

MUROC JOINT UNIFIED SCHOOL DISTRICT REGULAR BOARD MEETING

District Board Room

Richard B. Lynch Educational Center
17100 Foothill Avenue ♦ North Edwards, CA 93523

BOARD OF TRUSTEES

Sherman Burkhead Jr., President
Matt Carter, Clerk
Deandra Gelardo, Member
Melinda Marchlewicz, Member
Tatiana Matta, Member

SUPERINTENDENT

Kevin D. Cordes

STUDENT BOARD MEMBERS

Anne Cordes, Boron High School
Ariel Fernandez, Desert High School

BOARD MEETING AGENDA

Wednesday, February 13, 2019 - 5:00 p.m.

CALL TO ORDER

FLAG SALUTE

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBER

Tatiana Matta

APPROVAL OF AGENDA

PUBLIC COMMENTS

At this time, the public may address the Board on any matter pertaining to the District that is not on the agenda. Each member of the public wishing to speak is requested to limit his/her comments to three minutes. The Board will consider public input, but cannot take any action at this meeting.

NO ACTION TO BE TAKEN

A. Board of Trustee Goal Setting Workshop

B. Wellness Plan Workshop

PRESENTATIONS/INFORMATION ITEMS/BOARD POLICY/REPORTS

Page

Information Items

- ♦ Construction Update: Kevin Cordes
- ♦ Fiscal Update: Trevor Walker
- ♦ Differentiated Assistance: Brent Tan

Board Policy/Administrative Regulation *(First Reading)*

- ♦ BP 5131.2, Bullying
- ♦ BP/AR 5141.52, Suicide Prevention

BP 2-9

BP 10-19

Reports

- ◆ Student Board Members
- ◆ Muroc Education Association (MEA)
- ◆ California School Employees Association (CSEA)
- ◆ Principals
- ◆ Superintendent

CONSENT AGENDA**Page**

All matters listed under Consent Agenda are considered by the Board to be routine and will be enacted by one motion in the form listed below, unless any member of the Board requests that an item be removed from the Consent Agenda for separate consideration.

***BY GENERAL CONSENT THE FOLLOWING AGENDA ITEMS ARE
APPROVED/ADOPTED/RATIFIED***

A. Adoption of Minutes

- | | |
|--|--------|
| 1. Regular Board Meeting, January 16, 2019 | CA 2-4 |
| 2. Special Board Meeting, January 31, 2019 | CA 5 |

B. Adoption of Resolutions

- | | |
|---|--------|
| 1. Resolution 2-19-01, National School Breakfast Week (March 4-8, 2019) | CA 6-7 |
|---|--------|

C. Deposit Transactions Report, December 2018

CA 8-9

D. Accounts Payables Report, December 2018

CA 10-17

E. Spring Sports Schedules, Desert Junior-Senior High School

CA 18-22

F. Student Body Account Reports, Branch Elementary, Boron Junior-Senior High, Desert Junior-Senior High Schools, December 2018

CA 23-27

G. Approval of 2017-18 School Accountability Report Cards

(Available at the District Office and on the District website: www.muroc.k12.ca.us)

H. Contracts

- | | |
|---|----------|
| 1. Amendment to WAN Telecommunications Service Agreement with Conterra Wireless Broadband, LLC | CA 28 |
| 2. Agreement with Kurey & Associates for Labor Compliance Field Investigation and Administrative Services | CA 29-36 |
| 3. Agreement with Jeanette L. Garcia & Associates for Auditing Services for Fiscal Years Ending June 30, 2019, 2020, and 2021 | CA 37-43 |

I. Personnel Actions

- | | |
|--|----------|
| 1. Certificated Stipends | CA 44-45 |
| 2. Certificated Resignation | CA 46 |
| 3. Certificated Appointments | CA 47 |
| 4. Classified Resignations | CA 48 |
| 5. Classified Assignment Changes | CA 49 |
| 6. Classified Employees | CA 50 |
| 7. Classified Substitutes | CA 51-52 |
| 8. District Volunteers | CA 53 |
| 9. Resolution 2-19-02; Increase Positions of Classified Services Special Education Instructional Aide SCIA, Special Needs Van Driver | CA 54 |

J. Approval of 2018-19 Consolidated Application, Phase II

ACTION AGENDA**Page**

Any resident of the District or staff member interested in speaking on an item listed under the Action Agenda, or an item that has been removed from the Consent Agenda and placed on the Action Agenda, should ask for recognition from the Board President to speak on the issue at the time it is being discussed.

- A. Public Hearing-District Wellness Plan:** A Public Hearing will be held to solicit information from parents, staff, and members of the community on updates to the District Wellness Plan. *(Available at the District Office and on the District website: www.muroc.k12.ca.us)*
- B. Consideration/Possible Action: Approval of Resolution 2-19-03, To Adopt Administrative Regulation 3311 on Bids, Including Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act** AA 2-12
- C. Consideration/Possible Action: Approval of Kern County Consortium SELPA's Local Plan for Special Education to be in Place at the Beginning of the 2019-20 School Year** AA 13-41
- D. Consideration/Possible Action: Cast Vote in 2019 CSBA Delegate Assembly Election** AA 42-50

BOARD REPORTS/COMMENTS

- ◆ Board Member Reports and/or Comments

ANNOUNCE CLOSED SESSION ITEMS**CLOSED SESSION**

The Board will consider and may act upon any of the following items in Closed Session. Any action taken will be reported publicly at the end of the Closed Session as required by law.

- A. Personnel Matters
 - 1. Pursuant to Government Code Section 54957;
 - a. Public Employee Discipline/Dismissal/Release/Employment
- B. Confer with Labor Negotiator
 - 1. Certificated Bargaining Unit
 - 2. Classified Bargaining Unit
 - 3. Unrepresented Employee Groups
- C. Pursuant to Government Code Section 54956.9;
 - 1. Conference with Legal Counsel-Anticipated Litigation *(1 potential case)*
- D. Complaints

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION**PUBLIC COMMENTS**

At this time, the public may address the Board on any matter pertaining to the District that is not on the agenda. Each member of the public wishing to speak is requested to limit his/her comments to three minutes. The Board will consider public input, but cannot take any action at this meeting.

ADJOURNMENT

MUROC JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

***WELCOMES YOU AND APPRECIATES
YOUR INTEREST IN OUR SCHOOLS***

The Board of Trustees represents the residents of the Muroc Joint Unified School District as the elected body created to determine, establish, and uphold the educational policies of the District. The Board functions under the laws of the State of California, but is authorized to plan for an educational program tailored to both the needs and resources of the communities served. The following information is provided to assist the community in understanding the Board's proceedings and to participate in those proceedings. These rules and procedures help the Board conduct business in an orderly and efficient manner and allocate available time.

ADDRESSING THE BOARD	BOARD RESPONSE TO PUBLIC COMMENT
The District welcomes comments from the public at appropriate times during the meeting. The public may address the Board concerning items on the agenda as those items are taken up, prior to Board discussion and deliberation. The public may also address the Board on items not on the agenda but within the jurisdiction of the Board at the time designated. Each speaker must fill out a "Speaker Request Form" at the beginning of the meeting stating the speaker's name and the subject to be addressed, and provide the form to the Superintendent's Secretary at the beginning of the meeting. Please wait to be recognized by the Board President. Comments should be addressed to the Board as a whole and not to individual members or District employees. Unless otherwise determined by the Board, each person is limited to three minutes per item. If multiple speakers wish to speak on a specific item, the total time allotted will be limited to twenty minutes.	The purpose of public comment is to offer an opportunity for members of the public to provide information to school board members. Board action on matters not listed on the agenda is prohibited by law with limited exceptions, and Board discussion on non-agenda items must also be limited as required by law. Board members may, but are not required to, briefly respond to statements made or questions posed by members of the public, refer an item to staff for study and analysis, or request that an item be placed on a future agenda. Staff members are not required to address or respond to comments by the public. Note: Under limited circumstances, the Board may discuss and act on matters not on the agenda if they involve certain emergency situations or if the need to act is critical and came to the attention of the Board and staff after posting the agenda.
COMPLAINTS AGAINST DISTRICT EMPLOYEES	CLOSED SESSION
Whenever a member of the public initiates a specific complaint(s) or charge(s) against an employee, the Board President shall inform the complainant that it is the policy of the Board to hear such complaints or charges with advance notice to the affected employee, in closed session unless otherwise requested by the employee pursuant to Government Code section 44957. This protects the employee's right to adequate notice before a hearing of such complaints and charges, and also preserves the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee. The Board President shall encourage a complainant wishing to discuss employee performance to follow the appropriate District complaint or appeal procedure. Speakers should be aware that they remain legally liable for statements made at the school board meeting. Public testimony is not protected from damage claims for libel or slander.	While most school business is conducted in an open, public session, under limited circumstances the Board may adjourn to a closed session to consider certain kinds of issues, such as real estate and labor negotiations, personnel matters, litigation, complaints or charges against employees, and student matters. These items will be listed on the agenda. When required, the Board will report out in open session certain actions approved in the closed session.
For information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting, please contact the Superintendent.	ACCESS TO DOCUMENTS
	Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the District can be inspected at the following address during normal business hours: Muroc Joint Unified School District 17100 Foothill Avenue – North Edwards, California 93523 Monday-Friday, 8:00 a.m. – 3:30 p.m.

MUROC JOINT UNIFIED SCHOOL DISTRICT

BOARD MEETING BACK-UP MATERIAL

BOARD POLICIES
ADMINISTRATIVE REGULATIONS

February 13, 2019

REPLACES OLD BOARD POLICY

MJUSD
DIVISION 5000
STUDENTS

BULLYING

BP 5131.2(a)

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

REPLACES OLD BOARD POLICY

BULLYING

BP 5131.2(b)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. *(Education Code 234.1)*

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.

(Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

REPLACES OLD BOARD POLICY

BULLYING

BP 5131.2(c)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

REPLACES OLD BOARD POLICY

BULLYING

BP 5131.2(d)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062
J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California's Social and Emotional Learning: Guiding Principles, 2018

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

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Guidance to Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

REPLACES OLD BOARD POLICY

BULLYING

BP 5131.2(e)

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

California Office of the Attorney General: <http://oag.ca.gov>

Center on Great Teachers and Leaders: <http://gtlcenter.org>

Collaborative for Academic Social and Emotional Learning: <http://casel.org>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

Partnership for Children and Youth: <http://www.partnerforchildren.org>

U.S. Department of Education: <http://www.ed.gov>

First Reading: 2/13/19

Governing Board Adoption:

REPLACED BY NEW BOARD POLICY

MJUSD
DIVISION 5000
STUDENTS

BULLYING

BP 5131.2(a)

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

REPLACED BY NEW BOARD POLICY

BULLYING

BP 5131.2(b)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Legal Reference:

Education Code

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

Penal Code

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

United States Code, Title 47

254 Universal service discounts (e-rate)

Court Decisions

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA Publications

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

California Department Of Education Publications

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

Bullying at School, 2003

REPLACED BY NEW BOARD POLICY

BULLYING

BP 5131.2(c)

U.S. Department Of Education, Office For Civil Rights Publications

Dear Colleague Letter: Harassment and Bullying, October 2010

Web Sites

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

First Reading: 4/17/13

Governing Board Adoption: 5/8/13

OBSOLETE

REPLACES OLD BOARD POLICY

MJUSD
DIVISION 5000
STUDENTS

SUICIDE PREVENTION

BP 5141.52(a)

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, and community organizations.

