labor Code 245-249*)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact in the course of employment with other persons having a contagious disease (*Education Code 45199*)
2. Pregnancy, **miscarriage**, childbirth, and **related** recovery (*Education Code 45193*)
3. Personal necessity **as specified in** (*Education Code 45207*).
4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (*Education Code 45192*)
6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (*Education Code 45196.1; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112*)
7. Need of the employee or the employee's family member, **including a designated person**, as defined in Labor Code 245.5, for diagnosis, care, or treatment of an existing health condition or for preventive care (**Government Code 12945.2**; Labor Code 246.5)
8. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)

For the purposes specified in **I**tems #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

PERSONAL ILLNESS/INJURY LEAVE (continued)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave, or the proportionate amount to which the employee may be entitled, until the first day of the month after the employee has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if the employee accepts employment in another district, county office of education, or community college district within one year of the termination of employment, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 45202)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a classified employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 45191.5)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans

Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 12-day maximum leave. If the disability rating decision makes the employee ineligible for the

PERSONAL ILLNESS/INJURY LEAVE (continued)

leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 45191.5)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of the need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

When a classified employee has exhausted all paid leaves, including sick leave, and continues to be absent on account of illness or injury for a period of five months or less, the district shall deduct from the employee's regular salary for that period an amount that does not exceed the actual cost of a substitute to fill the position. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

Parental Leave

During each school year, a classified employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 45196.1)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

PERSONAL ILLNESS/INJURY LEAVE (continued)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 45196.1)

Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (*Education Code 45195*)

(*cf. 4216 - Probationary/Permanent Status*)

If the employee is still unable to return to work after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes medically able, the employee shall be offered reemployment in the first vacancy in the classification of the employee's previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to seniority. (*Education Code 45195*)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report

PERSONAL ILLNESS/INJURY LEAVE (continued)

concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to work and stipulating any necessary restrictions or limitations.

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who works for 30 or more days within a year of their employment shall be credited with 24 hours or three days of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

Short-term or substitute employees may begin to use accrued paid sick days on the 90th day of their employment, after which they may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. The employee's own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

PERSONAL ILLNESS/INJURY LEAVE (continued)

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The number of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Regulation
Reviewed: January 25, 2017
Adopted: February 16, 2017
Revised: February 20, 2020
Reviewed: August 16, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

All Personnel

AR 4161.2(a)

4261.2

PERSONAL LEAVES

4361.2

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

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.

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, **as defined in Education Code 44985 and 45194. (Government Code 12945.7).**

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; **Government Code 12945.7)**

~~Members of 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~~

Immediate Family means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194)

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)

Acceptable reasons for the use of personal necessity leave include:

PERSONAL LEAVES (continued)

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; **Government Code 12945.7; Labor Code 246.5**)
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; **Government Code 12945.2**)
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)

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

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 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: (Labor Code 230.2)

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

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

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is

PERSONAL LEAVES (continued)

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, or a crime that caused physical injury or 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 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)

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
 - b. An attendance policy, excluding planned holidays, that prohibits the child from

PERSONAL LEAVES (continued)

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 organization is affiliated. Such leave shall be in addition to any other leave to which the employee

AR 4161.2(g)
4261.2
4361.2

PERSONAL LEAVES (continued)

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

AR 4161.2(h)
4261.2
4361.2

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
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Revised: November 16, 2022
Reviewed: August 16, 2023

FAMILY CARE AND MEDICAL LEAVE

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

Definitions

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

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

Designated person, for CFRA purposes, means any individual related by blood, or whose association with the employee is the equivalent of a family relationship. (Government Code 12945.2)

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

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

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

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

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

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

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

AR 4161.8(c)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

Eligibility/Purposes of Leave

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

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

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

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

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

AR 4161.8(d)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

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

Use/Substitution of Paid Leave

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

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

Intermittent Leave/Reduced Work or Leave Schedule

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

AR 4161.8(e)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

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

Request for Leave

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

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

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

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such

FAMILY CARE AND MEDICAL LEAVE (continued)

designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

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

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

Certification of Health Condition

An eligible employee may request CFRA leave to care for a designated person with a serious health condition. The employee may identify the designated person at the time of the employee's request for the leave. The district may limit an employee to using CFRA leave to care for one designated person per 12-month period. (Government Code 12945.2; Labor Code 245.5)

Certification of Health Condition

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

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

1. The date on which the serious health condition began
2. The probable duration of the condition

AR 4161.8(g)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

Certification for PDL

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

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

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

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

Release to Return to Work

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

Rights to Reinstatement

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

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

Maintenance of Benefits/Failure to Return from Leave

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

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

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

Military Family Leave Resulting from Qualifying Exigencies

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

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country and, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency

FAMILY CARE AND MEDICAL LEAVE (continued)

operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

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

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

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

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

AR 4161.8(k)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember.

This 26-week period is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

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

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

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

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

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

FAMILY CARE AND MEDICAL LEAVE (continued)

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

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

Notifications

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

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)
2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying

FAMILY CARE AND MEDICAL LEAVE (continued)

- b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
- c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
- d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
- e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
- f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

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

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

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

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the

AR 4161.8(n)
4261.8
4361.8

FAMILY CARE AND MEDICAL LEAVE (continued)

essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

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

Records

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

Regulation:
Approved: April 21, 2021
Revised: September 21, 2022
Reviewed: August 16, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Instruction Collaboration Agreements

The Superintendent or designee may, with board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education or charter school to offer the same or similar courses and coursework to students who have been impacted by any of the following: (Education Code 48345)

- 1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes**
- 2. Disruptions or cancellations in dual language immersion programs**
- 3. Teacher shortages in STEM classes or dual language immersion programs**

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board Approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be admitted to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the

INTERDISTRICT ATTENDANCE

number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Policy
adopted: September 15, 2010
Revised: January 20, 2011
Reviewed: February 20, 2020

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

UNADOPTED

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
AGENDA
June 21, 2023**

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

The meeting was conducted by zoom conference at the following location: Rachel Yourgules from, 317 Mapes St, Patagonia, AZ.

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

Mrs. Susan Patton, President	Present
Mrs. Krista Sullivan, Clerk	Absent arrived at 4:41 p.m.
Mr. Scott Kemp, Member	Present
Mrs. Susan Lutze, Member	Present
Ms. Rachel Yourgules, Member	Present
Edward Campbell, 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 Kemp and seconded by Trustee Lutze that the Board convene into closed session to discuss the following items: Motion passed 4-0 with Trustee Sullivan absent.

1) PUBLIC EMPLOYMENT (Gov. Code 54957)

a) Extra Duty Positions

b) High School Principal/Guidance Counselor

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

3.1 Moved by Trustee Lutze and seconded by Trustee Kemp that the Board return to open session at 5:12 p.m.

3.2 Pledge of Allegiance was led by President Patton.

3.3 Moved by Trustee Lutze and seconded by Trustee Sullivan that the Board approve the agenda order as presented. Motion passed 5-0.

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

4. PRESENTATION SESSION

4.1 Lo-Inyo Principal Report – David McCabe is very happy to be here and can't wait to get started.

4.2 High School Principal Report – Nancy O'Sullivan would like to wrap up the year; thanked the Sheriff's Department for sharing their K-9 demonstration for the students; Annual Academic Awards nice time to celebrate and recognize the students; Senior Awards Night was held to celebrate the seniors and hand out scholarships from many different organizations from the county; Bud Hill Day is held every year just a fun sports day; Graduation was amazing and all 26 students graduated; volleyball camp is underway and doing great; shared pictures from the 2022-23 school year.

4.3 SITA and/or CSEA Representative Reports – No reports

4.4 Superintendent Report – Edward Campbell happy to be here has an open-door policy, looking forward to working together.

PUBLIC PARTICIPATION (HEARING SESSION)

Mrs. McGuire thanked the Board and colleagues for the past 11 years. She asked the Board to name the weight room after John McGuire.

5. GENERAL FUNCTIONS OF THE BOARD

NON-CONSENT AGENDA

5.1 Moved by Trustee Sullivan and seconded by Trustee Kemp that the Board adopt the following revised and/or updated Board Policy and/or Administrative Regulation as presented to the Board as second read. Motion passed 5-0.

- 1) BP 6146.1, High School Graduation Requirements
- 2) BP/AR 6173, Education for Homeless Children
- 3) AR 6173.1, Education for Foster Youth
- 4) BP 6177, Summer Learning Programs
- 5) AR 6184, Continuation Education
- 6) BB 9270, Conflict of Interest
- 7) BB 9320, Meetings and Notices

CONSENT AGENDA

Moved by Trustee Lutze and seconded by Trustee Kemp that the Board approve consent agenda items 5.2 and 5.3. Motion passed 5-0.

- 5.2** Approve the regular minutes of May 17, 2023, and special meeting minutes of June 7, 2023 as presented to the Board.
- 5.3** Designate Edward Campbell, Nancy O'Sullivan, and Jordan Kinberg as CIF designated league representatives for the 2023-24 year.

6. PERSONNEL

NON-CONSENT AGENDA

- 6.1** Moved by Trustee Lutze and seconded by Trustee Kemp that the Board approve attendance of Susan Patton, Krista Sullivan, Rachel Yourgules, and Edward Campbell to attend the CSBA Annual Education Conference to be held in San Francisco from November 30 - December 2, 2023. Costs to the District include registration in the amount of \$750.00 4 nights lodging, 5 days per diem, transportation and incidental expenses in accordance with Board Bylaw 9250. Motion passed 5-0.
- 6.2** Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve attendance of Edward Campbell, Nancy O'Sullivan, and David McCabe to attend the Inyo Mono County Retreat 2023 to be held in Mammoth from July 31-August 1, 2023. Costs to the District include one night lodging at \$226.25, 2 days per diem transportation and incidental expenses in accordance with Board Bylaw 9250. Motion passed 5-0.
- 6.3** Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve attendance of Edward Campbell to attend Superintendents Seminar Series from September 22-23, November 17-18, 2023, January 23-24, March 8-9, and April 26-27, 2024 to be held in Sacramento. Costs to the District include registration in the amount of \$2,900.00, lodging, per diem, transportation and incidental expenses in accordance with Board Bylaw 9250. Motion passed 5-0.
- 6.4** Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve attendance of Nancy O'Sullivan and David McCabe to attend virtual/online Principals Academy for 80 hours of professional learning. Costs to the District include registration of \$1,395.00. Motion passed 5-0.

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve consent agenda items 6.5 to 6.12. Motion passed 5-0.

- 6.5** Approve temporary addition for one period (0.2129) for Elizabeth Stewart for the 2023-24 school year.
- 6.6** Approve resignation of Joseph Kinberg as Softball Coach.
- 6.7** Approve tentative teaching assignments for 2023-24, as presented to the Board.
- 6.8** Approve temporary employment of athletic coaches and Extra Duty positions for the 2023-24 school year. Compensation shall be as specified on the Extra Duty Pay Schedule. All coaching employment is pending sufficient student participation.

Jordan Kinberg, LPHS Athletic Director

Joseph Kinberg, LPHS Baseball

Rachel Boyer, LPHS Yearbook without Class
Brenda Lacey, LPHS Activities Director
Autumn Tyerman, Lo-Inyo Activities Director
Joseph Kinberg, Lo-Inyo Athletic Director
Bob Heist, Lo-Inyo Yearbook shared
Liselda Castro, Lo-Inyo Yearbook shared

- 6.9 Approve temporary additional periods (.3869) for Elective courses for the 2023-24 school year.
- 6.10 Approve resignation of Piper McGuire as Elementary Teacher, effective June 9, 2023.
- 6.11 Approve employment of Nancy O'Sullivan to serve as Lone Pine High School Principal/Guidance Counselor for the 2023-24 school year, effective August 7, 2023. Placement will be Step 5 on the 2021-22 K-12 Principal/K-8 Teaching Principal/High School Principal/Guidance Counselor Salary Schedule.
- 6.12 Approve resignation of Kristin Mairs as middle school volleyball coach.

7. CURRICULUM & INSTRUCTION

NON-CONSENT AGENDA

- 7.1 Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve the 2023 Local Indicators, as presented to the Board.

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve consent agenda items 7.2 and 7.3. Motion passed 5-0.

- 7.2 Approve the 2023-24 School Plan for Student Achievement for Lo-Inyo Elementary School, as presented to the Board.
- 7.3 Approve the Superintendent's recommendation for purchase of K-12 enVision Mathematics 2024 Common Core materials, as presented to the Board. Recommended instructional materials include Savvas Learning Company, which are available for inspection at the District Office.

8. BUSINESS AND FINANCE

NON-CONSENT AGENDA

Copies of the Proposed 2023-24 LCAP and Budget are available for public inspection at the Lone Pine Unified School District Office, 301 S. Hay Street, Lone Pine.