(cf. 1220 - Citizen Advisory Committees)

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

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
(cf. 6142.8 - Comprehensive Health Education)
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

REPLACES OLD BOARD POLICY

SUICIDE PREVENTION

BP 5141.52(b)

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 *Student suicide prevention policies*

215.5 *Suicide prevention hotline contact information on student identification cards*

216 *Suicide prevention online training programs*

32280-32289 *Comprehensive safety plan*

49060-49079 *Student records*

49602 *Confidentiality of student information*

49604 *Suicide prevention training for school counselors*

GOVERNMENT CODE

810-996.6 *Government Claims Act*

PENAL CODE

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

5698 *Emotionally disturbed youth; legislative intent*

5850-5883 *Children's Mental Health Services Act*

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration:

<http://www.samhsa.gov>

First Reading: 2/13/19

Governing Board Adoption:

REPLACES OLD ADMINISTRATIVE REGULATION

MJUSD
DIVISION 5000
STUDENTS
ADMINISTRATIVE REGULATION

SUICIDE PREVENTION

AR 5141.52(a)

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. *(Education Code 215.5)*

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. *(Education Code 215)*

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors
(cf. 5131.6 - Alcohol and Other Drugs)
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)
7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed
8. District procedures for responding after a suicide has occurred

REPLACES OLD ADMINISTRATIVE REGULATION

SUICIDE PREVENTION

AR 5141.52(b)

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. *(Education Code 49602)*

(cf. 5141 - Health Care and Emergencies)

School employees shall act only within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental illness unless specifically licensed and employed to do so. *(Education Code 215)*

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

REPLACES OLD ADMINISTRATIVE REGULATION

SUICIDE PREVENTION

AR 5141.52(c)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible
(*cf. 0450 - Comprehensive Safety Plan*)
(*cf. 5141 - Health Care and Emergencies*)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.
(*cf. 5125 - Student Records*)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.
(*cf. 5141.4 - Child Abuse Prevention and Reporting*)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.
(*cf. 1112- Media Relations*)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

REPLACED BY NEW BOARD POLICY

MJUSD
DIVISION 5000
STUDENTS

SUICIDE PREVENTION

BP 5141.52(a)

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

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

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
(cf. 6142.8 - Comprehensive Health Education)
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

SUICIDE PREVENTION

BP 5141.52(b)

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (*Education Code 215*)

Legal Reference:

EDUCATION CODE

215 *Student suicide prevention policies*
32280-32289 *Comprehensive safety plan*
49060-49079 *Student records*
49602 *Confidentiality of student information*
49604 *Suicide prevention training for school counselors*

GOVERNMENT CODE

810-996.6 *Government Claims Act*

PENAL CODE

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

5698 *Emotionally disturbed youth; legislative intent*
5850-5883 *Mental Health Services Act*

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

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National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>
American Foundation for Suicide Prevention: <http://afsp.org>
American Psychological Association: <http://www.apa.org>
American School Counselor Association: <http://www.schoolcounselor.org>
California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>
California Department of Health Care Services, Suicide Prevention Program: <http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

First Reading: 3/14/18

Governing Board Adoption: 4/11/18

REPLACE BY NEW ADMINISTRATIVE REGULATION

MJUSD
DIVISION 5000
STUDENTS
ADMINISTRATIVE REGULATION

SUICIDE PREVENTION

AR 5141.52(a)

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

SUICIDE PREVENTION

AR 5141.52(b)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

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When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

SUICIDE PREVENTION

AR 5141.52(c)

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

(4/18)

MUROC JOINT UNIFIED SCHOOL DISTRICT

BOARD MEETING BACK-UP MATERIAL

CONSENT AGENDA

BOARD MEETING DATE: **February 13, 2019**

RECOMMENDATION: It is recommended that all of the items on the
following pages of the Consent Agenda be
Approved/Adopted/Ratified

MUROC JOINT UNIFIED SCHOOL DISTRICT REGULAR BOARD MEETING

BOARD OF TRUSTEES

Sherman Burkhead Jr., President
Matt Carter, Clerk
Deandra Gelardo, Member
Melinda Marchlewicz, Member
Tatiana Matta, Member

SUPERINTENDENT

Kevin D. Cordes

STUDENT BOARD MEMBERS

Anne Cordes, Boron High School
Ariel Fernandez, Desert High School

BOARD MEETING MINUTES **January 16, 2019**

PRESENT

Matt Carter, Melinda Marchlewicz, Deandra Gelardo (by phone), Kevin Cordes, Ariel Fernandez

ABSENT

Sherman Burkhead Jr., Tatiana Matta, Anne Cordes

CALL TO ORDER

Clerk Carter called the meeting to order at 5:07 p.m.

FLAG SALUTE

Mr. Carter led the flag salute.

ADMINISTRATION OF OATH OF OFFICE

New Board Member Tatiana Matta absent

APPROVAL OF AGENDA

Melinda Marchlewicz moved, Deandra Gelardo seconded, to approve the agenda as presented. **(Motion approved; vote: 3-0)**

Vote: Burkhead Jr. Absent Carter Aye Gelardo Aye Marchlewicz Aye Matta Absent

PUBLIC COMMENTS

There were no public comments at this time

PRESENTATIONS/INFORMATION ITEMS/BOARD POLICY/REPORTS

Information Items

Quarterly Report on Williams Uniform Complaints: No complaints to report

Construction Update: *Moved to February 2019 meeting*

Fiscal Update: *Moved to February 2019 meeting*

Reports

Report by:

Desert Student Board Member

MEA

Superintendent

No Report

Boron Student Board Member

CSEA

Principals

CONSENT AGENDA

Deandra Gelardo moved, Melinda Marchlewicz seconded, to approve/adopt/ratify the following items on the Consent Agenda. **(Motion approved; vote: 3-0)**

Vote: Burkhead Jr. Absent Carter Aye Gelardo Aye Marchlewicz Aye Matta Absent

A. Adoption of Minutes

1. Regular Board Meeting, December 12, 2018

B. Adoption of Resolutions

1. Resolution 1-19-01, California School Board Recognition Month (January 2018)
2. Resolution 1-19-02, California Day of the Teacher (May 10, 2017)
3. Resolution 1-19-03, Classified School Employee Week (May 21-27, 2017)

C. Deposit Transactions Report, November 2018**D. Accounts Payables Report, November 2018****E. Spring Sports Schedules, Boron Junior-Senior High School****F. Student Body Account Reports, Branch Elementary, Boron Junior-Senior High, Desert Junior-Senior High Schools, November 2018****G. Construction Contracts for Bailey/Branch Modernization/Additions Project**

1. Target Construction Services, Inc.: QSP and Storm Water Consulting Services
2. American integrated Resources: Selective Site and Building Demolition
3. Cooley Construction, Inc.: Precise Grading, Paving Curb & Gutter, Plumbing
4. Hamel Contracting, Inc.: Building Concrete
5. T & M Manufacturing: Structural Steel/Metal Fabrication & Misc. Metals
6. Rite-Way Roof Corporation: Roofing, Sheet Metal & Accessories, Expansion Joint Assemblies, Metal Siding
7. Whitehead Construction, Inc.: Doors & Frames, Windows, Glazing, Finish Hardware
8. Caton, Inc.: Metal Stud Framing, Interiors, Ceilings, Lath & Plaster, Painting
9. Franklin Mechanical Systems, Inc.: HVAC & EMS
10. The Mike Cox Electric, Inc.: Site & Building Electrical
11. HPS Mechanical, Inc.: Building Plumbing & Fire Suppression
12. Southern California Landscape: Irrigation & Planting
13. Kitcor Corporation: Food Service Equipment
14. K & Z Cabinet Company, Inc.: Casework

H. Personnel Actions

1. Classified Resignations
2. Classified Assignment Changes
3. Classified Employees
4. Classified Substitute
5. District Volunteer

ACTION AGENDA

- A. Annual Audit Report for Fiscal Year Ending June 30, 2018:** Melinda Marchlewicz moved, Deandra Gelardo seconded, to accept the Annual Audit Report for fiscal year ending June 30, 2018. **(Motion approved; vote: 3-0)**

Vote: Burkhead Jr. Absent Carter Aye Gelardo Aye Marchlewicz Aye Matta Absent

- B. Audit Report for General Obligation Bond for Fiscal Year Ending June 30, 2018:** Matt Carter moved, Deandra Gelardo seconded, to accept the General Obligation Bond Audit Report for fiscal year ending June 30, 2018. **(Motion approved; vote: 3-0)**

Vote: Burkhead Jr. Absent Carter Aye Gelardo Aye Marchlewicz Aye Matta Absent

C. Student Overnight Trip:**1. Desert High School Senior Class of 2019, trip to Long Beach and Catalina Island May 30-31, 2019**

Melinda Marchlewicz moved, Deandra Gelardo seconded, to approve the Desert Junior-Senior High School Senior Class overnight trip to Long Beach and Catalina Island, California, May 30-31, 2019. **(Motion approved; vote 3-0)**

Vote: Burkhead Jr. Absent Carter Aye Gelardo Aye Marchlewicz Aye Matta Absent

- D. Agreement with Kern County Public Works for Permit to Enter and Construct Pedestrian Path Improvements:** Melinda Marchlewicz moved, Matt Carter seconded, to approve the Agreement with Kern County Public Works for Permit to Enter and Construct Pedestrian Path Improvements at West Boron Elementary School. **(Motion approved; vote: 3-0)**
Vote: Burkhead Jr. Absent Carter Aye Gelardo Aye Marchlewicz Aye Matta Absent

BOARD REPORTS/COMMENTS

Mr. Carter announced there will be no closed session

PUBLIC COMMENTS

There were no public comments at this time

ADJOURNMENT

There being no further business, Deandra Gelardo moved, Melinda Marchlewicz seconded, to adjourn the meeting at 5:20 p.m. **(Motion approved; vote: 3-0)**
Vote: Burkhead Jr. Absent Carter Aye Gelardo Aye Marchlewicz Aye Matta Absent

Matt Carter, Clerk

February 13, 2019
Board Adoption Date

MUROC JOINT UNIFIED SCHOOL DISTRICT SPECIAL BOARD MEETING

BOARD OF TRUSTEES

Sherman Burkhead Jr., President
Matt Carter, Clerk
Deandra Gelardo, Member
Melinda Marchlewicz, Member
Tatiana Matta, Member

SUPERINTENDENT

Kevin D. Cordes

STUDENT BOARD MEMBERS

Anne Cordes, Boron High School
Ariel Fernandez, Desert High School

BOARD MEETING MINUTES

January 31, 2019

PRESENT

Sherman Burkhead Jr., Matt Carter, Melinda Marchlewicz, Kevin Cordes

ABSENT

Deandra Gelardo, Tatiana Matta, Anne Cordes, Ariel Fernandez

CALL TO ORDER

President Burkhead called the meeting to order at 5:07 p.m.

APPROVAL OF AGENDA

Matt Carter moved, Melinda Marchlewicz seconded, to approve the agenda as presented. **(Motion approved; vote: 3-0)**

Vote: Burkhead Jr. Aye Carter Aye Gelardo Absent Marchlewicz Aye Matta Absent

PUBLIC COMMENTS

There were no public comments at this time

DISCUSSION

Wellness Policy: The district Wellness Plan needs to be updated. A workshop and public hearing will be conducted at the February 13, 2019, board meeting.

ACTION AGENDA

A. Agreement between Arvin Union School District and Sierra School Equipment Company Piggyback Clause-California: Matt Carter moved, Melinda Marchlewicz seconded, to accept the Piggyback Clause-California in the Agreement between Arvin Union School District and Sierra School Equipment Company. **(Motion approved; vote: 3-0)**

Vote: Burkhead Jr. Aye Carter Aye Gelardo Absent Marchlewicz Aye Matta Absent

ADJOURNMENT

There being no further business, Matt Carter moved, Melinda Marchlewicz seconded, to adjourn the meeting at 5:17 p.m. **(Motion approved; vote: 3-0)**

Vote: Burkhead Jr. Aye Carter Aye Gelardo Absent Marchlewicz Aye Matta Absent

Matt Carter, Clerk

February 13, 2019
Board Adoption Date

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

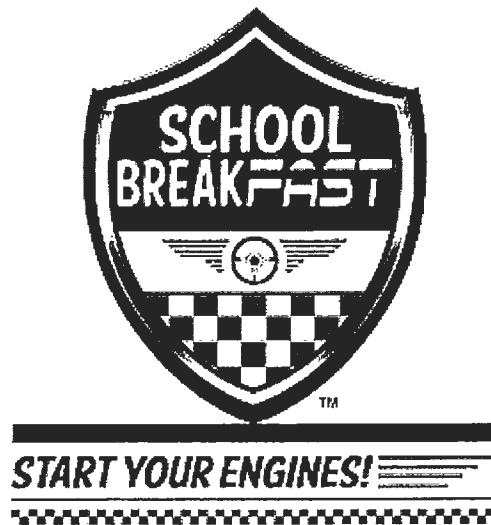
FROM: Trevor Walker, Chief Business Officer

MEETING DATE: February 13, 2019

AGENDA ITEM: Resolution 2-19-01, National School Breakfast Week

BACKGROUND: National School Breakfast Week was launched in 1989 to raise awareness of the availability of the School Breakfast Program to all children. Each year, the School Nutrition Association helps schools to celebrate National School Breakfast Week with a fun theme - this year it is "Start Your Engines with School Breakfast." It is designed to show parents, students, and school officials the benefits of fueling up for the day with a healthy school breakfast.

The campaign runs from January to March 2019, culminating in National School Breakfast Week, March 4-8, 2019.



MUROC JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2-19-01

**NATIONAL SCHOOL BREAKFAST WEEK
OFFICIAL PROCLAMATION**

WHEREAS, the School Breakfast Program has served our nation admirably since it was permanently established in 1975; and

WHEREAS, the School Breakfast Program is dedicated to the health and well-being of our nation's children, and

WHEREAS, the School Breakfast Program joins and has been joined through the years by many other excellent child nutrition programs; and

WHEREAS, there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs.

NOW THEREFORE, the Board of Trustees of the Muroc Joint Unified School District does hereby proclaim the week of March 4-8, 2019, as **National School Breakfast Week** and encourages all residents to become aware and concerned about their children's and their own nutrition habits, in hopes of achieving a more healthful citizenry for today and the future.

IN WITNESS WHEREOF, this official proclamation was passed and adopted this 13th day of February, 2019, by the following vote:

AYES: _____

ABSENT: _____

NOES: _____

ABSTAIN: _____

Matt Carter, Clerk, Board of Trustees

092 MUROC UNIFIED
Board Report

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 0 To 999999
Date entered from: 12/01/2018 To 12/31/2018

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APPROVED AND UNAPPROVED TRANSACTIONS									
NUMBER	DATE	ENTERED	DESCRIPTION	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	AMOUNT	A/R			
LN.	DI	DETAIL	DESCR						
190068	12/03/2018	12/03/2018	Food Service Deposit 11/20/18	ENTERED BY: RLHB APPROVED: 12/11/2018	MRN				
1.	92	Food Service Sales 11/13/18	13-5310-0-8634.00-0000-0000-000-00-000-0000			322.30	N		
2.	92	Food Service Sales 11/14/18	13-5310-0-8634.00-0000-0000-000-00-000-0000			343.12	N		
3.	92	Food Service Sales 11/15/18	13-5310-0-8634.00-0000-0000-000-00-000-0000			245.13	N		
4.	92	Food Serv Sales Tax 11/14/18	13-5310-0-9526.00-0000-0000-000-00-000-0000			0.03	N		
5.	92	Food Serv Sales Tax 11/15/18	13-5310-0-9526.00-0000-0000-000-00-000-0000			0.07	N		
6.	92	Returned Check Fee	13-5310-0-5800.00-0000-3700-000-00-000-0000			25.00-	N		
			TOTAL AMOUNT			885.65	*		
190069	12/03/2018	12/03/2018	Food Service Deposit 11/30/18	ENTERED BY: RLHB APPROVED: 12/11/2018	MRN				
1.	92	MyMealPay Elec Dep Nov. 2018	13-5310-0-8634.00-0000-0000-000-00-000-0000			4,370.65	N		
			TOTAL AMOUNT			4,370.65	*		
190070	12/04/2018	12/04/2018	General Fund Deposit 11/20/18	ENTERED BY: RLHB APPROVED: 12/11/2018	MRN				
1.	92	WBE PAC Field Trip CK 2007	01-0000-0-8699.00-0000-0000-000-00-000-0000			364.28	N		
2.	92	Boron House Rent - Sable 181	01-0000-0-5600.00-1110-1000-096-96-000-0000			300.00	N		
3.	92	America's Charities Ck 488457	01-9010-0-8699.00-0000-0000-071-71-030-0000			347.90	N		
4.	92	DHS ASB 12181 RefPay Reimb.	01-0000-0-5800.00-0000-7200-096-96-000-0000			2,938.00	N		
			TOTAL AMOUNT			3,950.18	*		
190071	12/04/2018	12/04/2018	General Fund AF JROTC 11/23/18	ENTERED BY: RLHB APPROVED: 12/11/2018	MRN				
1.	92	Jones AF JROTC DHS	01-0000-0-8290.00-0000-0000-000-00-000-0000			2,583.86	N		
			TOTAL AMOUNT			2,583.86	*		
190072	12/04/2018	12/04/2018	General Fund Deposit 11/27/18	ENTERED BY: RLHB APPROVED: 12/11/2018	MRN				
1.	92	Charter Comm Dec. 2018	01-0000-0-8699.00-0000-0000-000-00-000-0000			200.00	N		
			TOTAL AMOUNT			200.00	*		
190073	12/07/2018	12/07/2018	General Fund Deposit 11/13/18	ENTERED BY: RLHB APPROVED: 12/12/2018	MRN				
1.	92	AF JROTC Reimbursement	01-0000-0-8290.00-0000-0000-000-00-000-0000			537.54	N		
			TOTAL AMOUNT			537.54	*		
190074	12/13/2018	12/13/2018	General Fund Deposit 11/29/18	ENTERED BY: RLHB APPROVED: 12/28/2018	MRN				
1.	92	Certificated Ins. Wiggs 2114	01-0000-0-3701.00-1110-1000-000-00-000-0000			509.00	N		
2.	92	DHS ASB Ck 12195 Athletics	01-1100-0-4300.00-1110-1000-072-72-012-0000			300.00	N		
			TOTAL AMOUNT			809.00	*		
190075	12/13/2018	12/13/2018	Food Service Deposit 11/29/18	ENTERED BY: RLHB APPROVED: 12/28/2018	MRN				
1.	92	Food Service Sales 11/16/18	13-5310-0-8634.00-0000-0000-000-00-000-0000			261.88	N		
2.	92	Food Service Sales 11/26/18	13-5310-0-8634.00-0000-0000-000-00-000-0000			225.35	N		
3.	92	Food Service Sales 11/27/18	13-5310-0-8634.00-0000-0000-000-00-000-0000			306.65	N		
4.	92	Food Service Sales 11/28/18	13-5310-0-8634.00-0000-0000-000-00-000-0000			201.33	N		
5.	92	Food Serv Sales Tax 11/28/18	13-5310-0-9526.00-0000-0000-000-00-000-0000			0.02	N		
			TOTAL AMOUNT			995.23	*		
190076	12/13/2018	12/13/2018	Food Service Deposit 12/4/18	ENTERED BY: RLHB APPROVED: 12/28/2018	MRN				
1.	92	State Reimb. October 2018	13-5310-0-8520.00-0000-0000-000-00-000-0000			2,760.37	N		
			TOTAL AMOUNT			2,760.37	*		

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4		
190077	12/18/2018	12/18/2018	Food Service Deposit 12/4/18	ENTERED BY: RLHB APPROVED: 12/19/2018 MRN		
1.	92	Food Service Sales 11/29/18	13-5310-0-8634.00-0000-0000-000-00-000-0000		219.35	N
2.	92	Food Service Sales 11/30/18	13-5310-0-8634.00-0000-0000-000-00-000-0000		336.80	N
3.	92	Food Service Sales 12/3/18	13-5310-0-8634.00-0000-0000-000-00-000-0000		296.60	N
4.	92	Food Serv Sales Tax 11/29/18	13-5310-0-9526.00-0000-0000-000-00-000-0000		0.05	N
			TOTAL AMOUNT		852.80 *	
190078	12/18/2018	12/18/2018	General Fund Deposit 12/4/18	ENTERED BY: RLHB APPROVED: 12/19/2018 MRN		
1.	92	Boron House Rent - Morbos 118	01-0000-0-5600.00-1110-1000-096-96-000-0000		237.50	N
2.	92	Boron House Rent - Morbos 124	01-0000-0-5600.00-1110-1000-096-96-000-0000		237.50	N
3.	92	Boron House Util - Morbos 125	01-0000-0-5500.00-0000-8100-096-96-000-0000		35.20	N
4.	92	Boron House Rent - Arzola 104	01-0000-0-5600.00-1110-1000-096-96-000-0000		237.50	N
5.	92	Boron House Util - Arzola 104	01-0000-0-5500.00-0000-8100-096-96-000-0000		139.12	N
6.	92	Boron House Util - Arzola 106	01-0000-0-5500.00-0000-8100-096-96-000-0000		37.69	N
7.	92	Boron House Rent - Arzola 106	01-0000-0-5600.00-1110-1000-096-96-000-0000		237.50	N
8.	92	Boron House Util - Gregorio 10	01-0000-0-5500.00-0000-8100-096-96-000-0000		142.70	N
9.	92	Boron House Rent- Gregorio 101	01-0000-0-5600.00-1110-1000-096-96-000-0000		475.00	N
10.	92	KCSOS Ck 44536422 Reimb.	01-0000-0-5800.06-0000-7200-096-96-000-0000		163.87	N
11.	92	DHS ASB 12194 Transp. 2018-18	01-0000-0-8699.00-0000-0000-000-00-000-0000		108.99	N
12.	92	US Bank Rebate 6673490	01-0000-0-8699.00-0000-0000-000-00-000-0000		464.35	N
			TOTAL AMOUNT		2,516.92 *	
			DISTRICT TOTAL		20,462.20 **	
			GRAND TOTAL		20,462.20 ***	