- 8.1 Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve the Proposed Local Control Accountability Plan (LCAP) for the 2023-24 school year, as presented to the Board. Motion passed 5-0.
- 8.2 Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve the Proposed LPUSD Budget for the 2023-24 school year, as presented to the Board. Motion passed 5-0.

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve consent agenda items 8.3 to 8.8. Motion passed 5-0.

- 8.3 Approve submission of the application for the Agriculture Incentive Grant 2023-24, due August 1, 2023.
- 8.4 Approve agreement between the District and Document Tracking Services for licensing fee to prepare School Accountability Report Cards and other documents for the 2023-24 school year, as presented in the agreement to the Board.
- 8.5 Approve Shauna Soverns as a representative to the PINCO Advisory Committee and Edward Campbell as an Alternate for the 2023-24 school year.
- 8.6 Declare a surplus of 1995 GMC Van VIN#1GJFF35K5SF538915
- 8.7 Approve Budget and Interfund Transfers.
- 8.8 Approve Purchase Orders and Warrants.

ITEMS FROM THE BOARD

Trustee Lutze thanked Mrs. McGuire and she has enjoyed working with you in all of her work capacities. Trustee Sullivan thanked Mrs. McGuire for all of her years and wished good luck to all FFA and 4-H students at the Junior Livestock Show. Trustee Kemp thanked Mrs. McGuire, both graduations were great and Mr. Heist did a great job on his speeches at both the graduations. Trustee Patton enjoyed the end of year activities and graduation, very nice, was impressed with the number and amount of scholarships that were handed out. Trustee Yourgules thanked everyone for a great send off for Lo-Inyo and high school students, had a great WASC evaluation and a good year.

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

- **Wed. Aug. 16** - **Regular Board Meeting 5:15 p.m. DCR**
- **Thurs Aug. 24** - **Teacher Contract Day & Welcome Back Breakfast**
- **Fri. Aug. 25** - **Teacher Contract Day**
- **Mon. Aug. 28** - **First Student Attendance Day**

9. ADJOURNMENT @ 6:03 p.m.

Respectfully Submitted,

Edward Campbell, Superintendent and
Secretary to the Board

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING
AGENDA
June 14, 2023**

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

The meeting was conducted by zoom conference at the following location: Rachel Yourgules from, 317 Mapes St, Patagonia, AZ.

1. CALLED TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL @ 5:18 P.M.

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

2. BUSINESS AND FINANCE

BUDGET REPORT – Marjianne Yonge reported that there were no changes to LCFF, deferred ESSR Funds to the next school year and the district received \$20,000 more for Impact Aid. Income is \$533,000 less than what was expected at 2nd Interim. At 2nd Interim the district was at \$101,000 positive and now it is at \$162,000 positive. For the 2023-24 school year, there was an increase to the LCFF funding, Federal Revenues and the district did lose some grants, projected budget for the year is a \$9,000 deficient.

PUBLIC HEARING #1 – LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

The Board President opened a public hearing to allow members of the public to comment on the proposed 2023-24 LCAP as required by Education Code. A copy of the proposed LCAP will be on file and available for public inspection in the Lone Pine Unified School District, 301 S. Hay Street, Lone Pine, CA. or at <https://lpusddist.org/>

PUBLIC HEARING #2 - PROPOSED 2023-24 BUDGET

The Board President opened a public hearing to allow members of the public to comment on the proposed 2023-24 Budget as required by Education Code. A copy of the proposed budget will be on file and available for public inspection in the Lone Pine Unified School District Office, 301 S. Hay Street, Lone Pine, CA. or at <https://www.lpusddist.org/>

3. ADJOURNMENT @ 5:52 P.M.

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board



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

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2023

Revised Declaration of Need for year: _____

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

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

Name of County: Inyo County CDS Code: 14

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

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

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8 / 16 / 2023 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

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

Edward Campbell Superintendent
Name Signature Title

(760)876-1038 (760)876-5579 08/17/2023
Fax Number Telephone Number Date

PO Box 159 - Lone Pine, CA 93545
Mailing Address

ecampbell@lpusd.k12.ca.us
E-Mail Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

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

Submitted by Superintendent, Director, or Designee:

_____ Name	_____ Signature	_____ Title
_____ Fax Number	_____ Telephone Number	_____ Date
_____ Mailing Address		
_____ EMail Address		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

1

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

1

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

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

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

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

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art	1	Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☒ No

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

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 2

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

Alliant International University

University of Massachusetts Global

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

**LONE PINE UNIFIED SCHOOL DISTRICT
SUBSTITUTE EMPLOYEES FOR THE 2023-24 SCHOOL YEAR**

TEACHERS:

CANADA, Mary 760-709-1169
 CARSON, Donna..... 760-937-7325
 COSGROVE, Sherry..... 760-876-9234
 DALE, McKenzie..... 503-422-9452
 EMERSON, Linda 760-920-1941
 FARQUHAR, Sierra..... 707-407-6442
 GINCHEREAU, EMMA..... 805-320-2753
 HOFFMAN, Jael..... 818-307-9423
 HUBBS, Linda..... 760-876-5747
 KEMP, Mandy..... 817-713-0009
 O'BRIEN, Jeff..... 760-937-3068
 OLIN, JENNIFER..... 760-614-0093
 TURNER, Jon..... 213-713-3676
 WALLASKY, Jon..... 661-234-5447
 WARREN, Patrick..... 619-995-8412

INSTRUCTIONAL AIDES:

BOYER, Shirley..... 760-876-5609

OFFICE WORKERS:

QUILTER, Sheyanne 760-264-3611
 SHOSHONE, Danielle..... 442-364-6348
 *SOUTHEY, Alicia..... 442-279-2259
 TURNER, Irene..... 805-223-5248
 WRIGHT, Kristiana..... 940-867-2409

CUSTODIAL:

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

GROUNDS-MAINTENANCE:

*BENBROOK, Matt..... 707-318-8451
 DAWSON, Lamonte..... 760-382-5262
 *PERKINS, Brandon 562-481-6838

BUS DRIVERS:

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

VAN DRIVERS

BUTTON, Michael..... 760-614-0151
 DAWSON, Lamonte..... 760-382-5262
 PERKINS, Brandon..... 562-481-6838
 *SOUTHEY, Alicia..... 442-279-2259
 *SOVERNS, Shauna..... 951-422-9397
 WRIGHT, Kristiana..... 940-867-2409

FOOD SERVICE WORKER:

CROUCH, Dawn..... 661-549-8023
 *SOUTHEY, Alicia..... 760-614-0687

CROSSING GUARD & NOON DUTY AIDE:

BOYER, Shirley..... 760-876-5609
 CROUCH, Dawn..... 661-549-8023
 *GUIDERO, Katy..... 760-920-7207
 *PERKINS, Brandon..... 561-481-6838
 *SOUTHEY, Alicia..... 442-279-2259

Revised: 8/11/23

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

sv:excel/staff directory/substitute list 2023-24

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

Sept. 15-16, 2023

Fri, Sept. 15 6:45 AM depart LPHS

9:30 AM Coach's Meeting

10:00 AM scheduled start time for first game.

Sat, Sept. 16 Tournament play as determined by schedule.

Return time TBA

Motel Info: **Best Western California City**
10386 California City Blvd.
California City, CA

Phone: 760-373-1369

Chaperones: Head Coach Mel Joseph (cell phone 760-382-0406)

Asst. Coach Alicia Brice (cell phone 760-614-0317)

Janice Aten and Tam Joseph

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

Transportation: Vans (20 Players & 2 coaches)

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

_____ has my permission to attend the Cal City
 Girls' Varsity Volleyball Tournament September 15th & 16th, 2023. This is an overnight trip
 returning on Saturday September 16th.

Parent/Guardian signature

Please return to Coach Joseph by 9/14/2022

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

District: Lone Pine Unified Date: August 7, 2023

Person completing this form: Kasey Wuester Title: Executive Secretary

Quarterly Report Submission Date:
 (check one)

☐ October 2022 (Jul – Sep)
☐ January 2023 (Oct – Dec)
☐ April 2023 (Jan – Mar)
☒ July 2023 (Apr – Jun)

Date for information to be reported publicly at governing board meeting: August 16, 2023

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Edward Campbell
 Print Name of District Superintendent

Edward Campbell

Signature of District Superintendent

August 8, 2023
 Date



1900 S Riverside Ave
Colton, CA, 92324
(800) 437-5522
<https://a-zbus.com>



Fahad Omer
(951) 675-6230
fomer@a-zbus.com

Quote #COL3349

2023 (or) Newer Blue Bird BBCV 3011

June 16, 2023

Customer:	Lone Pine Unified School District	Attn:	Kasey Wuester
Mailing Address:	538 S Main Lone Pine, CA, 93545	Phone:	(760) 876-5579
		Email:	kwuester@lpusd.k12.ca.us

Quantity:	1	Wheelbase:	252"
GVWR:	31,000#	Transmission:	Allison 2500 PTS SEM
Engine:	CUMMINS B6.7L 260HP	Suspension:	Spring / Air
Fuel Type:	Diesel	Brakes:	Air Disc
Fuel Port:	Standard	Upholstery:	Blue
Capacity:	60 Amb 8CRS	WC Lift:	N/A
AC:	MCC Roof Mount TM21 Freeblow Front & Rear In Wall		

Body Content

- 'STOP WHEN RED LIGHTS FLASH'
- 4 PC FLAT SHADED W/S
- ACOUSTIC HEADLINING FULL LENGTH
- BARRIER, 39 INCH HIGH BACK
- BUZZER, REAR EMERG DOOR
- CIRCUIT PROTECTION, AUX, IGN CONTROLLED
- CIRCUITS, SPARE, BODY HARN, TWO, 14 GA
- CONTROL, STROBE, S/CONT, W/PILOT
- CUSHION, SEAT, STANDARD, REBOND FOAM
- DELETE LOGO, FLAPS REAR
- 3" REFLECTOR, STANDARD, 3M DIA GRADE
- 77 IN HEADROOM CONVENTIONAL
- ARMREST, RH, DRIVER, SEAT, NATIONAL
- BUZZER, L/H SIDE EMERG DOOR
- CIRCUIT PROTECTION, AUX, BATT CONTROLLED
- CIRCUIT PROTECTION, BREAKERS, MANUAL RESET
- COMPARTMENT, ELECTRICAL, SKIRT MTD
- CONTROLS, CONFIG, W/L, OPT #3, 8-LGT, LH
- DAYTIME RUN LGTS, W/ P/BRAKE DEACTIVATE
- DELETE, ROOF HATCH BUZZER

- DOME,2 ROW/2 SWITCHES,F & R,CONFIG
- DOOR SWITCH,STEPWELL LIGHT
- DOOR,ENTRANCE,OUTWARD OPENING
- EMERGENCY DOOR LS 28IN
- EXTERIOR SOLID NSBY
- FE 5 LB DRY W/HOSE (DRIVERS CPT)
- FLAPS FRONT RUBBER
- FLAPS,FRONT OF REAR WHEELS
- GALVALUME I/S PNL,FULL HEM,TEXTURIZED
- GLASS,ENT DR,UPPER,TINT,LAM
- GLASS,RR EMER DR UPR,DK TINT,TEMP
- GLASS,SIDE EMER DR,DK TINT,TEMP
- HANDRAIL,ENT DR,BARRIER 3.25 - 5.25
- HOODS,WARNING LIGHTS,INDIVIDUAL
- HOSE,HTR,EPDM,W/CT CLAMPS
- INSULATED DRIVERS AREA,FIREWALL
- INSULATION,BOW CAVITY,FIBERGLASS
- LIGHT,PILOT,EXIT
- LIGHTS,CL/MK,LED,2 AMBER,2 RED
- LIGHTS,DIR/MKR,SIDE,LED,REAR,BELT
- LIGHTS,ID,GROMMET MOUNT,LED
- LIGHTS,PILOT,W/L SYSTEM,LOC,LH
- LOCK,SECURITY,ENT DOOR
- LUGGAGE CMPT LIGHT-SGL OR DBL CMPT
- MIRROR,CROSSVIEW,EYE-MAX LP
- MODULE,CUSHION,ASSY,TILT W/FLEX MAT,SEAT
- PACKAGE,STATE,CALIFORNIA
- DOOR CONTROL,AIR PWR,MOM SW,2-POS
- DOOR,EMERGENCY,REAR,2 WINDOW
- EMERGENCY DOOR ARROWS
- END CAP,RUB RAIL,STAMPED STEEL
- FAK,CALIFORNIA,METAL CASE
- FENDERS REAR RUBBER
- FLAPS REAR WITH BB LOGO
- FORWARD GRABRAIL
- GLASS,ENT DR,LOWER,TINT,LAM
- GLASS,REAR VISION,DK TINT,TEMP
- GLASS,RR EMER DR,LWR,DK TINT,TEMP
- HANDLE,AUXILARY,EXTERIOR,O/O ENTRY DOOR
- HOLDER,CERTIFICATE,7-5/8 X 9-1/4
- HORN,BACKING SAFETY,112 DB
- INDICATOR,W/L SYSTEM,AMBER/RED
- INSULATION,BODY,FIBERGLASS,ADDITIONAL
- LATCH,LOCKING,DOOR BATTERY CMPT
- LIGHT,SWITCH PANEL,CHASSIS CTRL
- LIGHTS,DIR/MKR,SIDE,LED,FRT,BELT
- LIGHTS,DIRECTIONALS,RR,AMBER LED
- LIGHTS,MKR,LED,INTERMEDIATE
- LOCATION,STOP ARM,REAR
- LOGO,BIRD ONLY,VINYL,BLACK
- MARKER LGT CONTROL,STEPWELL LGT
- MIRROR,REARVIEW,INT,6 X 30,NONGLARE
- MODULE,SEAT,COLOR,BLUE
- PAINT DESIGN,BRIGHT WHITE ROOF,12.5 IN

- PAINT, CHASSIS, GRILLE, SURROUND YELLOW, CV
- PANEL, MODESTY, BARRIER, DRIVER, LH
- PANEL, SIDE, 16 GA, 25 3/4 SKIRT
- PLYWOOD FLOOR 1/2 INCH THICK
- POWER, BAT CONTROL, CLER/CSTR/ID LGTS
- POWER, BAT CONTROL, ENTRANCE DOOR
- PRE-TRIP EXTERIOR LIGHT TEST
- RETAINER REAR EMERG DOOR
- SEAT BELT, DRV, 3 PT, SINGLE RETRACT, BLACK
- SEAT, 39, CONVERT, 3-PT BELT
- SEAT, 39, CONVERT, FLIP, 3-PT BELT
- SINGLE, LHOH, LUGGAGE, 14.5 CU.FT.
- SLIDING BOLT VANDAL LOCK - SED
- STEEL FLOOR TRIM
- STEPTREAD, VINYL, BLACK
- STEPWELL, NATL STDS, 1990
- SWITCH, EMERGENCY OVERRIDE
- SWITCH, W/L MASTER, LOC, LH
- SWITCH, W/L START, MANUAL
- SWITCH, W/L, MASTER, GREEN PILOT
- TRIANGULAR WARNING DEVICE FLOOR
- UPH, FIRE BLOCK, BLUE, BARRIER
- VENT, ADVANTAGE, STANDARD
- VINYL, REFL, ROOF HATCH, WHITE, 3M
- VINYL, REFL, SD EMER DR YELLOW, 3M
- WARRANTY, BRONZE 2/10
- WIRING, DIR, SIDE, FRONT, BELTLINE
- PAINT, RUBRAILS ONLY, FULL WIDTH BLACK
- PANEL, MODESTY, BARRIER, ENT DOOR
- PILOT, STROBE LIGHT, ADDITIONAL INDICATION
- PLYWOOD FLOOR SCREWED DOWN
- POWER, BAT CONTROL, DOME LIGHTS
- POWER, BAT CONTROL, WARNING LIGHTS
- RADIO, AM, FM, MP3, USB, SD, MMC, BT WITH PA
- RETAINER SIDE EMERG DOOR LH
- SEAT, 39, CONVERT, 3 PT/CHILD RESTRAINT
- SEAT, 39, CONVERT, 3-PT BELT, FULLY FM
- SEQUENCE, W/L SYSTEM, NON-SEQUENTIAL
- SINGLE, RHMM, LUGGAGE, 16 CU.FT.
- SPRING, GAS, SINGLE DOOR, LUGGAGE BOX
- STEP, COWL, FOLDING
- STEPTREAD, VINYL, RIBBED
- SWITCH, DOOR CONTROL, LOC, LH
- SWITCH, NOISE SUPPRESSION, LATCHING
- SWITCH, W/L START, LOC, LH
- SWITCH, W/L, EM OVERRIDE, LOC, LH
- SYSTEM, WARN, 8-LGT, N/SEQ
- TRIM, AISLE, ALUMINUM
- VANDAL LOCK - REAR EMERGENCY DOOR
- VINYL, REFL, P/O WINDOW YELLOW, 3M
- VINYL, REFL, RR EMER DR YELLOW, 3M
- VISOR, ACRYLIC, LEFT SIDE, ADJUST, OPAQUE
- WDO ASSY, DRVR, GREEN TINT, LAM, BLK
- WIRING, DIR, SIDE, REAR, BELTLINE

- WIRING,P/O WINDOW,DRS BUZ ONLY
- WIRING,W/L SYSTEM,14 GA
- BATTERY COMPARTMENT,ROLLER TRAY,CHAS MTD
- INSULATION,BODY,POLYESTER/FIBERGLASS
- LETTERING,"SCHOOL BUS"8",1-1/4" STRK
- LETTERING,EMERGENCY,EXTERIOR,VINYL,BLACK
- ACCESSORY POWER SOCKET W/CAP,BATTERY
- CONTAINER,TRASH,DRIVERS
- FAN,AUXILIARY,UPPER LEFT,6"
- STEPWELL, GALVANIZED
- MIRROR,EXT,OPEN VIEW,ES SPLIT SYSTEM
- HEATER,50K,LH,REAR,F/M
- LIGHT,4" BACKUP,LED,VANDAL RESIST
- LIGHT,7" STOP/TAIL,LED
- LIGHT,2 DOME,DRIVERS,LED,SEPARATE SW
- LIGHT,STROBE,SELF-CONT,LED,CLEAR
- LOCATION,STROBE,4 FEET FROM REAR OF ROOF
- PAINT, INTERIOR, ASTRO WHITE
- WRG,2-WAY RADIO,CTR DASH MNT(07829)
- STOP ARM,ELEC,LED,HI-IN,CLUSTER
- COMPARTMENT,STORAGE,OVERHEAD,LOCKNG
- WINDOW,S/S,12",TEMP,TINT,BLK
- WIRING,S/ARM,ELECT W/INDEP FLSHR
- YELLOW ENTRANCE DOOR
- BODY CONSTRUCTION FM/CMVSS 221
- INSULATION,ENTRANCE DOOR HEADER
- LETTERING,EMERGENCY EXIT,ABOVE EXIT
- LETTERING,EMERGENCY,INTERIOR,VINYL,BLACK
- CONSOLE MOUNT,ARM REST
- FAN,AUXILIARY,UPPER CENTER,6"
- HOLDER,CUP
- HEATED MIRROR,EXT,W/REM CTRL
- COVERING,FLOOR,RUBBER,BLACK
- LGTS,DIR,FRT AMBER,FENDER MNT,LED
- LIGHT,4" LED,STOP/TAIL,VANDAL RESIST
- LIGHTS,WARN,LED,8-LGT,AMB/RED
- LIGHT,STEPWELL,LED
- LIGHTS,DOME,120 LUMENS,LED
- WIRING,VIDEO MONITORING SYSTEM
- SPEAKER,DLX,8 SPKR SYS W/WIRING
- CAMERA,SYSTEM,BACK UP VIEW
- D/SEAT,NATIONAL,PREM,AIR,MORD,CHAR
- WHEELS,STEEL,8.25X22.5,YEL,5HH
- WINDOW,S/S,P/O,12",TEMP,TINT,BLK

Chassis Content

- ALTERNATOR, LEECE-NEV, BRUSHLESS, 280 AMP
- AXLE, REAR, S21-140, 6.14
- BRAKE, EXHAUST, VGT
- BUMPER, FRONT, STEEL 15IN
- DRYER, AIR, BENDIX AD-IP
- EXHAUST, PRIMARY, SING CAN A/T, CUM
- FLTR, FUEL/WATER SEPARATOR
- FUEL TANK DOOR, SPRING-LOADED, LOCKING
- GAUGE, SPEEDOMETER, MILES
- HOSE, COOLING, SILICONE, W/CONST TRQU CLAMP
- PROGRAM, TCM, F/S 2.0, GHG
- SUSP, SPRG, FRT, SOFTEK, LEAF&BIT, 10000
- SWITCH, BATTERY DISCONNECT
- TORQUE MGNT, SPL070 DRIVELINE
- VALVE, DRAIN, MANUAL, AIR TANK
- AXLE, STEER, HENDRICKSON NXT, 12000 LB
- BRAKES, AIR DISC, BENDIX
- COLUMN, STEER, TILT/TELESCOPE, DOUG AUTOTEC
- PEDALS, ADJUSTABLE
- FUEL SYSTEM, DSL, 60 GAL BFR RH FILL
- TIRE, KUMHO, 11R22.5, LRH, KRS12E
- ANTIFREEZE, ES COMPLEAT, CUMMINS (BLUE)
- BALANCE FRONT WHEELS
- BRAKES, ANTI-LOCK (ABS), AIR
- BUMPER, REAR, STEEL
- ENG, CUM B6.7, DSL, 260HP@660LB-FT, EPA/CARB
- FILTER, COOLANT WATER
- FLUID, TRANSMISSION, SYNTHETIC
- GAUGE, AMMETER, FRONT
- GOVERNOR, ROAD SPEED, 65 MPH
- LUBRICATION, OIL, PETROLEUM, AXLE
- PUMP, HEATER WATER
- SUSPENSION, AIR, REAR, HENDRICKSON, 21K
- T/PIPE, THROUGH BUMPER
- UNDERCOAT, MODIFIED WAX, PREMIUM
- WHEEL WEIGHTS, ZINC
- BATTERIES, GROUP 31, THREE
- TOW HOOKS, FRONT
- CRUISE CONTROL
- ENGINE EMISSION CONTROL, EPA /CARB 2022
- ELECTRONIC STABILITY CONTROL
- TRANS, ALLISON, 2500PTS 5 SPD

Dealer Added Content

- Electric air drain valves with controls in Dr's compt.
- FE/FAK/Reflectors/Decals - CA Spec
- Fog lights in front bumper area
- Lettering - Beltline/CA #/Unit #'s
- On-Spot Tire Chains, Installed.
- EP1 Child Check safety system - Wired to CA Specs
- Flip down monitors & DVD video system
- Hand held stop sign & Holder
- MCC Roof Mount Dual TM21 + Dash AC

Pricing

Unit Price before Sales Tax:	\$ 191,089.73
Taxable Amount:	\$ 191,089.73
Non-Taxable Amount:	\$ 0.00
7.750% Sales Tax Total:	\$ 14,809.46
Total Per Unit w/Sales Tax Included:	\$ 205,899.19
Grant per bus	-\$0.00
Total Grant Amount	-\$0.00
Grand Total For 1 Unit(s):	\$205,899.19

Acceptance

Signature: _____	Title: _____
Name: _____	Date: _____

***Notice of Intent to Purchase:**

By signing this vehicle quotation above, it signifies the intent of Lone Pine Unified School District to purchase the vehicle(s) as listed on this document, from A-Z Bus Sales, Inc. This purchase is based on this Vehicle quotation and is subject to approval by our School Board at their _____ (date) Board meeting. _____ (Initial Here)

*All pricing is based upon the Waterford Unified School District piggyback bid awarded to A-Z Bus Sales. A copy of all piggyback bid documents is available from A-Z Bus Sales, Incorporated.

All pricing valid for 30 days, or availability of stock units at time of purchase order. Prices quoted herein are based upon Federal, State, and Local Laws and Regulations governing truck equipment and performance levels in effect as of the date hereof. Buyer will pay for any equipment or performance changes, modifications, or additions required by any changes in such laws or regulations subsequent to the date hereof at the increased cost to Seller.

Required Information

Delivery Address:

Initial here:

DMV Information:

Please confirm DMV registration name and address by signing below. Fill other sections as applicable.