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
A.V. Auto Parts	673225	Bus/Vehicle Parts	68.37	12/05/2018
A.V. Auto Parts	673115	Bus/Vehicle Parts	54.74	12/05/2018
A.V. Auto Parts	672977	Bus/Vehicle Parts	154.52	12/05/2018
AMAZON CAPITAL SERVICES	1M6T-K3WR-CM6H		48.22	12/13/2018
AMAZON CAPITAL SERVICES			-	8.41
AMAZON CAPITAL SERVICES	1PKQ-117T-YPNL		107.24	12/05/2018
AMAZON CAPITAL SERVICES	11GX-HPPG-NRY4		27.43	12/05/2018
APPLE VALLEY COMMUNICATION INC	932156		307.00	12/07/2018
AT&T / CALNET 2 & 3	9391063663#12299		20.70	12/13/2018
AT&T / CALNET 2 & 3	9391061407#12293		38.87	12/13/2018
AT&T / CALNET 2 & 3	9391061408#12293		152.96	12/13/2018
AT&T / CALNET 2 & 3	9391057427#12187		1.26	12/13/2018
AT&T / CALNET 2 & 3	9391063662#12299		20.66	12/13/2018
AT&T / CALNET 2 & 3	9391061405#12293		56.98	12/13/2018
Agundez, Tamara	INV 016		3,600.00	12/17/2018
Agundez, Tamara	INV 015		5,000.00	12/06/2018
BALDWIN, ALLISON	11/26 - 12/7/18		2,160.00	12/13/2018
BERGLUND, SHARYN	Teacher Reimburs		125.00	12/05/2018
BHS Val/Sal Scholarship Fund	C, #488457 11/8/		347.90	12/05/2018
BORON COMM SERV DIST	8093 10/19 - 11/		4,503.00	12/05/2018
BRYAN, CYNTHIA	District Travel		130.15	12/05/2018
BUDDY'S ALL STARS INC	48103-00	Predator Goalie Glove	164.76	12/05/2018
CARRILLO, GUADALUPE	Safety Shoes		100.00	12/17/2018
CONTERRA WIRELESS	29541		1,712.98	12/07/2018
CORDES, ALLISON	District Travel		697.05	12/06/2018
CROW, KENNY	Safety Shoes		34.99	12/05/2018
DAVIES, TERESA	District Travel		418.92	12/05/2018
DESERT HIGH SCHOOL ASB	ROTC Reimburseme		2,889.99	12/07/2018
DESERT LAKE COMM SERV	1013 10/20 - 11		1,508.90	12/05/2018
DESERT LAKE COMM SERV	1011 10/20 - 11		1,779.20	12/05/2018
DESERT LAKE COMM SERV	5013 10/20 - 11		53.00	12/05/2018
DESERT LAKE COMM SERV	3047 10/20 - 11		53.00	12/05/2018
DUNN, LORI	District Travel		214.19	12/05/2018
EASTERN KERN AIR POLLUTION	Permit to Operat		674.00	12/13/2018
ECOSOURCE PRINTERS	INV 1195		426.43	12/17/2018
EDGEMONT ACRES WATER CO	November 2108		300.00	12/05/2018
ENFINITY CENTRALVAL 1 LLC	3257		5,625.22	12/05/2018
ENFINITY CENTRALVAL 1 LLC	3377		1,701.35	12/07/2018
ENFINITY CENTRALVAL 1 LLC	3375		4,493.99	12/07/2018
ENFINITY CENTRALVAL 1 LLC	3376		1,116.22	12/07/2018
Excel Education & Therapy	053		12,800.00	12/05/2018
Excel Education & Therapy	052		8,800.00	12/05/2018
Excel Education & Therapy	051		6,300.00	12/05/2018
FIRE ACE	4118651		350.00	12/07/2018
FRANK'S RADIO SERVICE INC	1810042		514.80	12/13/2018
FRONTIER COMMUNICATIONS	7607621124112917		78.99	12/07/2018
FRONTIER COMMUNICATIONS	7607621128113017		75.91	12/07/2018
GRAINGER	44485909		-	94.10

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
GRAINGER	9008303324		1,438.16	12/07/2018
GRAINGER	9008303324		78.51	12/07/2018
GUNTER, KYLE	Payroll Mtg.		82.84	12/05/2018
Garcia, Patricia	11/1 - 11/29/18		562.44	12/17/2018
HOUGHTON MIFFLIN RECEIVABLES	954097056	Professional Development	2,650.00	12/14/2018
HOUGHTON MIFFLIN RECEIVABLES	954048665	Professional Development	2,650.00	12/14/2018
HOUGHTON MIFFLIN RECEIVABLES	954046314	Professional Development	2,650.00	12/14/2018
HOUGHTON MIFFLIN RECEIVABLES	PO Revised	Professional Development	0.00	12/14/2018
HOUGHTON MIFFLIN RECEIVABLES	954053495		407.48	12/05/2018
Hanes, Luke	NMSI Fall Traini		211.37	12/05/2018
J4 PROPERTIES GROUP LLC	Lease - January		725.00	12/05/2018
JOB, JEREMEH	Screen		12.00	12/05/2018
JOHNSTONE SUPPLY	4039791		134.03	12/05/2018
KARL'S HARDWARE - Mojave	B224058		85.79	12/05/2018
KARL'S HARDWARE - Mojave	C273969		86.14	12/05/2018
KARL'S HARDWARE - Rosamond	C544878	-	6.96	12/05/2018
KARL'S HARDWARE - Rosamond	D433578		6.96	12/05/2018
KARL'S HARDWARE - Rosamond	D433577		61.44	12/05/2018
KERN AUTO PARTS	895765	-	154.44	12/05/2018
KERN AUTO PARTS	895766	-	654.06	12/05/2018
KERN AUTO PARTS	895764		600.11	12/05/2018
KERN AUTO PARTS	895676		300.06	12/05/2018
KIEFFE AND SONS FORD CORP	36630	Vehicle parts/repairs	142.50	12/13/2018
KIEFFE AND SONS FORD CORP	36630		80.16	12/13/2018
KIEFFE AND SONS FORD CORP	29906		100.14	12/13/2018
KIEFFE AND SONS FORD CORP	36447	Vehicle parts/repairs	285.00	12/07/2018
KIEFFE AND SONS FORD CORP	36447		44.34	12/07/2018
KOSTOPOULOS, ROBERT	Piano Tech.		150.00	12/17/2018
Karl's Hardware	C42650	Bus and vehicle parts	3.20	12/13/2018
Karl's Hardware	C42582		8.57	12/13/2018
Karl's Hardware	C42468		424.71	12/13/2018
Karl's Hardware	C42484		14.79	12/13/2018
Karl's Hardware	C41844	Open P.O.	7.49	12/05/2018
Karl's Hardware	C41472		32.16	12/05/2018
Karl's Hardware	C41327		27.32	12/05/2018
Karl's Hardware	C41305		128.08	12/05/2018
Karl's Hardware	C41572		5.35	12/05/2018
Karl's Hardware	C42083		39.24	12/05/2018
Karl's Hardware	C41448		23.05	12/05/2018
MAILFINANCE	N7474118		505.08	12/17/2018
Napa Auto Parts	23432	Vehicle parts	12.89	12/17/2018
OFFICE DEPOT INC	202614684001		71.34	12/07/2018
OFFICE DEPOT INC	227705398001		7,265.63	12/05/2018
OFFICE DEPOT INC	202458899001		57.74	12/05/2018
OFFICE DEPOT INC	202554557001		581.89	12/07/2018
OLDERSHAW, KENDRA	CBDA Audition -		105.00	12/17/2018
P.G.& E.	3686698041-4		341.87	12/05/2018
P.G.& E.	9335845615-5		5,304.49	12/05/2018

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
P.G. & E.	3603364713-6		1,650.44	12/05/2018
P.G. & E.	2478366871-8		969.56	12/05/2018
PEPPER & SON INC., J.W.	711855	Various products	170.57	12/05/2018
PROACTIVE WORK HEALTH SERV INC	4240-47077		280.00	12/05/2018
PROACTIVE WORK HEALTH SERV INC	4240-46630		810.00	12/05/2018
PRUDENTIAL OVERALL SUPPLY	22715872		140.36	12/13/2018
PRUDENTIAL OVERALL SUPPLY	22715849		127.09	12/13/2018
PRUDENTIAL OVERALL SUPPLY	22712249		127.09	12/05/2018
PRUDENTIAL OVERALL SUPPLY	22712272		132.91	12/05/2018
PRUDENTIAL OVERALL SUPPLY	22712249		195.97	12/07/2018
Public Works	12/08/2018		95.38	12/14/2018
RAMOS/STRONG	325415	Diesel/Gas	1,980.89	12/05/2018
RAMOS/STRONG	325264	Diesel/Gas	3,019.83	12/05/2018
RAMOS/STRONG	325264	Diesel/Gas	3,015.63	12/05/2018
RAMOS/STRONG	325817	Diesel/Gas	3,731.69	12/05/2018
REALLY GOOD STUFF	6705238	Reader Strips	25.66	12/05/2018
RELIABLE A/C AND HEATING	18768		425.00	12/06/2018
RELIABLE A/C AND HEATING	18773		145.00	12/06/2018
RELIABLE A/C AND HEATING	18772		15.00	12/06/2018
RELIABLE A/C AND HEATING	18772		55.00	12/06/2018
RELIABLE A/C AND HEATING	18766		160.00	12/06/2018
RELIABLE A/C AND HEATING	18768		160.00	12/06/2018
RELIABLE A/C AND HEATING	18773		90.00	12/06/2018
ROBLES, JOSE	Safety Shoes		100.00	12/06/2018
RYDMAN, SKYE	11/1/18 - 11/30/		2,062.50	12/06/2018
S.C.E.	3-001-2454-18		1,379.27	12/17/2018
S.C.E.	3-000-9186-18		1,429.87	12/17/2018
S.C.E.	3-045-5840-62		171.50	12/17/2018
S.C.E.	3-045-6635-75		158.93	12/17/2018
S.C.E.	3-001-2454-20		586.94	12/17/2018
SAFETY-KLEEN CORP	78605439	Hazardous Waste Removal	32.00	12/13/2018
SAFETY-KLEEN CORP	78321510		600.00	12/06/2018
SAFETY-KLEEN CORP	78321510		611.95	12/06/2018
SCHOOL SERVICES OF CALIF INC	118415-IN		3,300.00	12/13/2018
SRI M.D., T.J.	11142018		20.00	12/06/2018
STATE OF CALIFORNIA	341197		529.00	12/13/2018
STUCKI, STANTON	KCSOS Meeting		82.84	12/06/2018
Soules, Larisa	District Travel		159.38	12/17/2018
Sparkletts	16568384120118		135.59	12/06/2018
Sparkletts	16568357120218		146.06	12/06/2018
TPX COMMUNICATIONS	110855179-0		1,816.79	12/17/2018
TYACK TIRES INC	187554	Bus tires	443.87	12/06/2018
TYACK TIRES INC	187554		202.10	12/06/2018
TYACK TIRES INC	187889		34.00	12/06/2018
U.P.S.	979220498		108.00	12/14/2018
U.S.BANK CORP PAYMENT SYS	6126		72.20	12/06/2018
U.S.BANK CORP PAYMENT SYS	2585		762.73	12/06/2018
U.S.BANK CORP PAYMENT SYS	1041		24.38	12/06/2018

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
U.S.BANK CORP PAYMENT SYS	1041		207.00	12/06/2018
U.S.BANK CORP PAYMENT SYS	9625		225.00	12/06/2018
U.S.BANK CORP PAYMENT SYS	5202		633.74	12/14/2018
U.S.BANK CORP PAYMENT SYS	6126		346.12	12/06/2018
U.S.BANK CORP PAYMENT SYS	1041		1,835.83	12/06/2018
VELASQUEZ, MARIE	X-Rays		46.87	12/17/2018
VELASQUEZ, MARIE	Training		23.98	12/06/2018
VERIZON WIRELESS	9818988174		1,327.20	12/06/2018
W. W. Norton & Company Inc.	893768		1,951.26	12/06/2018
WILSON, JAMES	Teacher Reimburs		117.25	12/17/2018
WYNN-WILLIAMS, TANIKA	Livescan		25.00	12/06/2018
ZEENI INC.	26850		3,564.19	12/14/2018
TOTAL FUND 01			140,191.69	

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BOARD BILL APPROVAL LISTING

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FROM BATCH: 25 THRU BATCH: 27

VENDOR NAME	FUND : 11 DESCRIPTION	ADULT EDUCATION EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
BRYAN, CYNTHIA	CCIS Conference		511.63	12/05/2018
BRYAN, CYNTHIA	District Travel		454.20	12/05/2018
ITSavvy LLC	1074054		956.63	12/13/2018
ITSavvy LLC	1071970	Chromebooks	784.00	12/05/2018
ITSavvy LLC	1071939		107.45	12/05/2018
TOTAL FUND 11			2,813.91	

VENDOR NAME	FUND : 13 DESCRIPTION	CAFETERIA EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CALIFORNIA DEPT OF EDUCATION	19 SF-30106		421.80	12/05/2018
COCA COLA REFRESHMENTS	11404202972		270.55	12/07/2018
DEL'S DISTRIBUTING CO	818678		127.50	12/05/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0887747		2,713.48	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0890126		3,093.54	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0890129		1,366.53	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0890127		3,207.58	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0890128		2,033.58	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0887746		3,439.03	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0887749		1,187.56	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0884759		1,366.53	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0884758		1,881.47	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0879641		3,422.97	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0879642		3,543.60	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0881925		1,441.11	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0881923		3,610.41	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0881924		1,408.64	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0879644		1,351.84	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0879643		1,894.84	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0881922		2,966.91	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0887748		1,968.06	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0884756		3,442.90	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0881925		204.57	12/14/2018
PREFERRED MEAL SYSTEMS INC	CDIM/0884757		3,204.94	12/14/2018
PREFERRED MEAL SYSTEMS INC	CCR/0019155	-	20.44	12/14/2018
TOTAL FUND 13			49,549.50	

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BOARD BILL APPROVAL LISTING

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FROM BATCH: 25 THRU BATCH: 27

VENDOR NAME	FUND : 21 DESCRIPTION	BUILDING FUND - BOND PROCEEDS EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CALIFORNIA DEPT OF EDUCATION	C-060928		10,500.00	12/17/2018
Kurey & Associates	Invoice #2		10,800.00	12/06/2018
TOTAL FUND 21			21,300.00	

VENDOR NAME	FUND : 35 DESCRIPTION	SCHOOL FACILITIES FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CALIFORNIA DEPT OF EDUCATION	C-060928		3,992.10	12/17/2018
CALIFORNIA DEPT OF EDUCATION	C-060854		497.17	12/17/2018
TOTAL FUND 35			4,489.27	
TOTAL DISTRICT			218,344.37	

MUROC JOINT UNIFIED SCHOOL DISTRICT

REGULAR BOARD MEETING

Meeting Date: February 13, 2019

Agenda Item: Spring Sports Schedules

Approval is requested for the following student activities:

Desert Junior-Senior High School

2018-19 Baseball/Softball, Track, Basketball, and Golf

Desert High School

Baseball/Softball 2018- 2019

Thur- Sat	2/28- 3/2	Quartz Hill	Quartz Hill	3:15
Wed	13-Feb	Antelope Valley	Desert	3:15
Wed	13-Feb	Antelope Valley	AV	3:15
Fri	15-Feb	Lancaster Baptist	Desert	3:30
Sat	16-Feb	Soft(UCLA) game	UCLA	4:30
Tue	19-Feb	Vasquez	Desert	3:15
Thurs	21-Feb	Lancaster	Lancaster	3:15
Sat	23-Feb	Mira Monte/C Chavez	Mira Monte	12:00/2:00
Tue	26-Feb	Lancaster Baptist	Lancaster Bapt	3:15
Fri/Sat	1,2 Mar	Boron (tourney)	Boron	3:15
Tue	5-Mar	Lone Pine	Lone	3:15
Tue	12-Mar	Cal City	Cal City	3:15
Thurs	15-Mar	Kern Valley	Desert	3:15
Tue	19-Mar	Bishop	Desert	3:15
Tue	26-Mar	Rosamond	Rosamond	3:15
Fri	29-Mar	Frazier	Desert	3:15
Tue	2-Apr	Boron	Boron	3:15
Fri	5-Apr	Cal City	Desert	3:15
Tue	9-Apr	Kern Valley	Kern Valley	3:15
Fri	12-Apr	Bishop	Bishop	3:15
Fri	26-Apr	Rosamond	Desert	3:15
Tue	30-Apr	Frazier	Frazier	3:15
Thurs	2-May	Boron	Desert	3:15

Desert High School

Track 2018- 2019

Sat	23-Feb	Habberstand Invite	Canyon H.S	TBD
Fri	8-Mar	Kern Invite	Liberty HS	1:30
Wed	13-Mar	Rosamond	Desert	3:00
Wed	27-Mar	Kern Valley	Kern Valley	3:00
Fri/Sat	5, 6 Apr	Arcadia Invite	Arcadia HS	TBD
Wed	3-Apr	Bishop	Desert	3:00
Wed	10-Apr	Boron	Boron	3:00
Thurs	11-Apr	Patriot Games	Liberty HS	3:30
Wed	17-Apr	Cal City	Desert	3:00
Fri/Sat	19, 20 Apr	Mt Sac Invite	Camino College	TBD
Mon	29-Apr	HDL Prelims KV	Kern Valley	4:00
Thurs	2-May	HDL Prelims	Cerro Coso	4:00

Desert High School

Jr. High Basketball 2018- 2019

Tue	29-Jan	Heritage (Boys0	Heritage	4:00
Wed	30-Jan	Boron	Boron	4:00/5:00/6:00
Mon	4-Feb	Bar Steam	Desert	4:30/5:30
Wed	6-Feb	Summ Lead Academy (boys)	Desert	4:30
Mon	11-Feb	Yermo	Yermo	4:30/5:30
Wed	13-Feb	Heritage (boys)	Desert	4:00
Tue	19-Feb	Boron	Desert	4:00/5:00/6:00
Wed	20-Feb	Bar Steam	Bar Steam	4:30/5:30
Mon	25-Feb	Summ Lead Academy (boys)	Desert	4:30
Wed	27-Feb	Yermo	Desert	4:30/5:30

Desert High School

Golf 2018 - 2019

Wed	6-Mar	HDL Teams Cal City	Cal City	12:00
Mon	11-Mar	HDL Teams	Desert	1:00
Wed	20-Mar	HDL Teams Rosamond	Rosamond	1:00
Mon	25-Mar	HDL Bishop	Bishop	1:00
Wed	27-Mar	HDL Teams Cal City	Cal City	1:00
Mon	1-Apr	Paraclete	AVCC	1:00
Wed	3-Apr	HDL Teams	Desert	1:00
Mon	8-Apr	HDL Teams KV	Kern Valley	1:00
Wed	10-Apr	HDL Teams Rosamond	Rosamond	1:00
Wed	1-May	HDL Teams	Bishop	1:00

BRANCH ELEMENTARY SCHOOL
STUDENT BODY BANK STATEMENT RECONCILIATION - EFCU

BANK STATEMENT BALANCE <i>As of</i> Dec-18	25914.75
OUTSTANDING CHECKS	0.00
BALANCE	25914.75
PLUS OUTSTANDING DEPOSITS	50.00
BALANCE	<u><u>25964.75</u></u>

	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
CHECKBOOK BALANCE AS OF Nov-18		<u><u>0.00</u></u>		
PLUS RECEIPTS			\$24,801.75	
BALANCE			25964.75	
LESS DISBURSEMENTS				
BALANCE			25964.75	
PLUS/MINUS BANK ERROR				
BALANCE			25964.75	
PLUS/MINUS ADJUSTMENT				
CHECKBOOK BALANCE AS OF Dec-18			<u><u>25964.75</u></u>	

**BORON JR./SR. HIGH SCHOOL
STUDENT BODY ACCOUNTS
FINANCIAL STATEMENT 12/31/2018**

Balance as per Alta One Statement 12/31/2018

AltaOne Com. Fed. Credit Union-Savings	\$111.74	
AltaOne Com. Fed. Credit Union-Checking	\$83,163.42	
		\$83,275.16

Less Outstanding Checks:		\$730.27
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Plus Outstanding Deposits:		
	Balance	\$82,544.89

Oustaing Checks:

Check #	Amount
6045	\$38.71
6046	\$328.63
6083	\$72.93
6092	\$275.00
6100	\$15.00

Total	\$730.27
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Balance as per Ledgers 11/30/18	Balance	\$81,863.38
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Deposits:		\$3,987.56
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Less Disbursements:		\$3,306.05
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FINAL BALANCE as of 10/31/2018	\$82,544.89
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ASB FINANCIAL REPORT - December 2018

	Group	Beginning	Transfer				Ending Balance
		Balance	Income	Expenses	Transfer In	Out	
100	Athletics	20,466.50	1,860.90	537.87			21,789.53
101	ASB General	6,379.33	397.22	835.18			5,941.37
103	10th Grade	4,536.19		224.98			4,311.21
104	9th Grade	1,143.38	191.00	267.00			1,067.38
105	8th Grade	4,971.21					4,971.21
106	7th Grade	2,011.53	360.44				2,371.97
107	12th Grade	8,363.18					8,363.18
108	11th Grade	4,556.92	353.00				4,556.92
109	Soccer Club	1,879.65		679.71			1,199.94
110	Boys Soccer	910.01					910.01
111	Donations	1,184.99					1,184.99
134	D.C. Trip	-135.19					-135.19
135	C.S.F.	244.56					244.56
137	Academic Decathlon	423.05					423.05
138	Safe School Ambassad	0.00					0.00
140	N.H.S.	45.69					45.69
141	Boron Boat Builders	7.50					7.50
142	Disc Golf	307.65		255.31			52.34
150	Cheerleaders	494.18					494.18
151	Cheer Scholarship	1.23					1.23
155	Band	1,488.92					1,488.92
158	Drama	1,367.69					1,367.69
201	Baseball	915.75					915.75
204	H.S. Volleyball	0.00					0.00
205	Shop Acct.	643.82	800.00				1,443.82
206	Operation Success	527.80					527.80
207	Cross Country	487.57					487.57
208	Track	341.25					341.25
212	BHS Enterprise (ROP)	0.00					0.00
215	Varsity Club	1,317.80					1,317.80
220	Yearbook	6,023.93					6,023.93
221	Girl's Basketball	919.82					919.82
223	Varsity Boys Basketba	151.53					151.53
224	Softball	266.32					266.32
228	Mem	235.00					235.00
230	Book Scholarship	4,417.46					4,417.46
231	Minette Scholarship	100.00					100.00
235	Jr.H A.S.B. General	1,015.30					1,015.30
236	Castle Scholarship	1,500.00					1,500.00
237	A.S.B. Lock Acct.	287.50					287.50
250	Football Club	543.46					543.46
255	Supply Acct.	133.43					133.43
260	Library	754.28					754.28
262	P.E. Uniforms	796.57	25.00	506.00			315.57
	TOTAL	81,863.38	3,987.56	3,306.05	0.00	0.00	82,544.89

DESERT HIGH SCHOOL
STUDENT BODY BANK STATEMENT RECONCILIATION - EFCU

BANK STATEMENT BALANCE AS OF	Dec-18	110417.03
OUTSTANDING CHECKS		6573.58
BALANCE		103843.45
PLUS OUTSTANDING DEPOSITS		
BALANCE		<u><u>103843.45</u></u>

11220	14.66	11964	16.40	12193	30.39
11311	98.22	11995	18.07	12196	100.00
11383	80.00	12000	334.41	12198	2708.27
11453	5.00	12001	88.54	12218	300.00
11523	250.00	12002	554.25	12219	380.85
11722	10.00	12006	79.00		
11729	821.25	12007	1092.00		
11737	27.57	12088	81.62		
11820	37.76	12119	17.49		
11832	69.00				
11871	8.71	12141	325.00		
11886	13.99				
11896	46.08	12184	14.80		

2621.58
7623.33

	<u>1482.24</u>	
CHECKBOOK BALANCE AS OF	Nov-18	<u>3519.51</u>
PLUS RECEIPTS		102879.13
BALANCE		9770.30
LESS DISBURSEMENTS		112649.43
BALANCE		5985.63
PLUS/MINUS BANK ERROR		106663.80
BALANCE		106663.80
PLUS/MINUS ADJUSTMENT		
CHECKBOOK BALANCE AS OF	Dec-18	<u><u>106663.80</u></u>