Register To Name:

Register To Address:

Signature Confirming DMV Address:

Signature, Name & Title

☐

Exempt

☐

Private

☐

Out of State | Customer Demand

Lettering Information:

Initial Here:

Beltline Lettering:

CA #:

Unit #s:

Lienholder Information: (if none, write "none")

Lienholder Name:

Contact Person:

Contact Number:

Grant Information: (if applicable)

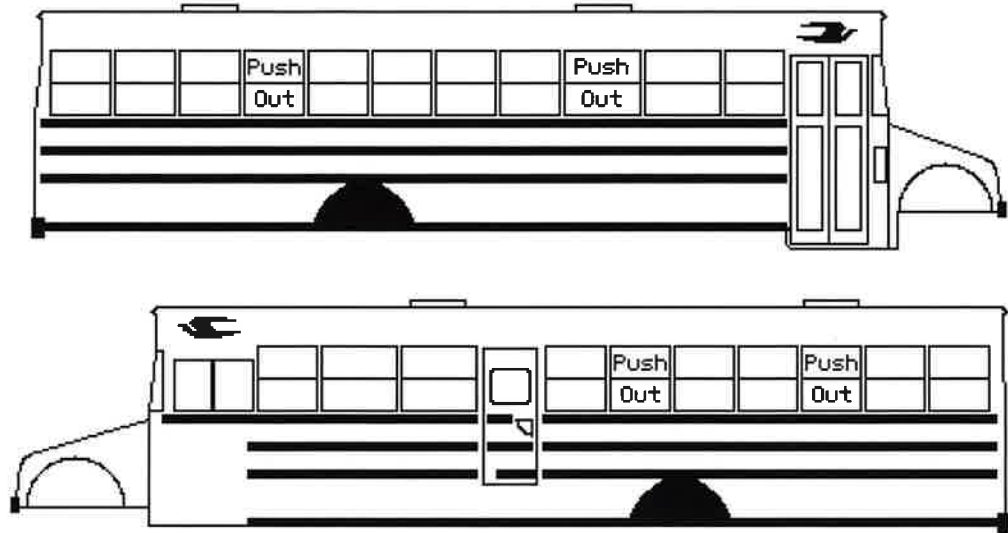
Agency Name:

Grant Deadline:

Quote Id: 223615

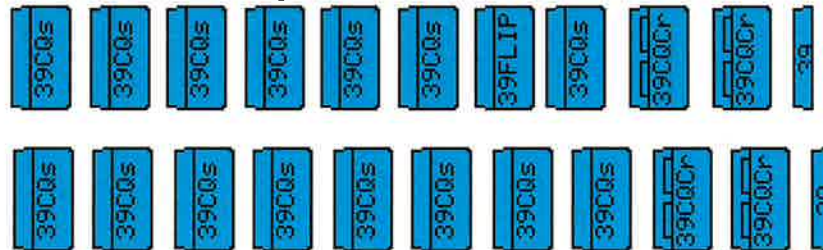
Body Plan / Seat Plan Information

Body Plan: 5014317



Seat Plan: 24225

SP: 24225 BBCV 3011, 60 CAP



Quote Id: 223615

Seat Plan Spacing Chart

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE
 GRANT**

2023–24 APPLICATION FOR FUNDING

(Due Date: To be received in Regional Supervisor's Office by August 1, 2023)

PROJECT DURATION: JULY 1, 2023 TO JUNE 30, 2024

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 of the operations in this project/program for local participation and assistance.

Marjianne Yonge Digitally signed by Marjianne Yonge
Date: 2023.07.19 06:44:54 -07'00'

Electronic Signature of Authorized Agent


 Electronic Signature of Principal


 Electronic Signature of Agriculture Teacher
 Responsible for Program

Agriculture Teacher Summer Contact Cell Number: 760-878-8843

Local Education Agency (LEA) Board Approval Date: 8-16-23

Printed Name of Agriculture Teachers:

Brenda Lacey

Chuck Carson

PART A – Base Level Funding

In order to qualify for the Agriculture Education Incentive Grant an LEA must meet all the following criteria or provide a Variance approved by the Regional Supervisor for each criterion not met. All evidence must be included with the original application submitted to the Regional Supervisor.

NOTE: Stand-alone middle school programs will only be required to complete PART A. However, they may elect to complete the additional parts if they qualify for additional funding.

Please check each criterion currently being met:

- ☒ 1. Properly Credentialed Teachers
 - Log onto CTC and provide printout of credentials or provide a copy of current credentials.
- ☒ 2. Professional Development
 - Provide printout from teacher journal in AET verifying professional development activities.
- ☒ 3. Course Sequence
 - Provide documents/evidence of at least one three-year course sequence.
- ☒ 4. Grading of Future Farmers of America (FFA) and Supervised Agricultural Experience Participation (SAE)
 - Provide copy of course syllabus identifying grading of FFA and SAE.
- ☒ 5. Alternative Credits
 - Submit description of at least one course meeting A-G, Dual Enrollment, Articulation, etc.
- ☒ 6. Future Farmers of America Constitution and By-Laws
 - Provide a copy of the current Chapter Constitution and Bylaws with the election of officers highlighted.
- ☒ 7. Future Farmers of America Meetings
 - Use meeting manager in AET or provide minutes for a minimum of six-chapter meetings.
- ☒ 8. Agriculture Advisory Committee
 - Provide meeting minutes for two Agriculture Advisory Committee meetings.

Checking all the required criteria as being met qualifies the LEA for Part A funding. Verification of meeting each criteria must be provided to the Regional Supervisor.

Qualified Program (\$4,500 to each site)	<u>\$ 4,500</u>
Number of Agriculture Teachers teaching at least one approved agriculture course?	<u>1.5</u>
Teacher based funding (Number of teachers x \$500)	<u>\$ 1000</u>
Number of Students as identified on the 2022-23 FFA Membership roster?	<u>82</u>

Student based funding (Number of students x \$10)	\$ 820
Class size funding A (number of teachers meeting level A in all classes – 30 in classroom/25 in shop classes)	
Class size A funding (Number of teachers meeting level A class size x \$1,000)	\$ 0
Class size funding B (number of teachers meeting level B in all classes – 28 in classroom/22 in shop classes)	2
Class size B funding (Number of teachers meeting level B class size x \$2,000)	\$ 4000
TOTAL PART A FUNDING	\$ 10320

PART B – Additional Funding

LEA's may qualify for additional funding based on their ability to meet specific classroom, leadership, and experiential learning (SAE) criteria. It is not necessary for a program to meet all criteria in each category to be eligible to receive additional funding. Verification of meeting criteria will be taken from entries in the Agricultural Experience Tracker (AET). The AET report will be developed based on data as of June 30. Funding in each section will be based on the number of points accumulated in that section. This report will be used to complete Part B and will be included as part of the application.

Based on the 2022-23 Agricultural Education Incentive Grant Report, and points accumulated, the LEA may qualify for base level funding through the classroom section, leadership section, and experiential learning (SAE) section.

An LEA shall qualify for Part B funding in each section if they meet the predetermined base level. Bonus funding is earned if a program exceeds the predetermined base level by twenty percent (20%). LEA's meeting the base level shall receive \$2,250 plus \$250 per qualified teacher. LEA's meeting the bonus level shall receive an additional \$2,250 plus an additional \$250 per qualified teacher.

Note: An LEA may qualify for Level A, Level B, or no funding in each section but shall not qualify for both funding levels in a section. Example: The LEA qualifies for Level A funding in the Classroom Section, Level B in the Leadership Section and no funding in the SAE section.

Classroom Section

Level A Funding Points – 355-535	Level B Funding Points – 536+
Points Earned as Identified in the AET Report	778
Level A Funding (number of teachers x \$250) + \$2,250	\$
Level B Funding (number of teachers x \$500) + \$4,500	\$ 5250
TOTAL CLASSROOM SECTION FUNDING	\$ 5250

Leadership Section

Level A Funding Points – 285-445

Level B Funding Points – 446+

Points Earned as Identified in the AET Report

754

Level A Funding (number of teachers x \$250) + \$2,250

\$ _____

Level B Funding (number of teachers x \$500) + \$4,500

\$ 5250

TOTAL LEADERSHIP SECTION FUNDING

\$ 5250

Experiential Learning (SAE) Section

Level A Funding Points – 595-935

Level B Funding Points – 936+

Points Earned as Identified in the AET Report

1721

Level A Funding (number of teachers x \$250) + \$2,250

\$ _____

Level B Funding (number of teachers x \$500) + \$4,500

\$ 5250

TOTAL EXPERIENTIAL LEARNING (SAE) SECTION FUNDING

\$ 5250

TOTAL PART B FUNDING

\$ 15750

PART C – Program Funding

LEA's may qualify for additional funding based on their ability to meet specific program criteria. To qualify for Program Funding, a program must show evidence of meeting all criteria identified. Evidence must be submitted at the time the original application is submitted to the Region Supervisor.

To qualify for PART C – Program Funding, a site must show evidence of meeting the following. If any item is not met, the program is not eligible to apply for PART C funding.

☒ Each teacher (50% of their teaching load in agriculture) must have participated in eight approved professional development activities.

☒ Agenda and Minutes for three Agriculture Education Advisory Committee meetings.

☐ Each teacher (50% of their teaching load in agriculture) must have an extended contract and/or a project supervision period. The project supervision period must be in addition to the provided prep period.

If a program has met the three required criteria they are eligible for funding and must complete the following Sections.

Section A – Earn one point for each criteria met.

Held an FFA Officer team retreat or other planning activity prior to the start of school and continued to hold meetings during the year to plan FFA activities.

In addition to the Agricultural Education Advisory Committee the program has an Agriculture Boosters Club and/or an FFA Alumni Chapter. 1

Program hosted a Student Teacher.

Total Points Section A (3 points possible) 2

Section B – Earn points based on AET “California Ag CTE Incentive Grant Application Report

Points Earned as Identified in the AET Report for D-Program 119

Total Points Part C (Section A + Section B) 121

Level A Funding Points – 120-139

Level B Funding Points – 140+

Level A Funding (\$5,000) \$

Level B Funding (\$7,500) \$

TOTAL PART C FUNDING \$ 0

PART A Base Level Funding \$ 10320

PART B Additional Funding \$ 15750

PART C Program Funding \$ 0

GRAND TOTAL FUNDING \$ 26070

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE
 GRANT**

**2023–24 APPLICATION FOR FUNDING
 Budget and Expenditure Report**

(Due Date: Budget is due in Regional Supervisor's Office by August 1, 2023 – Complete columns A and B)

(Due Date: Expenditure Report is due in Regional Supervisor's Office by October 15, 2024 Complete columns C and D)

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

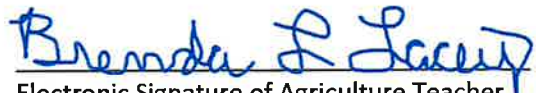
***Each line item in object codes 5000 and 6000 must be matched.**

Budget Classification	Item	A Budget	B Budget Match	C Actual Expenditures	D Actual Match
4000 – Books and Supplies					
1.	Welding Livestock Plant science supplies	15000	15000		
	Total 4000	15000	15000	0	0
5000 – Services and Operating Expenses, Travel, Conferences, Rentals, etc.					
1.	Los Angeles DWP Lease	765	765		
2.	Travel Hotels Conference fees	5000	5000		
3.	Bus and Van travel fees	5300	5300		
4.					
5.					
6.					
7.					
	Total 5000	11065	11065	0	0
6000 – Capital Outlay					
1.					
2.					
3.					
4.					
5.					
	Total 6000	0	0	0	0
	Grand Total	26065	26065	0	0

Which funding sources are used to match Incentive Grant Funds? Check all that apply.

☐ CTEIG
 ☐ Strong Workforce
 ☐ Perkins
 ☒ General Fund
☐ Other (please list) _____

Marjianne Yonge Digitally signed by Marjianne Yonge
 Date: 2023.07.19 08:45:27 -07'00'
 Electronic Signature of Person Preparing
 Report


 Electronic Signature of Agriculture Teacher
 Responsible for Program



Inyo County Office of Education

Barry D. Simpson, County Superintendent of Schools

166 Grandview Drive · Bishop, California 93514 · (760) 873-3262 · www.inyocoe.org

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) made and entered upon this 3rd day of August, 2023 is between the **Lone Pine Unified School District (LPUSD)** and the **Inyo County Office of Education (ICOE)**. This MOU is not subject to any collective bargaining agreements either currently in force or in negotiations.

SECTION I. SERVICES TO BE PERFORMED

ICOE has agreed to provide Speech and Language services from BlazerWorks to Lone Pine Unified students throughout the 2023-2024 school year. The following will be reimbursed by LPUSD:

- Aliza Klein, SLP, to provide teletherapy services for Lone Pine students 25 hours/week at the rate of \$125/hr for 40 weeks. Shall not exceed \$125,000.

SECTION II. REIMBURSEMENT PROCESS

1. Upon completion of the activity, ICOE will invoice LPUSD for services rendered.
2. Upon receipt of invoice, LPUSD will pay ICOE for the total amount within 45 days.
3. ICOE may not be reimbursed for indirect or administrative expenses.

SECTION III. SCHOOL DISTRICT RESPONSIBILITIES

On behalf of the District I accept the terms of this MOU and it is understood that the final determination of compensation will be at the sole discretion of ICOE and cannot change without prior written notice to the District.