	HIGH SCHOOL	BALANCE	INCOME	EXPENSES	TRANSFER IN	TRANSFER OUT	ENDING BALANCE
100	STUDENT BODY FUNDS	9594.58	2614.50	482.25			11726.83
2	ANNUAL	14326.62	437.00	137.12			14626.50
3	ASB ATHLETICS	0.00					0.00
4	BAND	738.52					738.52
6	BASEBALL, VAR	388.19					388.19
7	BASEBALL, JV	886.90					886.90
8	BASKETBALL, JV BOYS	26.84					26.84
9	BASKETBALL, VAR BOYS	102.65					102.65
10	BASKETBALL, JV GIRLS	0.96					0.96
11	BASKETBALL, VAR GIRLS	0.37					0.37
12	BIBLE CLUB, HS	129.30					129.30
13	C.S.F.	2987.54					2987.54
14	CHEERLEADERS	103.17					103.17
15	CROSS COUNTRY	2905.24		180.00			2725.24
16	CLASS OF '19	6420.44	1828.10	120.00			8128.54
17	CLASS OF '18 - GRADUATED	37.76					37.76
18	CHOIR CLUB	199.05					199.05
19	DRAMA	1608.86	1048.00	179.84			2477.02
20	SCORP PALS	0.00					0.00
21	FOOTBALL	140.00					140.00
22	CLASS OF 2021	3602.81					3602.81
23	DHS Enterprises	14.66					14.66
24	HONORARY HISPANIC SOC.	0.00					0.00
25	CLASS OF 2020	2363.94					2363.94
26	N.H.S.	135.80					135.80
27	CLASS OF '17 - Graduated	0.00					0.00
28	JROTC	3183.47	3033.99	2708.27			3509.19
29	PHOTOGRAPHY CLUB	17.20					17.20
30	SPIRIT WEAR - 1410	4678.91					4678.91
31	SNACK BAR - 1411	26218.75					26218.75
32	SOFTBALL, VAR	320.15	177.00				497.15
33	BOYS/ GIRLS SOCCER	4000.26	93.21	821.35			3272.12
34	J.V. SOFTBALL	0.00					0.00
35	TENNIS, GIRLS	2508.82					2508.82
36	J.V. VOLLEYBALL	5.20					5.20
37	VOLLEYBALL, VAR	116.14					116.14
38	WRESTLING	345.25					345.25
39	ENVIRONMENTAL	263.35					263.35
40	ROP CLUB	0.00					0.00
41	GOLF CLUB	24.83					24.83
42	DESERT WOOD	0.00					0.00
43	TRACK	940.86					940.86
44	ROBOTICS	5748.18		738.88			5009.30
45	FASHION	0.00					0.00
46	Culture Club	488.50	248.00				736.50
47	SCIENCE OLYMPIAD	240.72	75.00	300.00			15.72
48	CLASS 2016 GRADUATED	5.00					5.00
	TOTALS	95819.79	9554.80	5667.71	0.00	0.00	99706.88

[illegible]

AMENDMENT TO WAN TELECOMMUNICATIONS SERVICE AGREEMENT

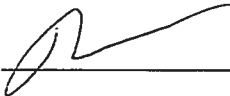
This Amendment ("Amendment") to the WAN Telecommunications Service Agreement, Contract No. 1158 (the "Agreement") dated March 7, 2013, is entered into this 18th day of January, 2019 ("Amendment Effective Date"), by and between Conterra Wireless Broadband, LLC ("Conterra") and Muroc Joint Unified School District ("Customer").

Conterra and Customer agree to amend the Agreement as follows:

1. **Service Term.** The Service Term for all existing sites under the Agreement shall be amended to provide an expiration date of June 30, 2020.
2. **Miscellaneous.**
 - a) Except as expressly or by necessary implication modified hereby, the Agreement shall remain in full force and effect as written. This Amendment may be executed in counterparts, all of which, when taken together, shall be deemed one and the same instrument.
 - b) This Amendment may be executed in counterparts, all of which, when taken together, shall be deemed one and the same instrument. This Amendment embodies the full agreement of the parties concerning the subject matter of this Amendment. Any modification of this Amendment must be in writing and signed by both parties.
 - c) All other terms and conditions of the original Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized representatives effective as of the Amendment Effective Date.

Muroc Joint Unified School District

By: 

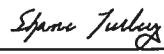
Trevor Walker/CBO

Print Name / Title

1/22/2019

Date

Conterra Wireless Broadband, LLC

DocuSigned by:
By: 
B1C533481F0545E...

S. Shane Turley / SVP & General Counsel

Print Name / Title

1/18/2019

Date

Muroc Joint Unified School District
Request for Proposals for Labor Compliance Field
Investigation and Administrative Services

January 18, 2019

Muroc Joint Unified School District
Attention: Trevor Walker
17100 Foothill Avenue
North Edwards, CA 93523

Subject: Request for Proposals for Labor Compliance Field Investigation and Administrative Services

Dear Mr. Walker:

Kurey & Associates (Kurey), a Department of Industrial Relations approved contract administrator, is pleased to submit this proposal to provide Labor Compliance Field Investigation and Administrative Services to the **Muroc Joint Unified School District** (District). Our Team has the experience, the understanding, and the proven methodology necessary to serve your labor standards needs.

The District is seeking the services of a qualified labor compliance provider to assist them with their labor compliance needs for the **Bailey ES Modernization/ Addition Branch ES New Construction**. Specifically, the District has the requirement of monitoring the project to insure all prevailing wage laws and regulations are adhered to. This can be accomplished by having an effective labor compliance investigation, monitoring and enforcement methodology and a proven methodology for administering a labor compliance program.

Our Team is a full-service labor compliance provider. Our services includes include pre-start work such as reviewing bid documents for the appropriate language, conducting pre-bid and pre-construction meetings, responding to inquiries from other parties or adjudicating agencies, periodic site visits (only if mandated by funding), auditing of documents, complete investigations as necessary to determine if violations occurred, record keeping, communication with the affected contractor and awarding body, review of payment requests, and project closeout.

With more than 60 years of labor compliance and construction experience, Kurey has developed an industry-recognized expertise in providing labor standards and compliance services to public infrastructure owners. At the core of our Team's operational philosophy is the resolution of issues before they escalate, making labor standards monitoring and enforcing worry-free for the **Muroc Joint Unified School District**. We work closely with the Construction Managers, Project Managers and District representatives as an extension of the team to achieve a common goal: the successful completion of the project with minimal disruptions or delays.

We look forward to discussing our services with you. Should you need any further information, please contact Kate Kurey at (209) 946-9601 or katek@kureyandassociates.com.

Sincerely,

Kate Kurey
Owner

KUREY & ASSOCIATES
Labor Compliance Management

HEADQUARTERS: 1264 DuPont Court ♦ Manteca, CA 95336 ♦ Tel: (209) 946-9601 ♦ Fax: (209) 946-9621

PROPOSED SCOPE OF SERVICES

Pre-award Activity

- **Education** – The Team will include labor compliance language in bid advertisements/invitations, as well as confirm that the Instructions to Bidders, the Contract and the General Conditions contain appropriate labor compliance language.
- **Review of Contracting Documents** – The Team will review all contracting documents including Public Works contracts, General Conditions, and bid advertisement language to ensure that the appropriate language to California Labor Code Sections 1771, 1775, 1775.5, and 1815 are included.
- **Job Start Meeting** – The Team will schedule and conduct a labor law presentation at the job start meeting where we will inform contractors of applicable prevailing wage requirements, provide the labor law checklist, provide training of the Department of Industrial Relations (DIR) online submittal process (if applicable), provide the appropriate prevailing wage determination and provide clean copies of all required documents to the contractors. We'll explain how to apply the prevailing wage determinations to overtime, fringe benefits and apprentice/trainee requirements. We will also discuss our role in conducting on-site investigations. Finally, we will collect and store all signed labor law checklists.
- **Provide Technical Assistance to Contractors**–The Team will serve as a resource for contractors and contact each of them to discuss the prevailing wage requirements in an effort to minimize “human error” violations. The Team will be available by phone and email to contractors throughout the project for clarification and education on prevailing wage, certified payrolls and apprenticeship and compliance issues. Training will be provided for the DIR online submittal process for all contractors. If needed, additional face-to-face training sessions can be held.

During Construction Phase

- **Monitor Compliance** – We will perform document intake and review all contractor-supplied Certified Payroll Records and related documents weekly. We'll conduct CPR spot audits and cross-check information with other data sources, including worker field interviews, daily inspector logs, and engineers' diaries. We will check and confirm current and active license status and initial worker's compensation coverage for all contractors through the California Contractors State License Board. We have zero tolerance for prevailing wage violations. This plan is designed to ensure that prevailing wage issues are identified and addressed early. If payrolls are not received, we'll send letters requesting the payrolls.
- **Collect and Review Contractor Submittals** – The Team will ensure that contractors meet filing requirements of Section 1776 of the California Labor Code for all documents including Certified Payroll Records (CPRs), Statements of Compliance, Fringe Benefits, and Employer Contributions for Compliance. For missing documents, we will use a two-step resolution process – first a phone call to the contractor, then a written request with a filing deadline.
- **Monitor Apprenticeships** – The Team will confirm that all apprentices working are actually registered apprentices by the State, and that contractors comply with the apprenticeship provisions of the Labor Code, including Section 1775.5. We will collect and review all DAS 140 and 142 forms.

- **Conduct Random Audits** – We will randomly audit CPRs on a monthly basis for completeness and accuracy including the following items: listing of every worker; wages; wages no less than required wages; proper calculation of overtime and straight-time hours; payment of fringe benefits; documentation of nonstandard deductions; apprenticeship employment and training trust contributions; illegal taking of wages; and work hour records. The Team will also conduct random audits and cross-check the CPRs with other documents such as interview sheets, job logs, daily inspection reports, change orders and other data. The Team will corroborate payments shown on CPRs for at least one worker per month per project. This system has proven effective in the early detection of most violations. The Team will verify workers' compensation insurance.

Enforcement Activity

- **Investigate Worker Underpayment and Nonpayment Complaints** – Upon notification or suspicion of an apparent contractor underpayment, the Team will initiate an investigation. This investigation will include interviews with the affected workers, an audit of CPRs, trustee reports and any other relevant documents. We will recommend appropriate action to resolve the matter. If the audit identifies a wage violation, all wage discrepancies will be documented and a Restitution Demand Letter will be sent to the contractor.
- **Coordinate Activities with Adjudicating and Enforcement Agencies** – Resolution of prevailing wage violations will be dealt with swiftly and firmly, in accordance with State requirements. Where necessary, we will assist public institutions in coordinating with the State DIR, Division of Apprenticeship Standards, Division of Labor Standards Enforcement, and Division of Labor Statistics and Research.

Communication Reports to Public Works

- **Other Communication with Public Works** – The Team will maintain a close relationship with our client throughout the project construction regarding labor compliance issues. The District will be provided with all compliance and enforcement action notices, and shall be entitled to copies of all documents received or generated as part of the LCP process. The Team will respond to any Requests for Public Records as notified by the District.

Anticipation of Potential Issues

- **Monitoring procedures and activities each month will be as follows –**
 - a. Review certified payrolls, fringe benefits and related apprenticeship training and contributions on a monthly basis on behalf of the District.
 - b. Report to the District by project and contractor whether labor compliance has been met or whether payment should be withheld
 - c. Meeting with contractors to resolve outstanding prevailing wage or apprenticeship issues, including a recommendation to the District regarding compliance and assessment of penalty
 - d. Be available by phone, email or in person to address questions or issues of concern relating to Labor Compliance requirements.

Firm's Organization/ Credentials/ Professional Experience

Brief Description of Qualifications and Experience:

Our company has contracted with various School Districts, Cities, Counties, Private Entities and Water Districts to administer their labor compliance programs for Federal and State bond-funded projects where labor compliance was mandated. Since our establishment in 2004, we have collectively monitored over \$1.5 Billion worth of construction projects. We have completed the City of Stockton HVAC project (ARRA Funded), Los Banos High School (State Funded), Wysteria Apartment Complex (Federal Funded), Rio Linda/ Elverta Community Water District Well Project (Prop 84 Funded) just to name a few. Currently we have a staff of 4 who perform various tasks. To start in the beginning of the project, our project manager reviews language for construction contracts that explained the labor compliance program requirements, informed contractors of their prevailing wages and labor law obligations at the pre-bid meetings and conducted a pre-job conference for the general contractor and all subcontractors for the purposes of disseminating information regarding prevailing wage laws and regulations. We collected and reviewed certified payroll records and related documents to insure compliance with prevailing wage laws throughout the contract. Comparisons were made between certified payroll records and the Inspector's Daily Report and/or the contractor's daily reports to verify that all subcontractors and their employees were properly being reported. On site interviews were conducted with workers of the contractor and subcontractors to substantiate the information that had been submitted on certified payroll records. We prepared weekly/ monthly reports on the status of each project and made recommendations regarding retention for delinquent and/ or inadequate certified payroll records.