Edward C. Smith
District/Superintendent/Designee

8/9/2023
Date

[Signature]
District Business Office

8/8/23
Date

SECTION IV. COUNTY OFFICE AUTHORIZATIONS & BUDGET APPROVAL

ICOE Budget Account Number to be Credited: 01-6500-0-5050-2110-5800-640-AU

[Signature]
SELPA Director, Inyo County Office of Education

8/3/2023
Date

[Signature]
Superintendent of Schools

8/4/23
Date

[Signature]
Fiscal Services Budget Approval

8/8/2023
Date

ITEM 7.9

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

15 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240001	DELL MARKETING L.P.	2023-2024 Chromebooks Lo-Inyo	1	01	-3213	-0	-1110	-1000	-4340	-910	-ESSR	15,178.20
		Total										15,178.20
240002	DELL MARKETING L.P.	2023-2024 LPHS Chromebooks	1	01	-3213	-0	-1110	-1000	-4340	-910	-ESSR	16,057.00
		Total										16,057.00
240003	DELL MARKETING L.P.	2023 Chromebooks for 3rd - 5th	1	01	-3010	-0	-1110	-1000	-4310	-1111	-T1	17,770.28
			2	01	-4127	-0	-1110	-1000	-4440	-910	-T4	14,343.73
		Total										32,114.01
240004	RENAISSANCE LEARNING	Renaissance	1	01	-0000	-0	-1110	-1000	-5810	-1111	-IN L	4,603.70
		Total										4,603.70
240005	AMERICAN BUSINESS MACHINES	Copier Staples	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	150.74
		Total										150.74
240006	U.S. BANK CORPORATE PAYMENT	Blinds	1	01	-0000	-0	-0000	-2700	-4350	-1111	-ADML	286.01
		Total										286.01
240007	IMAGINE LEARNING LLC	Edgenuity 6-12	1	01	-3213	-0	-1110	-1000	-5810	-910	-ESSR	35,175.00
		Total										35,175.00
240008	SAVVAS LEARNING CO. LLC	2024 Envision K-8 Math Adoptio	1	01	-0000	-0	-1110	-1000	-4110	-910	-TEXT	45,729.69
			2	01	-1100	-0	-1110	-1000	-4110	-910	-TEXT	40,809.13
			3	01	-3010	-0	-1110	-1000	-4110	-1111	-T1	21,618.72
		Total										108,157.54
240009	SAVVAS LEARNING CO. LLC	Envision 2024 6yr 9-12 Math	1	01	-0000	-0	-1110	-1000	-4110	-910	-TEXT	21,674.15
		Total										21,674.15
240010	WE VIDEO INC.	we video	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	626.22
		Total										626.22
240011	U.S. BANK CORPORATE PAYMENT	Office	1	01	-0000	-0	-0000	-2700	-4350	-1111	-ADML	84.63
		Total										84.63
240012	PTM DOCUMENT SYSTEMS	report cards	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	119.60
		Total										119.60

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240013	SAVVAS LEARNING CO. LLC	Text Books for students taking	1	01	-7412	-0	-1110	-1000	-4310	-910	-A-G	599.88
		Total										599.88
240014	U.S. BANK CORPORATE PAYMENT	Water Bottles	1	01	-0000	-0	-0000	-2700	-4350	-456	-ADMH	400.00
		Total										400.00
240015	SCHOOL MATE	Student/Teacher Planners	1	01	-1100	-0	-1110	-1000	-4310	-456	-IN H	438.00
		Total										438.00
240016	QUILL CORPORATION	Office Supplies	1	01	-1100	-0	-0000	-2700	-4350	-456	-IN H	5,000.00
		Total										5,000.00
240017	HOUGHTON MIFFLIN	Student Textbooks for Science	1	01	-7412	-0	-1110	-1000	-4310	-910	-A-G	2,596.51
		Total										2,596.51
240018	PINCO	MCI Los Cabos	1	13	-5316	-0	-0000	-3700	-4701	-910	-CAFE	1,366.44
		Total										1,366.44
240019	PINCO	Michael B's	1	13	-5310	-0	-0000	-3700	-4701	-910	-CAFE	1,979.77
		Total										1,979.77
240020	PINCO	Schwan's Food	1	13	-5316	-0	-0000	-3700	-4701	-910	-CAFE	1,734.13
		Total										1,734.13
240021	PINCO	Tony Roberts	1	13	-5316	-0	-0000	-3700	-4701	-910	-CAFE	1,126.62
		Total										1,126.62
240022	PINCO	Peterson Farms	1	13	-5316	-0	-0000	-3700	-4701	-910	-CAFE	840.00
		Total										840.00
240023	PINCO	Sky Blue Bakery	1	13	-5316	-0	-0000	-3700	-4701	-910	-CAFE	1,246.00
		Total										1,246.00
240024	P & R PAPER SUPPLY CO, INC.	IFS	1	13	-5310	-0	-0000	-3700	-4702	-910	-CAFE	102.53
		Total										102.53
240025	P & R PAPER SUPPLY CO, INC.	IFS	1	13	-5310	-0	-0000	-3700	-4702	-910	-CAFE	743.23
		Total										743.23

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240026	HEGGERTY,ORG	Pre K curriculum	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	95.90
		Total										95.90
240027	ESGI	License Renewal	1	01	-3010	-0	-1110	-1000	-4310	-1111	-T1	246.00
		Total										246.00
240028	DISCOUNT SCHOOL SUPPLY	Classroom supplies	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	234.31
		Total										234.31
240029	U.S. BANK CORPORATE PAYMENT	PE Equipment- classroom	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	212.17
		Total										212.17
240030	WOODBURN PRESS	Planners	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	144.77
		Total										144.77
240031	U.S. BANK CORPORATE PAYMENT	Scorebooks	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	14.11
		Total										14.11
240032	U.S. BANK CORPORATE PAYMENT	Classroom supplies	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	218.00
		Total										218.00
240033	TEACHERS PAY TEACHERS	Teachers Pay Teachers	1	01	-3213	-0	-1110	-1000	-5810	-910	-ESSR	2,400.00
		Total										2,400.00
240034	U.S. BANK CORPORATE PAYMENT	Classroom supplies	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	63.55
		Total										63.55
240035	AMPLIFY	Amplify Science notebook	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	2,412.00
		Total										2,412.00
240036	MCGRAW HILL	Social Studies Books	1	01	-3010	-0	-1110	-1000	-4110	-1111	-T1	1,720.38
		Total										1,720.38
240037	U.S. BANK CORPORATE PAYMENT	Recess Equipment	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	298.02
		Total										298.02
240038	EMERGENCY MEDICAL PRODUCTS, IN	Medical Supplies	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	123.44
		Total										123.44

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240039	U.S. BANK CORPORATE PAYMENT	Medical Supplies	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	165.78
		Total										165.78
240040	BENCHMARK EDUCATION COMPANY	Decodable Books	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	229.61
		Total										229.61
240041	U.S. BANK CORPORATE PAYMENT	Diapers	1	01	-9010	-0	-5760	-1110	-4310	-910	-LEA	281.99
		Total										281.99
240042	BSN SPORTS	Athletics	1	01	-0000	-0	-1110	-4200	-4310	-1111	-ATHL	341.75
		Total										341.75
240043	JOSTENS	Diplomas	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	253.77
		Total										253.77
240044	PITNEY BOWES	Ink for Postage Machine	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMD	249.52
		Total										249.52
240045	EBSCO SUBSCRIPTION SERVICES	Lib Magazine Renewal	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	187.59
		Total										187.59
240046	AXES FIRE PROTECTION	ANNUAL SERVICE OF FIRE EXTINGU	1	01	-0000	-0	-0000	-8110	-5810	-911	-MAIN	3,000.00
		Total										3,000.00
240047	AIZEN FIRE PROTECTION, INC.	ANNUAL SERVICE for Kitchen	1	01	-0000	-0	-0000	-8110	-5810	-911	-MAIN	2,400.00
		Total										2,400.00
240048	COMMUNITY PRINTING & PUBL.	Envelopes	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMD	513.96
		Total										513.96
240049	QUILL CORPORATION	Beginning of Year Supplies	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	5,307.01
		Total										5,307.01
240050	QUILL CORPORATION	Open Po- Cartridges	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	2,000.00
		Total										2,000.00
240051	INYO REGISTER	Inyo Register	1	01	-1100	-0	-1110	-1000	-4310	-1111	-IN L	104.52
		Total										104.52

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240052	QUILL CORPORATION	Open PO	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	2,000.00
		Total										2,000.00
240053	SCHOOL SPECIALTY INC	Office Supplies	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	574.17
		Total										574.17
240054	LAMINATION DEPOT	Lamination	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	579.95
		Total										579.95
240055	CALCHAMBER	Labor Law Poster	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMMD	105.04
		Total										105.04
240056	CASBO	CASBO Member	1	01	-0000	-0	-0000	-7200	-5300	-910	-ADMMD	850.00
		Total										850.00
240057	QUILL CORPORATION	Office Supplies	1	01	-0000	-0	-0000	-7200	-4350	-910	-ADMMD	1,500.00
		Total										1,500.00
240058	CONTINENTAL ATHLETIC SUPPLY	Recertify Football Helmets	1	01	-0000	-0	-1110	-4200	-4310	-456	-ATHL	1,373.05
		Total										1,373.05
240059	DEPT OF WATER AND POWER	DWP Annual Power Services	1	01	-7010	-0	-3800	-8210	-5520	-456	-AG	1,800.00
		2 01-0000-0-0000-8210-5520-911-OPRD	2	01	-0000	-0	-0000	-8210	-5520	-911	-OPRD	22,000.00
		3 01-0000-0-0000-8210-5520-111-OPRL	3	01	-0000	-0	-0000	-8210	-5520	-111	-OPRL	33,000.00
		4 01-0000-0-0000-8210-5520-456-OPRH	4	01	-0000	-0	-0000	-8210	-5520	-456	-OPRH	34,000.00
		5 01-0000-0-0000-8210-5520-911-CPLX	5	01	-0000	-0	-0000	-8210	-5520	-911	-CPLX	3,700.00
		Total										94,500.00
240060	AMERICAN FIDELITY ASSURANCE CO	SDI Insurance for Classified E	1	01	-0000	-0	-0000	-2150	-3912	-910	-DIST	11,040.00
		Total										11,040.00
240061	STATE OF CALIFORNIA	Annual fingerprints and back gr	1	01	-0000	-0	-0000	-7200	-5860	-910	-ADMMD	1,200.00
		Total										1,200.00
240062	PITNEY BOWES-PURCHASE POWER	Postage Annual Rental & Fee	1	01	-0000	-0	-0000	-8210	-5900	-911	-OPRD	4,310.00
		2 01-0000-0-0000-8210-5610-911-OPRD	2	01	-0000	-0	-0000	-8210	-5610	-911	-OPRD	1,508.50
		Total										5,818.50
240063	SOUTHERN INVO HOSPITAL	Annual TB Test	1	01	-0000	-0	-0000	-7200	-5860	-910	-ADMMD	700.00

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
			Total									700.00
240064	JOHNSON FLOORING INC	Annual LPHS Gym Floor Maintena	1	14	0205	0-0000	8500	6250	911	0000		3,750.00
			Total									3,750.00
240065	AMERICAN BUSINESS MACHINES	Toners/ Staples 23-24	1	01	-1100	0-1110	1000	4310	111	1	IN L	129.30
			Total									129.30
240066	COMMUNITY PRINTING & PUBL.	Envelopes	1	01	-1100	0-1110	1000	4310	111	1	IN L	239.21
			Total									239.21
240067	ACSA	Annual Membership	1	01	-0000	0-0000	7100	5300	910	BD/S		220.00
			Total									220.00
240068	INYO REGISTER	Newspaper subscription	1	01	-0000	0-0000	7200	4350	910	ADMD		82.00
			Total									82.00
240069	EDJOIN	EDJOIN	1	01	-0000	0-0000	7200	5810	910	ADMD		800.00
			Total									800.00
240070	TOIYABE INDIAN HEALTH PROJECT	Open PO	1	01	-0000	0-0000	7200	5860	910	ADMD		1,000.00
			Total									1,000.00
240071	TECHNICAL SMOKE TESTING	smog test	1	01	-0000	0-0000	3600	4360	912	TRAN		425.00
			Total									425.00
240072	QUILL CORPORATION	Office Supplies	1	01	-0000	0-0000	3600	4350	912	TRAN		100.00
			Total									100.00
240073	GARDNERS	Annual Custodial Supplies-Open	1	01	-0000	0-0000	8210	4370	911	OPRD		4,000.00
			Total									4,000.00
240074	GARDNERS	Annual Maintenance Supplies-Op	1	01	-0000	0-0000	8110	4380	911	MAIN		6,000.00
			Total									6,000.00
240075	WEX BANK	Open Purchase Order for Fuel C	1	01	-0000	0-0000	3600	4360	912	TRAN		10,000.00
			2	01	-7010	0-3800	1000	4360	456	AG		4,000.00
			Total									14,000.00