Steps are also taken to verify that contractors and subcontractors were in compliance with apprenticeship laws. Each contractor and subcontractor was required to provide proof that they had sent The Public Works Contract Award Information, Form DAS 140, to the appropriate apprenticeship committee (s) prior to the start of their work. The status of apprentices listed on certified payroll records was verified via the DIR website and apprentice ratios to journeymen were checked at the conclusion of each contract. Contractors and subcontractors were also required to submit evidence that training fund contributions had been paid to either a trust fund or to the California Apprenticeship Council.

Other duties include: issuing a "Notice to Proceed" to the contractor and property owner, receive, review and maintain certified payroll records and related documents to assure compliance with prevailing wage laws, attempt to identify potential labor compliance claim issues before they arise and investigate violations and complaints of underpayment, verify registration of apprentices in the craft or trade being performed, require proof of payment of training fund contributions from contractor(s), conduct job site inspections and interview workers, provided weekly reports to District staff of the status of each project, recommend retention for delinquent and/or inadequate certified payroll records when needed, assist the property owner, contractor, and subcontractor(s) with the completion of required labor compliance documentation, review and sign off on invoices submitted by contractor assuring that all correct documentation has been received, prepare project files with all correspondence, file annual report information to the client on the filing deadline and prevailing wage documents for District archives.

Labor Compliance Project Team

Kate Kurey, President / Project Manager, Kurey & Associates

Specific Responsibilities:

- Review contract language and specifications concerning prevailing wage requirements
- Attend pre-bid meeting
- Provide contractor with prevailing wage decisions.
- Conduct pre-job conference for general contractor and all subcontractors for the purposes of disseminating information regarding prevailing wage laws and Davis Bacon regulations.
- Provide staff training on State and Federal labor and prevailing wage laws.
- Oversee the function of receiving, reviewing and maintaining certified payroll records and related documents to assure compliance with prevailing wage laws throughout the contract.
- Assist in providing monthly reports on the status of each project and recommend retention for delinquent and/ or inadequate certified payroll records.
- Conduct an investigation into any complaint filed by a third party.
- Notify contractor/ subcontractor of any wage or apprenticeship violation with a demand for corrections.
- Follow up with contractor until issue is resolved.
- Prepare investigative report on prevailing wage violations.
- Review all pay requests and notify all parties of status.
- Prepare Request for Forfeiture and represent District in appeal process.
- Provide all ARRA consulting services-if needed.

Ms. Kurey has extensive labor compliance experience. Since 2001, she has served as a labor compliance technician for the Manteca Unified School District, a Public Works Payroll Technician trained under Michael Kurey, Labor Law Consultant with Employers' Advocate, Inc., a Labor Compliance Coordinator for Mascon, Inc., and served as a LCP analyst for clients such as *Brentwood Union School District, Bryon Union School District, Chowchilla Elementary School District, City of Ceres, City of Lathrop, City of Riverbank, City of Stockton, Corolla Engineering Firm, County of San Joaquin, Denair Unified School District, Escalon Unified School District, Farmington Water Company, Gerber Union School District, Keyes Community Water District, Keyes Union School District, Linden Unified School District, Lodi Unified School District, Los Banos Unified School District, Manteca Unified School District, Oakdale Joint Unified School District.*

Ms. Kurey's training includes: California Department of Health/ EPA Region 9 ARRA Training, Foundation for Fair Contracting, Department of Industrial Relations, Department of Labor, The Fresno City College Training Institute (Endorsed by the DLSE), The U.S. Department of Labor Workshop, The Underground Economy, Conference in Palm Springs and Sacramento, Associated Builders Construction Seminar (ABC), Construction Employers' Association Seminar and Personal training conducted by former Senior Deputy Labor Commissioner Michael Kurey.

Melody Matthews, Project Technician, Kurey & Associates

Ms. Melody Matthews was first employed by Kurey & Associates in August, 2009. She developed extensive knowledge of state and federal labor laws, related regulations and procedures for the monitoring and enforcement of prevailing wages. Her responsibilities include the management duties for public and private sector clients that involve renovation and new construction. These duties include but are not limited to:

Specific Responsibilities:

1. Inform contractors of their prevailing wages and labor law obligations at the pre-bid meetings.
2. Conduct pre-job conference for general contractor and all subcontractors for the purposes of disseminating information regarding prevailing wage laws and regulations.
3. Receive, review and maintain certified payroll records and related documents to assure compliance with prevailing wage laws throughout the contract.
4. Provide monthly reports on the status of each project and recommend retention for delinquent and/ or inadequate certified payroll records.
5. Compare payroll wages and benefits (where applicable) with prevailing wage determinations and construction inspection manpower reports.
6. Verify the registration of apprentices in the craft or trade being performed.
7. Require proof of payment of training fund contributions.

BILL DUNN, Construction Site Inspector/Site Interviews, Kurey & Associates

Mr. Dunn serves as a primary site inspector for Kurey & Associates. Mr. Dunn has worked as a Carpenter, Contractor and a Deputy Sheriff in San Joaquin County. Mr. Dunn's 30 years combined experience in the construction industry and law enforcement provide him with the credentials and background that are essential in order to conduct job site interviews and verify proper employment practices.

Specific Responsibilities:

- Attend pre-construction meeting to obtain the construction site work schedule.
- Provide weekly site visitations (as needed) to active Public Works Projects.
- Inspect all Contractors' trailer for required postings including the appropriate prevailing wage determination, copy of the Labor Compliance Approval Letter and manual, and our labor compliance program contact information.
- Administer worker interviews and documents all findings on the employee questionnaire form.
- Obtain a list of contractors and subcontractors working during the site visitation.
- Report back to the Local Contract Administrator all reports and findings on a weekly basis.
- Assist as a witness in a hearing proceeding.

Muroc Joint Unified School District
Request for Proposals for Labor Compliance Field
Investigation and Administrative Services

Muroc Joint Unified School District
Bailey Branch Modernization Addition
Construction Value: \$53 Million- \$60 Million
of General Contractors: 16
of Subcontractors: Unknown

Labor Compliance Monitoring Services	Total Consultant Fee
Project Set Up:	\$2,500.00
Project Technician/ Manager: Starting January 2019	\$185,760.00
24 Month Duration- Multi Prime	
*\$7,740.00 monthly cost	
Close Out Fee:	\$2,500.00
Total Consultant	\$190,760.00

Approved: 

Date: 1-29-19

KUREY & ASSOCIATES
Labor Compliance Management

HEADQUARTERS: 1264 DuPont Court ♦ Manteca, CA 95336 ♦ Tel: (209) 946-9601 ♦ Fax: (209) 946-9621



Jeanette L. Garcia & Associates

202 East Airport Drive, Suite 160

San Bernardino, CA 92408

Phone: (909) 763-2100

Fax: (909) 763-2330

www.jlgcpa.net

Jeanette L. Garcia,
CPA

January 14, 2019

Muroc Joint Unified School District
17100 Foothill Avenue
North Edwards, CA 93523

We are pleased to confirm our understanding of the services we are to provide Muroc Joint Unified School District for the years ended June 30, 2019, 2020 and 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Muroc Joint Unified School District as of and for the years ended June 30, 2019, 2020 and 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Muroc Joint Unified School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Muroc Joint Unified School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules
3. OPEB Schedule of Changes in the District's Total OPEB Liability and Related Ratios
4. Schedules of the District's Proportionate Share of Net Pension Liability and District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Muroc Joint Unified School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Nonmajor Fund Statements
2. Individual Fund Statements
3. Schedule of Average Daily Attendance
4. Schedule of Instructional Time
5. Schedule of Expenditures of Federal Awards

Member:

American
Institute of
Certified Public
Accountants

California
Society of
Certified Public
Accountants

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Trustees of Muroc Joint Unified School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major

programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will indicate such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Muroc Joint Unified School District's compliance with the provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Muroc Joint Unified School District's major programs. The purpose of these procedures will be to express an opinion on Muroc Joint Unified School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Muroc Joint Unified School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through

entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Muroc Joint Unified School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection. However, we will submit copies of the report to all of the applicable agencies.

The audit documentation for this engagement is the property of Jeanette L. Garcia & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to California Department of Education or the California State Controller's Office or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jeanette L. Garcia & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audits as soon as possible and when mutually agreed upon and to issue our reports no later than December 15 of each year. Jeanette L. Garcia, CPA will be the CPA in charge of the engagement and will be responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Fifteen (15) bound copies, one (1) unbound copy and one (1) electronic copy of the audit report shall be rendered to the District in addition to the copies to be filed with applicable governmental units. Additional copies of the audit report will be furnished per request at the price of \$25 per copy. Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, including mileage, will not exceed the amounts listed below. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Financial & Compliance Audit	\$25,000	\$25,500	\$26,000
Bond Audit	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Totals	<u>\$28,000</u>	<u>\$28,500</u>	<u>\$29,000</u>

Any additional auditing services provided for (1) any changes in District reporting format, i.e. GASB requirements and/or audit requirements as issued by the California State Controller's Office, Federal Agencies, American Institute of CPAs, or Governmental Accounting Standards Board, and (2) any changes in the number of funds or accounts maintained by the District during the period under this contract, may result in a modification of quoted fees.

Our standard hourly rates for the years under audit will be as follows:

2018-19 - 2020-21

Partner	\$190
Manager/Consultant	155
Senior Auditor	115
Staff Auditor	90

In accordance with Education Code Section 14505 there will be:

- A) Retention of ten percent (10%) of the contracted audit fee until the State Controller certifies the audit report conforms to the reporting provisions of the Standards and Procedures for Audits of California K-12 Local Educational Agencies;
- B) Retention of fifty percent (50%) of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the Procedures for Audits of California K-12 Local Educational Agencies;
- C) A provision that this multi-year contract shall be null and void if auditor is declared ineligible to perform local educational agency audits pursuant to Education Code Section 41020.5.

Either party to this agreement may cancel the second year of the agreement, with or without cause and without penalty, by notifying the other party in writing prior to the commencement of field work or February 1 of the fiscal year under audit, whichever is sooner.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review accompanies this letter.

We appreciate the opportunity to be of service to Muroc Joint Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Jeanette L. Garcia & Associates

RESPONSE:

This letter correctly sets forth the understanding of Muroc Joint Unified School District.

By: _____

Title: _____

Date: _____

MUROC JOINT UNIFIED SCHOOL DISTRICT Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: **Approve Certificated Stipends**

BACKGROUND: Throughout the year it is necessary to cover certificated assignments with temporary personnel.

RECOMMENDATION: It is recommended that the Board approve the following certificated stipends.