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240076	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	1	01	-0000	-0	-0000	-8210	-5510	-111	-OPRL	21,000.00
			2	01	-0000	-0	-0000	-8210	-5510	-456	-OPRH	52,628.43
			3	01	-0000	-0	-0000	-8210	-5510	-123	-OLAN	10,000.00
			4	01	-0000	-0	-0000	-8210	-5510	-912	-TRAN	300.00
			Total									83,928.43
240077	SISC II-PROPERTY & LIABILITY	2023/2024 Property & Liability	1	01	-0000	-0	-0000	-3600	-5450	-912	-TRAN	14,077.72
			2	01	-0000	-0	-0000	-7200	-5450	-910	-ADMD	64,458.86
			3	01	-6500	-0	-5760	-1120	-5450	-910	-SPED	2,125.00
			Total									80,661.58
240078	BRADY INDUSTRIES OF CA LLC	Custodial Supplies	1	01	-0000	-0	-0000	-8210	-4370	-911	-OPRD	3,400.00
			Total									3,400.00
240079	CALIFORNIA BROADBAND COOPERATI	Annual Erate Year Contract 7/2	1	01	-0000	-0	-1110	-1000	-5810	-910	-ERAT	9,000.00
			Total									9,000.00
240080	MOUNTAIN INVESTMENTS INC	Cerro Gordo Site Rent-Trans Re	1	01	-0000	-0	-0000	-3600	-5810	-912	-TRAN	3,783.36
			Total									3,783.36
240081	SYSO FOOD SERVICE OF LA INC.	Open PO for Cafeteria Food Sup	1	13	-5310	-0	-0000	-3700	-4701	-910	-CAFE	25,000.00
			2	13	-5310	-0	-0000	-3700	-4702	-910	-CAFE	1,200.00
			Total									26,200.00
240082	ATKINSON, ANDELSON, LOYA, RUUD	Legal Fees	1	01	-0000	-0	-0000	-7100	-5821	-910	-BD/S	20,000.00
			Total									20,000.00
240083	CANON FINANCIAL SERVICES INC	23/24 Copier Leases	1	01	-0000	-0	-0000	-8210	-5610	-111	-OPRL	8,702.28
			2	01	-0000	-0	-0000	-8210	-5610	-456	-OPRH	8,702.28
			3	01	-0000	-0	-0000	-8210	-5610	-911	-OPRD	8,702.28
			4	01	-1100	-0	-1110	-1000	-4310	-111	-INL	630.00
			5	01	-1100	-0	-1110	-1000	-4310	-456	-IN H	630.00
			Total									27,366.84
240084	VERIZON WIRELESS	ANNUAL CELL PHONE SERVICE FOR	1	01	-0000	-0	-0000	-3600	-5900	-912	-TRAN	1,578.00
			Total									1,578.00
240085	TERMINIX	Pest Control Annual Service	1	01	-0000	-0	-0000	-8210	-5570	-911	-OPRD	15,383.00
			Total									15,383.00

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240086	SIERRA DISPOSAL	Waste Services	1	01	-0000	-0	-0000	-8210	-5560	-911	-OPRD	5,451.84
			2	01	-0000	-0	-0000	-8210	-5560	-111	-OPRL	5,451.84
			3	01	-0000	-0	-0000	-8210	-5560	-456	-OPRH	7,420.32
			Total									18,324.00
240087	EIDE BAILLY LLP	AUDITOR CONTRACT	1	01	-0000	-0	-0000	-7100	-5822	-910	-BD/S	20,000.00
			Total									20,000.00
240088	PRACTI-CAL, INC	Medi-Cal Service Contract	1	01	-9010	-0	-5760	-1110	-5810	-910	-LEA	3,000.00
			Total									3,000.00
240089	CSM CONSULTING INC	Estate Consultant	1	01	-0000	-0	-1110	-1000	-5810	-910	-ERAT	4,752.00
			Total									4,752.00
240090	FRONTIER COMMUNICATIONS	Open PO for phone services -FY	1	01	-0000	-0	-0000	-8210	-5900	-111	-OPRL	3,600.48
			2	01	-0000	-0	-0000	-8210	-5900	-456	-OPRH	4,844.40
			3	01	-0000	-0	-0000	-3600	-5900	-912	-TRAN	2,772.24
			4	01	-0000	-0	-0000	-7200	-5900	-910	-ADMD	937.20
			Total									12,154.32
240091	CSBA	Open Purchase Order School Yea	1	01	-0000	-0	-0000	-7100	-5300	-910	-BD/S	5,011.50
			2	01	-0000	-0	-0000	-7200	-5300	-910	-ADMD	5,011.50
			Total									10,023.00
240092	MISSOULA CHILDRENS THTR INC	Missoula Play Performance for	1	01	-0000	-0	-1110	-1000	-5810	-111	-IN L	2,800.00
			2	01	-0000	-0	-1110	-1000	-5810	-456	-IN H	1,700.00
			Total									4,500.00
240093	ATKINSON, ANDELSON, LOYA, RUUD	Legal Fees	1	01	-0000	-0	-0000	-7100	-5821	-910	-BD/S	30,000.00
			Total									30,000.00
240094	THOMAS PETROLEUM LLC	Bus Fuel	1	01	-0000	-0	-0000	-3600	-4360	-912	-TRAN	20,000.00
			Total									20,000.00
240095	MILLER'S TOWING	Bus/Van Repairs	1	01	-0000	-0	-0000	-3600	-5810	-912	-TRAN	2,047.25
			2	01	-0000	-0	-0000	-3600	-4360	-912	-TRAN	2,047.25
			Total									4,094.50
240096	BRITT'S DIESEL & AUTOMOTIVE	Transportation Repairs/Service	1	01	-0000	-0	-0000	-3600	-5810	-912	-TRAN	12,000.00

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240097	A-Z BUS SALES INC.	Bus Parts for Repairs	2	01	-0000	-0	-0000	-3600	-4360	-912	-TRAN	3,000.00
		Total										15,000.00
240098	INYO COUNTY PUBLIC WORKS DEPT	Monthly water fees for school	1	01	-0000	-0	-0000	-3600	-4360	-912	-TRAN	2,000.00
		Total										2,000.00
240099	LIGHTHOUSE THERAPY LLC	Annual Speech Services	1	01	-6500	-0	-5760	-1110	-5810	-910	-DISS	88,000.00
		Total										88,000.00
240100	EDWARD CAMPBELL	Reimbursement for Travel & Con	1	01	-0000	-0	-0000	-7100	-5200	-910	-BD/S	1,500.00
		Total										1,500.00
240101	MCI	MCI Long Dist	1	01	-0000	-0	-0000	-8210	-5900	-911	-OPRD	1,092.00
		Total										1,092.00
240102	DAVES AUTO PARTS	Annual Maintenance/Custodial S	1	01	-0000	-0	-0000	-8110	-4380	-911	-MAIN	3,000.00
		Total										2,500.00
240103	PRODUCERS DAIRY	Open PO for Milk Purchases	1	13	-5310	-0	-0000	-3700	-4701	-910	-CAFE	12,840.00
		Total										12,840.00
240104	DEPT OF WATER AND POWER	Annual Ag Farm DWP Lease	1	01	-7010	-0	-3800	-1000	-5610	-456	-AG	800.00
		Total										800.00
240105	GRAINGER INC	Custodial Supplies	1	01	-0000	-0	-0000	-8210	-4370	-911	-OPRD	2,500.00
		Total										2,500.00
240106	GRAINGER INC	Maintenance Supplies	1	01	-0000	-0	-0000	-8110	-4380	-911	-MAIN	10,000.00
		Total										10,000.00
240107	DAILY INDEPENDENT	Advertising	1	01	-0000	-0	-0000	-7200	-5830	-910	-ADMD	4,000.00

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
			Total									
240108	WESTERN NEVADA SUPPLY CO.	Annual Maintenance Needs	1	01	-0000	-0	-0000	-81	10	-4380	-911	-MAIN
			Total									
												1,000.00
												1,000.00
240109	SCHOOL SERVICES OF CALIF. INC.	Annual Fiscal Services Agreeeme	1	01	-0000	-0	-0000	-7200	-5300	-910	-ADMD	4,260.00
			2	01	-0000	-0	-0000	-7200	-5200	-910	-ADMD	1,100.00
			Total									
												5,360.00
240110	INYO REGISTER	Advertising	1	01	-0000	-0	-0000	-7200	-5830	-910	-ADMD	3,400.00
			Total									
												3,400.00
240111	PINCO	Pinco Transportation & Monthly	1	13	-5310	-0	-0000	-3700	-5800	-910	-CAFE	11,000.00
			Total									
												11,000.00
240112	GARDNERS	Annual Transportation Needs	1	01	-0000	-0	-0000	-3600	-4360	-912	-TRAN	850.00
			Total									
												850.00
240113	DAVES AUTO PARTS	Transportation Supplies	1	01	-0000	-0	-0000	-3600	-4360	-912	-TRAN	1,000.00
			Total									
												1,000.00
240114	GARDNERS	Annual Grounds	1	01	-0000	-0	-0000	-8210	-4370	-911	-CPLX	850.00
			Total									
												850.00
240115	INYO COUNTY RECYCLING WASTE MA	Annual Dump Fees	1	01	-0000	-0	-0000	-8210	-5560	-911	-OPRD	700.00
			2	01	-7010	-0	-3800	-8210	-5560	-456	-AG	350.00
			Total									
												1,050.00
240116	TURNTIN, LLC	Turnitin	1	01	-0000	-0	-1110	-1000	-5810	-456	-IN H	3,034.50
			Total									
												3,034.50
240117	SMALL SCHOOL DISTRICTS ASSOCIA	SSDA Annual Membership	1	01	-0000	-0	-0000	-7200	-5300	-910	-ADMD	1,100.00
			Total									
												1,100.00
240118	LIBERTY PAPER	Copy Paper	1	01	-0000	-0	-1110	-1000	-4310	-111	-IN L	1,937.35
			2	01	-0000	-0	-1110	-1000	-4310	-456	-IN H	968.67
			3	01	-0000	-0	-0000	-7200	-4350	-910	-ADMD	968.67
			Total									
												3,874.69

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240119	U.S. BANK CORPORATE PAYMENT	Maintenance/Custodial Supplies	1	01	-0000	-0	-0000	-8110	-4380	-911	-MAIN	2,500.00
		Total										2,500.00
240120	FRONTLINE TECHNOLOGIES INC	Aesop Annual Support	1	01	-0000	-0	-1110	-1000	-5840	-910	-DIST	3,434.89
		Total										3,434.89
240121	ATKINSON, ANDELSON, LOYA, RUUD	AALRR Leave Virtual Training	1	01	-0000	-0	-0000	-7200	-5810	-910	-ADMD	189.00
		Total										189.00
240122	DELL MARKETING L.P.	Add additional year to senior	1	01	-3213	-0	-1110	-1000	-5840	-910	-ESSR	4,493.76
		Total										4,493.76
240123	DELL MARKETING L.P.	Warranty Renewal for servers	1	01	-3213	-0	-1110	-1000	-5840	-910	-ESSR	2,787.06
		Total										2,787.06
240124	CASBO	CASBO	1	01	-0000	-0	-0000	-2700	-5300	-456	-ADMH	850.00
		Total										850.00
240125	FOLLETT EDUCATIONAL SERVICES	Follett Licensing and Maintena	1	01	-0000	-0	-0000	-7700	-5840	-910	-TECH	1,989.84
		Total										1,989.84
240126	EMS LINQ LLC	Titan	1	13	-5310	-0	-0000	-3700	-5810	-910	-CAFE	2,931.85
		Total										2,931.85
240127	DOCUMENT TRACKING SERVICES	Document Tracking	1	01	-0000	-0	-0000	-7200	-5810	-910	-ADMD	1,080.00
		Total										1,080.00
240128	BSN SPORTS	Game Balls VB/FB	1	01	-0000	-0	-1110	-4200	-4310	-456	-FOOT	323.23
		Total										323.23
			2	01	-0000	-0	-1110	-4200	-4310	-456	-VLBL	177.76
		Total										500.99
240129	SHI INTERNATIONAL CORP	Ubiquiti WAPs for the District	1	01	-0000	-0	-0000	-7700	-4340	-910	-TECH	11,521.79
		Total										11,521.79
240130	SHI INTERNATIONAL CORP	Replacement Cart for room 11	1	01	-3213	-0	-1110	-1000	-4490	-910	-ESSR	881.04
		Total										881.04
240131	SWANK MOVIE LICENSING USA	Swank	1	01	-0000	-0	-0000	-7700	-5810	-910	-TECH	922.00
		Total										922.00

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order 240132 Vendor U.S. BANK CORPORATE PAYMENT

Description Helmets

Ln Fu Rs Y Goal Func Obj Sch Mgmt
1 01-0000-0-1110-4200-4310-456-AD

Encumbered

3,441.47

Total 3,441.47

Purchase Order Count: 132

Grand Total

1,060,838.27

Fund Summary:

Fund 01 994,977.70

Fund 13 62,110.57

Fund 14 3,750.00

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

Margianne Genge
Authorized Agent

Board Approval

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000001-0 AUDIT

Reference Vendor
CL230002-001 CALIFORNIA'S VALUED TRUST

Description	Amount
JULY HEALTH AND WELFARE	97,300.96
Total Payment Amount	97,300.96

CL230009-005 DEPT OF WATER AND POWER

ELECTRICITY SERVICES	114.93
Total Payment Amount	114.93

CL230007-001 QUILL CORPORATION
CL230007-002 QUILL CORPORATION
CL230007-003 QUILL CORPORATION
CL230007-004 QUILL CORPORATION
CL230007-005 QUILL CORPORATION
CL230007-006 QUILL CORPORATION

OFFICE SUPPLIES	344.24
OFFICE SUPPLIES	14.64
OFFICE SUPPLIES	183.92
OFFICE SUPPLIES	14.15
OFFICE SUPPLIES	67.87
OFFICE SUPPLIES	16.47
Total Payment Amount	641.29

CL230003-001 RUDOLPH CONSTRUCTION

RE-ROOFING LPHS	79,355.00
Total Payment Amount	79,355.00

Transmittal Total 177,412.18

Fund Summary:	Fund 01
	67,715.59
	Fund 13 3,077.56
	Fund 14 79,355.00
	Fund 71 27,264.03

Transmittal Number: 24000001-0

CL230009-001 DEPT OF WATER AND POWER
CL230009-002 DEPT OF WATER AND POWER
CL230009-003 DEPT OF WATER AND POWER
CL230009-004 DEPT OF WATER AND POWER
CL230009-006 DEPT OF WATER AND POWER
CL230009-007 DEPT OF WATER AND POWER
CL230009-008 DEPT OF WATER AND POWER
CL230009-009 DEPT OF WATER AND POWER

ELECTRICITY SERVICES	883.04
ELECTRICITY SERVICES	2,622.60
ELECTRICITY SERVICES	967.23
ELECTRICITY SERVICES	571.55
ELECTRICITY SERVICES	487.35
ELECTRICITY SERVICES	1,170.12
ELECTRICITY SERVICES	178.66
ELECTRICITY SERVICES	2,464.76
Total Payment Amount	9,345.31

CL230012-001 EDWARD CAMPBELL

MILEAGE REIMBURSEMENT	75.98
Total Payment Amount	75.98

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000001-0		Reference Vendor		Description	Amount
CL230011-001	EMPLOYMENT DEVELOPMENT DEPT	SCHOOL EMPLOYEES FUND		Total Payment Amount	206.30
CL230001-001	JAB COMMUNICATIONS INC	LABOR FOR VAPE DETECTORS			1,616.76
CL230001-002	JAB COMMUNICATIONS INC	LABOR FOR VAPE DETECTORS		Total Payment Amount	1,406.76
					3,023.52
CL230006-001	LONE PINE COMMUNICATIONS	STUDENT INTERNET		Total Payment Amount	655.16
CL230010-001	MCI	LONG DISTANCE PHONE SERVICE		Total Payment Amount	85.09
CL230004-001	TERMINIX	PEST CONTROL SERVICES		Total Payment Amount	126.50
CL230008-001	VERIZON WIRELESS	PHONE SERVICES FOR IT		Total Payment Amount	131.76
CL230005-001	WEX BANK	TRANSPORTATION FUEL COSTS		Total Payment Amount	1,192.08
		Transmittal Total			14,841.70
Transmittal Number: 24000002-0 AUDIT		Fund Summary:		Fund 01	14,841.70
CL230024-001	AMERIGAS	PROPANE		Total Payment Amount	1,180.70
					1,180.70
CL230022-001	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL FEES		Total Payment Amount	3,549.88
					3,549.88
CL230027-001	INYO CO OFFICE OF ED	SPEECH SERVICES			94,615.40
CL230028-001	INYO CO OFFICE OF ED	STUDENT COUNSELING			2,100.00
CL230029-001	INYO CO OFFICE OF ED	CAMPUS SAFETY PROJECT-VAPE DET			25,052.00
		Total Payment Amount			121,767.40

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000002-0 AUDIT

Reference	Vendor	Description	Amount
CL230020-003	INYO COUNTY WATER SYSTEMS	WATER FEES	286.92
Total Payment Amount			286.92
CL230026-001	PINCO	CAFE SUPPLIES	154.60
Total Payment Amount			154.60

Transmittal Total 126,939.50

Fund Summary: Fund 01 126,784.90
Fund 13 154.60

Transmittal Number: 24000002-0

CL230015-001 BISHOP UNIFIED SCHOOL DISTRICT

NURSE CONTRACT 1.23 TO 6.23 8,256.12
Total Payment Amount 8,256.12

CL230025-001	GRAINGER INC	CUSTODIAL/MAINTENANCE SUPPLIES	64.29
CL230025-002	GRAINGER INC	CUSTODIAL/MAINTENANCE SUPPLIES	232.91
CL230025-003	GRAINGER INC	CUSTODIAL/MAINTENANCE SUPPLIES	122.28
CL230025-004	GRAINGER INC	CUSTODIAL/MAINTENANCE SUPPLIES	233.55
CL230025-005	GRAINGER INC	CUSTODIAL/MAINTENANCE SUPPLIES	59.74
Total Payment Amount			712.77

CL230020-001	INYO COUNTY WATER SYSTEMS	WATER FEES	89.66
CL230020-002	INYO COUNTY WATER SYSTEMS	WATER FEES	286.92
CL230020-004	INYO COUNTY WATER SYSTEMS	WATER FEES	286.92
CL230020-005	INYO COUNTY WATER SYSTEMS	WATER FEES	286.92
CL230020-006	INYO COUNTY WATER SYSTEMS	WATER FEES	286.92
CL230020-007	INYO COUNTY WATER SYSTEMS	WATER FEES	89.66
CL230020-008	INYO COUNTY WATER SYSTEMS	WATER FEES	286.92
Total Payment Amount			1,613.92

CL230019-001	INYO REGISTER	JOB ANNOUNCEMENTS	294.43
Total Payment Amount			294.43

CL230017-001	JOSTENS	DIPLOMA COVERS	308.11
Total Payment Amount			308.11

PV240002-001	MARJIANNE YONGE	PICK UP NEW VAN IN BAKERSFIEL	224.01
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AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000002-0

Total Payment Amount 224.01

Reference Vendor
PV240001-001 MOUNTAIN INVESTMENTS INC

Description Amount
CERO GORDO SITE RENT 315.28
Total Payment Amount 315.28

CL230013-002 RUDOLPH CONSTRUCTION

LIBRARY SIDING 1ST PAYMENT
Total Payment Amount 19,413.00

CL230018-001 SOUTHERN INYO HEALTHCARE DIST
CL230018-002 SOUTHERN INYO HEALTHCARE DIST

TB TEST FOR EMPLOYEES 136.96
TB TEST FOR EMPLOYEES 25.00
Total Payment Amount 161.96

CL230014-001 SYSCO VENTURA

SNACK SUPPLIES FOR SUMMER PROG 707.05
Total Payment Amount 707.05

Transmittal Total 32,006.65

Fund Summary: Fund 01 32,006.65

Transmittal Number: 24000002-1 AUDIT
CL230016-001 LIGHTHOUSE THERAPY LLC

OT/SPEECH SERVICES 729.30
Total Payment Amount 729.30

CL230021-001 MORALES ROOTER

CLEARING SEWER LINE 670.00
Total Payment Amount 670.00

Transmittal Total 1,399.30

Fund Summary: Fund 01 1,399.30

Transmittal Number: 24000003-0 AUDIT
MV240001-001 ACSA

ECAMPBELL MEMBERSHIP DUES 1,296.75
Total Payment Amount 1,296.75

Transmittal Total 1,296.75

Fund Summary: Fund 01 1,296.75

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 2400003-0

Reference Vendor
PO240067-001 ACSA

Description	Amount
Annual Membership	220.00
Total Payment Amount	220.00

PO240078-001 BRADY INDUSTRIES
PO240078-002 BRADY INDUSTRIES

Custodial Supplies	842.94
Custodial Supplies	112.04
Total Payment Amount	954.98

PO240027-001

ESGI

License Renewal	246.00
Total Payment Amount	246.00

CL230030-001

PINCO

MONTHLY TRANSPORTATION EXPENSE	1,111.77
Total Payment Amount	1,111.77
Transmittal Total	2,532.75

Transmittal Number: 2400004-0 AUDIT
PO240083-001 CANON FINANCIAL SERVICES INC

Fund Summary:	Fund 01
	Fund 13
	1,420.98
	1,111.77

CL230040-001

DAILY INDEPENDENT

23/24 Copier Leases	2,190.38
Total Payment Amount	2,190.38
JOB ANNOUNCEMENTS	
Total Payment Amount	1,125.00

CL230035-005

DAVES AUTO PARTS

MAINTENANCE/TRANS SUPPLIES	11.84
Total Payment Amount	11.84

CL230031-001 DELL MARKETING L.P.
CL230032-001 DELL MARKETING L.P.
CL230033-001 DELL MARKETING L.P.

CHROMEBOOKS	14,714.61
CHROMEBOOKS	15,523.77
CHROMEBOOKS	31,047.55
Total Payment Amount	61,285.93

CL230037-003

GRAINGER INC

MAINTENANCE SUPPLIES	27.10
Total Payment Amount	27.10

PO240098-008

INYO COUNTY WATER SYSTEMS

Monthly water fees for school	286.92
Total Payment Amount	286.92

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000004-0 AUDIT

Reference	Vendor	Description	Amount
CL230042-004	U.S. BANK	JUNE 23-US BANK	55.00
CL230042-011	U.S. BANK	JUNE 23-US BANK	786.58
CL230042-018	U.S. BANK	JUNE 23-US BANK	398.57
CL230042-025	U.S. BANK	JUNE 23-US BANK	40.55
CL230042-026	U.S. BANK	JUNE 23-US BANK	605.47
Total Payment Amount			1,886.17

Transmittal Total 66,813.34

Fund Summary: Fund 01 66,813.34

Transmittal Number: 24000004-0

PO240005-001 AMERICAN BUSINESS MACHINES

Copier Staples
Total Payment Amount 165.74

CL230041-001 AMERIGAS

PROPANE
Total Payment Amount 153.82

CL230039-001 BISHOP VET HOSPITAL

AG SUPPLIES
Total Payment Amount 78.21

PO240056-001 CASBO

CASBO Member
Total Payment Amount 850.00

PO240091-001 CSBA
PO240091-002 CSBA

Open Purchase Order School Yea 6,453.00
Open Purchase Order School Yea 3,570.00
Total Payment Amount 10,023.00

CL230035-001	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	19.92
CL230035-002	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	117.59
CL230035-003	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	197.32
CL230035-004	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	20.46
CL230035-006	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	12.84
CL230035-007	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	33.21
CL230035-008	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	26.93
CL230035-009	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	23.69
CL230035-010	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	50.63
CL230035-011	DAVES AUTO PARTS	MAINTENANCE/TRANS SUPPLIES	6.58

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000004-0

Total Payment Amount		509.17
Reference	Vendor	Description Amount
PO240090-001	FRONTIER COMMUNICATIONS	Open PO for phone services -FY 80.34
PO240090-002	FRONTIER COMMUNICATIONS	Open PO for phone services -FY 158.35
PO240090-003	FRONTIER COMMUNICATIONS	Open PO for phone services -FY 77.72
PO240090-004	FRONTIER COMMUNICATIONS	Open PO for phone services -FY 531.84
PO240090-005	FRONTIER COMMUNICATIONS	Open PO for phone services -FY 228.62
PO240090-006	FRONTIER COMMUNICATIONS	Open PO for phone services -FY 80.32
Total Payment Amount		1,157.19
PV240004-001	FRONTLINE TECHNOLOGIES INC	ABSENCE & SUBSTITUTE MANAGEMEN 3,434.89
Total Payment Amount		3,434.89
CL230037-001	GRAINGER INC	MAINTENANCE SUPPLIES 77.42
CL230037-002	GRAINGER INC	MAINTENANCE SUPPLIES 69.26
Total Payment Amount		146.68
PO240007-001	IMAGINE LEARNING LLC	Edgenuity 6-12 35,175.00
Total Payment Amount		35,175.00
PO240098-001	INYO COUNTY WATER SYSTEMS	Monthly water fees for school 89.66
PO240098-002	INYO COUNTY WATER SYSTEMS	Monthly water fees for school 286.92
PO240098-003	INYO COUNTY WATER SYSTEMS	Monthly water fees for school 286.92
PO240098-004	INYO COUNTY WATER SYSTEMS	Monthly water fees for school 286.92
PO240098-005	INYO COUNTY WATER SYSTEMS	Monthly water fees for school 286.92
PO240098-006	INYO COUNTY WATER SYSTEMS	Monthly water fees for school 286.92
PO240098-007	INYO COUNTY WATER SYSTEMS	Monthly water fees for school 89.66
Total Payment Amount		1,613.92
CL230038-001	KIBS-FM	JOB ANNOUNCEMENTS 50.00
Total Payment Amount		50.00
PV240003-001	MODERN TROPHY	NAME PLATE 41.33
Total Payment Amount		41.33
CL230034-002	MOHAWK USA	CARRY CASES FOR CHROMEBOOKS 3,319.01
Total Payment Amount		3,319.01

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000005-0
Reference Vendor
PO240004-002 RENAISSANCE LEARNING

Description	Amount
Renaissance	4,603.70
Total Payment Amount	4,603.70

Transmittal Total 4,603.70

Fund Summary: Fund 01 4,603.70

Transmittal Number: 24000006-0 AUDIT
PO240079-001 CALIFORNIA BROADBAND COOPERATI

Description	Amount
Annual Erate Year Contract 7/2	490.06
Total Payment Amount	490.06

Total Payment Amount 4,738.18

PV240009-001 EMPLOYMENT DEVELOPMENT DEPT.

2QTR EDD PREMIUM 4,738.18

PO240054-001 LAMINATION DEPOT

Description	Amount
Lamination	570.00
Total Payment Amount	570.00

PV240005-001 RUDOLPH CONSTRUCTION
PV240006-001 RUDOLPH CONSTRUCTION
PV240007-001 RUDOLPH CONSTRUCTION

Description	Amount
REPLACE DOOR LO-INYO RM #8	4,320.26
ADD'L WORK FOR RE-ROOF	1,770.00
LIBRARY SIDING	19,147.00
Total Payment Amount	25,237.26

PO240077-001 SISC II-PROPERTY & LIABILITY

Description	Amount
2023/2024 Property & Liability	81,780.91
Total Payment Amount	81,780.91

Transmittal Total 112,816.41

Transmittal Number: 24000006-0
PO240121-001 ATKINSON, ANDELSON, LOYA, RUUD

Description	Amount
AALRR Leave Virtual Training	189.00
Total Payment Amount	189.00

PO240028-001 DISCOUNT SCHOOL SUPPLY

Description	Amount
Classroom supplies	220.72
Total Payment Amount	220.72

PO240008-001 SAVVAS LEARNING CO. LLC

Description	Amount
2024 Envision K-8 Math Adoptio	1,317.38

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000006-0	Reference	Vendor	Description	Amount
PO240009-001	SAVVAS LEARNING CO. LLC	Envision 2024 6yr 9-12 Math	Total Payment Amount	21,903.42
PO240053-001	SCHOOL SPECIALTY LLC	Office Supplies	Total Payment Amount	23,220.80
PV240010-001	SISC I - WORK COMP	2ND QTR 2023 WC PREMIUM	Total Payment Amount	574.60
CL230043-001	STATE OF CALIFORNIA	FINGERPRINTS AND BACKGROUND CH	Total Payment Amount	574.60
PO240094-001	THOMAS PETROLEUM LLC	Bus Fuel	Total Payment Amount	9,686.53
Fund Summary:				34,971.12
Fund 01				34,778.15
Fund 13				192.97
Transmittal Number: 24000006-1 AUDIT	PV240008-001	CARPET FOR YOUR HOME	DEPOSIT FOR FLOORING	10,000.00
Total Payment Amount				10,000.00
Transmittal Total				10,000.00
Fund Summary:				10,000.00
Fund 14				10,000.00
Transmittal Number: 24000007-0 AUDIT	CL230044-001	ATKINSON, ANDELSON, LOYA, RUUD	JUNE ATTORNEY FEES	304.51
Total Payment Amount				304.51
CL230045-001	CALIFORNIA'S VALUED TRUST	HEALTH AND WELFARE PREMIUM	Total Payment Amount	89,539.81
PO240059-001	DEPT OF WATER AND POWER	DWP Annual Power Services	Total Payment Amount	89,539.81
PO240059-002	DEPT OF WATER AND POWER	DWP Annual Power Services		516.75
PO240059-003	DEPT OF WATER AND POWER	DWP Annual Power Services		1,344.72
				180.22

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 2400007-0 AUDIT

Reference	Vendor	Description	Amount
PO240059-004	DEPT OF WATER AND POWER	DWP Annual Power Services	3,044.56
PV240013-001	DEPT OF WATER AND POWER	OLANCHA ELECTRICITY	651.50
		Total Payment Amount	5,737.75
PO240017-001	HOUGHTON MIFFLIN	Student Textbooks for Science	2,623.23
		Total Payment Amount	2,623.23
PO240016-006	QUILL CORPORATION	Office Supplies	19.22
		Total Payment Amount	19.22
PO240008-002	SAVVAS LEARNING CO. LLC	2024 Envision K-8 Math Adoptio	103,882.17
		Total Payment Amount	103,882.17
PO240084-001	VERIZON WIRELESS	ANNUAL CELL PHONE SERVICE FOR	126.77
		Total Payment Amount	126.77
PO240030-001	WOODBURN PRESS	Planners	144.77
		Total Payment Amount	144.77
		Transmittal Total	202,378.23
Fund Summary:			
		Fund 01	173,785.13
		Fund 13	3,077.56
		Fund 71	25,515.54
Transmittal Number: 2400007-0			
PV240011-001	ACSA	DISTRICT DUES	780.00
		Total Payment Amount	780.00
PO240046-001	AXES FIRE PROTECTION	ANNUAL SERVICE OF FIRE EXTINGU	3,067.87
		Total Payment Amount	3,067.87
PV240012-001	CALPERS	RETIRED ANNUITANT FEE	600.00
		Total Payment Amount	600.00
PO240038-001	EMERGENCY MEDICAL PRODUCTS, IN	Medical Supplies	44.58
		Total Payment Amount	44.58

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000007-0

Reference Vendor
PV240014-001 MARJIANNE YONGE

Description	Amount
MILEAGE REIMBURSEMENT-P/U VAN	225.32
Total Payment Amount	225.32

PO240016-001	QUILL CORPORATION	Office Supplies	25.85
PO240016-002	QUILL CORPORATION	Office Supplies	1,440.91
PO240016-003	QUILL CORPORATION	Office Supplies	46.70
PO240016-004	QUILL CORPORATION	Office Supplies	44.81
PO240016-005	QUILL CORPORATION	Office Supplies	65.49
PO240016-007	QUILL CORPORATION	Office Supplies	12.07
PO240016-008	QUILL CORPORATION	Office Supplies	424.55
PO240016-009	QUILL CORPORATION	Office Supplies	41.38
Total Payment Amount			2,101.76

PO240069-001	SAN JOAQUIN OFFICE OF ED	EDJOIN	800.00
Total Payment Amount			800.00

PV240015-001	SAVVAS LEARNING COMPANY LLC	TEXT BOOKS	1,450.48
Total Payment Amount			1,450.48

PO240063-001	SOUTHERN INYO HEALTHCARE DIST	Annual TB Test	25.00
Total Payment Amount			25.00

Transmittal Total		9,095.01
Fund Summary:	Fund 01	9,095.01

Transmittal Number: 24000008-0 AUDIT
PV240021-001 ACSA

PRINCIPAL DUES	2,405.90
Total Payment Amount	2,405.90

PO240059-007	DEPT OF WATER AND POWER	DWP Annual Power Services	1,109.15
Total Payment Amount			1,109.15

PO240125-001	FOLLETT EDUCATIONAL SERVICES	Follett Licensing and Maintena	1,989.84
Total Payment Amount			1,989.84

PO240015-001	SCHOOL MATE	Student/Teacher Planners	438.00
Total Payment Amount			438.00

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000008-0 AUDIT

Reference Vendor
PO240086-003 SIERRA DISPOSAL

Description	Amount
Waste Services	1,362.96
Total Payment Amount	1,362.96

PO240116-001 TURINITIN, LLC

Description	Amount
Turnitin	3,034.50
Total Payment Amount	3,034.50

CL230047-001 U.S. BANK CORPORATE PAYMENT
PV240018-001 U.S. BANK CORPORATE PAYMENT
PV240019-001 U.S. BANK CORPORATE PAYMENT

Description	Amount
POOL AND OFFICE SUPPLIES	45.23
PROTECTED BULLITTEN BOARD	474.09
WINDOW BLINDS	286.01
Total Payment Amount	805.33

Transmittal Total 11,145.68

Fund Summary: Fund 01 11,145.68

Transmittal Number: 24000008-0
PO240076-001 AMERIGAS

Description	Amount
ANNUAL AMERIGAS PROPANE COSTS	137.23
Total Payment Amount	137.23

PO240040-001 BENCHMARK EDUCATION COMPANY

Description	Amount
Decodable Books	229.61
Total Payment Amount	229.61

PO240048-001 COMMUNITY PRINTING & PUBL.
PO240048-002 COMMUNITY PRINTING & PUBL.
PO240066-001 COMMUNITY PRINTING & PUBL.

Description	Amount
Envelopes	125.06
Envelopes	405.46
Envelopes	241.43
Total Payment Amount	771.95

PO240107-001 DAILY INDEPENDENT

Description	Amount
Advertising	1,320.00
Total Payment Amount	1,320.00

PO240102-001 DAVES AUTO PARTS
PO240102-002 DAVES AUTO PARTS
PO240102-003 DAVES AUTO PARTS
PO240102-004 DAVES AUTO PARTS
PO240102-005 DAVES AUTO PARTS
PO240102-006 DAVES AUTO PARTS

Description	Amount
Annual Maintenance/Custodial S	49.54
Annual Maintenance/Custodial S	39.86
Annual Maintenance/Custodial S	58.17
Annual Maintenance/Custodial S	43.09
Annual Maintenance/Custodial S	18.43
Annual Maintenance/Custodial S	21.54
Total Payment Amount	230.63

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 2400008-0		Reference Vendor		Description	Amount
PO240059-005		DEPT OF WATER AND POWER		DWP Annual Power Services	711.87
PO240059-006		DEPT OF WATER AND POWER		DWP Annual Power Services	2,889.65
PO240059-008		DEPT OF WATER AND POWER		DWP Annual Power Services	123.52
				Total Payment Amount	3,725.04
PO240028-002		DISCOUNT SCHOOL SUPPLY		Classroom supplies	17.23
				Total Payment Amount	17.23
PO240127-001		DOCUMENT TRACKING SERVICES		Document Tracking	1,080.00
				Total Payment Amount	1,080.00
PO240038-002		EMERGENCY MEDICAL PRODUCTS		Medical Supplies	62.92
				Total Payment Amount	62.92
PO240126-001		EMS LINQ LLC		Titan	2,931.85
				Total Payment Amount	2,931.85
PO240110-001		INYO REGISTER		Advertising-JOB ANNOUNCEMENTS	191.88
				Total Payment Amount	191.88
PO240118-001		LIBERTY PAPER		Copy Paper	3,874.69
				Total Payment Amount	3,874.69
PO240026-001		LITERACY RESOURCES LLC		Pre K curriculum	99.00
				Total Payment Amount	99.00
PO240036-001		MCGRAW HILL		Social Studies Books	1,720.38
				Total Payment Amount	1,720.38
PO240101-001		MCI		MCI Long Dist	85.76
				Total Payment Amount	85.76
PO240080-001		MOUNTAIN INVESTMENTS INC		Cerro Gordo Site Rent-Trans Re	315.28
				Total Payment Amount	315.28
CL230046-001		SILVERLINE STRUCTURES		FINAL PAYMENT FOR HAYBARN	9,903.79
				Total Payment Amount	9,903.79

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000008-0

Reference Vendor
PO240131-001 SWANK MOVIE LICENSING USA

Description Amount
Swank 922.00
Total Payment Amount 922.00

PO240085-001

TERMINIX

Pest Control Annual Service
Total Payment Amount

126.50
126.50

CL230047-002 U.S. BANK CORPORATE PAYMENT
CL230047-003 U.S. BANK CORPORATE PAYMENT
CL230047-004 U.S. BANK CORPORATE PAYMENT
CL230048-001 U.S. BANK CORPORATE PAYMENT
CL230049-001 U.S. BANK CORPORATE PAYMENT
PV240016-001 U.S. BANK CORPORATE PAYMENT
PV240017-001 U.S. BANK CORPORATE PAYMENT
PV240020-001 U.S. BANK CORPORATE PAYMENT

WORK THRU LUNCH 11.48
WORK THRU LUNCH 41.24
POOL SUPPLIES 69.05
CA DEPT OF TAX AND FEE ADMIN 31.09
OFFICE SUPPLIES 69.05
DO OFFICE SUPPLIES 924.54
SWAMP COOLERS 3,696.95
QUICKBOOKS SUBSCRIPTION 55.00
Total Payment Amount 4,898.40

PO240075-001

WEX BANK

Open Purchase Order for Fuel C
Total Payment Amount

348.80
348.80

Transmittal Number: 24000008-1 AUDIT
PO240008-003 SAVVAS LEARNING CO. LLC

2024 Envision K-8 Math Adoptio
Total Payment Amount

1,540.14
1,540.14

Fund Summary: Fund 01 1,540.14
Transmittal Total 1,540.14

Payment Count: 114 Transmittal Count: 18 Grand Total: 911,957.63

AUGUST 16, 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 08/16/2023

05 Lone Pine Unified

Fiscal Year: 2024

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.

Margianne Genge
Authorized Agent

Board Approval