Name	Assignment	Site	Pay Rate	Effective Date
Ament, Kaycie	Oral Language Festival	Branch	\$ 190.00	08/20/2018
Bivins, Christopher	Substitute Teacher	District	\$ 165.00/Day	01/15/2019
Black, Robert	Substitute Teacher	District	\$ 165.00/Day	01/18/2019
Burgess, Joshua	Science Olympiad	Branch	\$ 75.00	08/20/2018
Carlson, Shelley	After School Tutoring	Branch	\$ 100.00	08/20/2018
Carlson, Shelley	Leadership Team	Branch	\$ 50.00	08/20/2018
Carlson, Shelley	School Site Council	Branch	\$ 50.00	08/20/2018
Cantrell, Leonora	Science Olympiad Lead	Branch	\$ 200.00	08/20/2018
Cantrell, Leonora	Lead Intermediate Space Challenge	Branch	\$ 290.00	08/20/2018
Cantrell, Leonora	Assistant ASB Advisor	Branch	\$ 250.00	08/20/2018

Name	Assignment	Site	Pay Rate	Effective Date
Cantrell, Leonora	Assistant Mathletes Advisor	Branch	\$ 40.00	08/20/2018
Cantrell, Leonora	School Site Council	Branch	\$ 50.00	08/20/2018
Casel, Karen	Band Director	BJ/SHS	\$ 350.00	08/20/2018
Cordes, Allison	Prep Buyout	District	\$1,308.45/Month	01/07/2019
Danielson, Debra	Oral Language Festival	Branch	\$ 225.00	08/20/2018
Danielson, Debra	School Site Council	Branch	\$ 50.00	08/20/2018
Danielson, Debra	Leadership Team	Branch	\$ 50.00	08/20/2018
Davies, Brett	8 th Grade Boys Basketball Coach	BJ/SHS	\$1,715.00	01/17/2019
Davies, Elizabeth	Prep Buyout	BJ/SHS	\$1,044.13/Month	01/07/2019
Day, Travis	Prep Buyout	BJ/SHS	\$1,044.13/Month	01/07/2019
Hines, Jennifer	Substitute Teacher	District	\$ 165.00/Day	02/05/2019
Hood, Teresa	Activity Day	Branch	\$ 50.00	08/20/2018
Hood, Teresa	Leadership Team	Branch	\$ 50.00	08/20/2018
Juve, Stephanie	School Site Council	Branch	\$ 50.00	08/20/2018
Kennett, Kathrine	Administrative Designee	Branch	\$ 400.00	08/20/2018
Kennett, Kathrine	Leadership Team	Branch	\$ 50.00	08/20/2018
Montes, Alicia	Activity Day	Branch	\$ 50.00	08/20/2018
Montes, Alicia	Leadership Team	Branch	\$ 50.00	08/20/2018
Nakaahiki, Mitchel	Varsity Girls Softball Head Coach	BJ/SHS	\$2,315.00	02/21/2019
Palmquist, Courtney	8 th Grade Girls Basketball Coach	BJ/SHS	\$1,715.00	01/17/2019
Piper, Joan	Leadership Team	Branch	\$ 50.00	08/20/2018
Piper, Joan	Asst. Intermediate Space Challenge	Branch	\$ 40.00	08/20/2018
Piper, Joan	Lead ASB Advisor	Branch	\$ 250.00	08/20/2018
Piper, Joan	Lead Mathletes Advisor	Branch	\$ 240.00	08/20/2018
Powell, Katrina	Activity Day	Branch	\$ 50.00	08/20/2018
Richmond, Brianna	Science Olympiad	Branch	\$ 75.00	08/20/2018
Richardson, Bryan	Prep Buyout	BJ/SHS	\$1,022.98/Month	01/07/2019
Schulze, Sara	Prep Buyout (Independent Study)	District	\$ 830.00/Month	01/07/2019
Singer, Kristy	7 th Grade Girls Basketball Coach	BJ/SHS	\$1,715.00	01/17/2019
Soules, Jonathan	After School Tutoring	Branch	\$ 200.00	08/20/2018
Stucki, Marjorie	Prep Buyout	BJ/SHS	\$1,272.75/Month	01/07/2019
Wiggs, William	Prep Buyout	DJ/SHS	\$1,400.94/Month	01/07/2019
Wilson, James	Leadership Team	Branch	\$ 50.00	08/20/2018
Wilson, James	Chess Club	Branch	\$ 100.00	08/20/2018
Wolfe, Thomas	7 th Grade Boys Basketball Coach	BJ/SHS	\$1,715.00	01/17/2019

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: **Approve Certificated Resignation**

BACKGROUND:

Courtney Jones has submitted her letter of resignation as an AFJROTC Instructor at Desert Junior/Senior High School effective January 30, 2019. Courtney has been with the district since August 18, 2017.

RECOMMENDATION: It is recommended that the Board approve the resignation submitted to and accepted by the Superintendent.

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: **Approve Certificated Appointments**

BACKGROUND: Due to vacancies in the certificated staff, the employees listed below are being recommended for appointment.

RECOMMENDATION: It is recommended that the Board approve the following certificated appointments.

Kenneth Brown, has been assigned to West Boron Elementary School as a Special Education Teacher, BA+75, Step 11, \$73,304.00 FTE, effective January 22, 2019.

Alicia Schuler, has been assigned to West Boron Elementary School as a First Grade Teacher, BA+30 Master's, Step 5, \$53,843.00 FTE, effective January 18, 2019.

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: **Approve Classified Resignations**

BACKGROUND:

Chelsea Lebkicher, has submitted her resignation as a Campus Aide effective January 10, 2019. She has accepted a new position within the District.

Aidan Moore, has submitted his resignation as a Campus Aide effective January 14, 2019. He has accepted a new position within the District.

Aidan Moore, has submitted his resignation as a Campus Aide effective January 18, 2019. He has accepted a new position within the District.

Jane Rideout, has submitted her resignation due to retirement as the District Data Technician at the District Office effective February 28, 2019. She will be taking advantage of the Golden Handshake. Jane has been with the District since January 02, 1996.

Kemberly Brown, has submitted her resignation as a Custodian effective February 5, 2019. She has accepted a new position within the District.

Jonathan Soules, has submitted his resignation as a Computer Lab Instructional Aide effective February 5, 2019. He has accepted a new position within the District.

RECOMMENDATION: It is recommended that the Board accept the resignations of the above listed classified employees.

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: **Approve Changes to Classified Assignments**

BACKGROUND: Due to a change in assignment in the classified staff, the employees on the following list are being recommended for approval.

RECOMMENDATION: It is recommended that the Board approve the classified changes on the following list.

CLASSIFIED EMPLOYEE CHANGE **Board Meeting Date: February 13, 2019**

Chelsea Lebkicher, Campus Aide, new position, Branch Elementary, 2.7 hours avg./day, \$660.96/month, 9.5 months, effective January 11, 2019.

Aidan Moore, Campus Aide, new position, Branch Elementary, 2.7 hours avg./day, \$660.96/month, 9.5 months, effective January 15, 2019.

Aidan Moore, Campus Aide, new position, Branch Elementary, 3.83 hours avg./day, \$937.58/month, 9.5 months, effective January 22, 2019.

Kemberly Brown, Bus Driver, new position, Boron FOPT, 4.8 hours avg./day, \$1,446.28/month, 9.5 months, effective February 6, 2019.

Jonathan Soules, District Data Technician, new position, District Office, 8 hours/day, \$2,830.53/month, 12 months, effective February 6, 2019.

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: Approve Classified Employees

BACKGROUND: Due to vacancies and/or new positions in the classified staff, the employees on the list below are being recommended for appointment.

RECOMMENDATION: It is recommended that the Board approve the classified appointments on the list below.

CLASSIFIED EMPLOYEES

Board Meeting Date: February 13, 2019

Barbalace, Santiago, Special Education Instructional Aide – S.C.I.A., Branch Elementary, 5.13 hours avg/day, E, Step 3, \$1,623.15/month, 9.5 month position, effective January 16, 2019.

Ramirez, Marie, Special Education Instructional Aide – S.C.I.A., Branch Elementary, 5.05 hours avg/day, E, Step 4, \$1,677.17/month, 9.5 month position, effective January 16, 2019.

York, Jenna, Campus Aide, Boron J/SHS, 1 hr/day, AA, Step 1, \$244.80/month, 9.5 month position, effective January 28, 2019.

Moore, RanDi, Campus Aide, Branch Elementary School, .7 hrs. avg./day, AA, Step 1, \$171.36/month, 9.5 month position, effective January 28, 2019.

Jones-Hennessy, Chaz, Special Education Instructional Aide – S.C.I.A., Desert J/SHS, 7.05 hours avg/day, E, Step 1, \$2,023.55/month, 9.5 month position, effective January 28, 2019.

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: **Approve Classified Substitutes**

BACKGROUND: Due to the need to cover classified assignments when employees are ill or on leave, there is a need to maintain a pool of substitutes.

RECOMMENDATION: It is recommended that the Board approve the individuals on the attached list to serve as a substitute in the District.

TEMPORARY CLASSIFIED ASSIGNMENT **Board Meeting Date: February 13, 2019**

Name	Assignment	Pay Rate	Effective Date
Ahumada, Armando	Campus Aide	\$12.00	01/17/2019
	Clerk	\$12.00	01/17/2019
	Custodian	\$12.00	01/17/2019
	Delivery Driver	\$12.00	01/17/2019
	Groundskeeper	\$12.00	01/17/2019
	Instructional Aide	\$12.00	01/17/2019
Fanelli, Carmen	Campus Aide	\$12.00	01/18/2019
	Cafeteria Worker/Cashier	\$12.00	01/18/2019
	Custodian	\$12.00	01/18/2019
Fox, Amanda	Campus Aide	\$12.00	01/11/2019
	Clerk	\$12.00	01/11/2019
	Student Van Driver	\$12.00	01/11/2019
Palmquist, Courtney	Campus Aide	\$12.00	02/06/2019
	Clerk	\$12.00	02/06/2019
	Delivery Driver	\$12.00	02/06/2019
	Special Education Driver	\$12.00	02/06/2019

Pecina, Guadalupe	Campus Aide	\$12.00	01/17/2019
	Cafeteria Worker/Cashier	\$12.00	01/17/2019
	Custodian	\$12.00	01/17/2019
Teteak, Betty	Campus Aide	\$12.00	01/11/2019
	Cafeteria Worker/Cashier	\$12.00	01/11/2019
	Clerk	\$12.00	01/11/2019
	Custodian	\$12.00	01/11/2019
	Groundskeeper	\$12.00	01/11/2019
	Library Assistant	\$12.00	01/11/2019
	Instructional Aide	\$12.50	01/11/2019
Teteak, James	Campus Aide	\$12.00	01/18/2019
	Cafeteria Worker/Cashier	\$12.00	01/18/2019
	Clerk	\$12.00	01/18/2019
	Delivery Driver	\$12.00	01/18/2019
	Custodian	\$12.00	01/18/2019
	Groundskeeper	\$12.00	01/18/2019
	Library Assistant	\$12.00	01/18/2019
	Stdnt/Spcl Needs Van Drvr.	\$12.00	01/18/2019
	Instructional Aide	\$12.50	01/18/2019
	Maintenance Worker	\$12.50	01/18/2019
	Computer Technician	\$12.50	01/18/2019.
	Bus Driver	\$14.07	01/18/2019

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: February 13, 2019

AGENDA ITEM: **Approve District Volunteers**

BACKGROUND: In order to enhance our programs for students, it is often necessary to use community and parent volunteers.

RECOMMENDATION: It is recommended that the Board approve/ratify the volunteers on the following list.

VOLUNTEER

Board Meeting Date: February 13, 2019

Chapman, Richard – DHS Van Driver
Idiaquez, Sophia
Madden, Shauna
Sorber, Kelly
Stindefield, Angela
Valde-Siddiqui, Krystal
Vasquez, Alison

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE MUROC JOINT UNIFIED SCHOOL DISTRICT
RESOLUTION 2-19-02**

**RESOLUTION REGARDING THE INCREASE OF POSITION
OF CLASSIFIED SERVICES**

WHEREAS, this Board hereby finds it is in the best interest of this school district that as of February 13, 2019, the following positions be added:

NO. OF POSITIONS	JOB TITLE	ADD
2	Special Education Instructional Aide – S.C.I.A.	6.05 hours average/day
1	Special Needs Van Driver	3.7 hours average/day

NOW, THEREFORE, BE IT RESOLVED that three classified positions be added to the extent set forth above.

The foregoing Resolution was passed and adopted at a regular board meeting of the Governing Board on February 13, 2019, by the following vote:

AYES:
NOES:
ABSENT:

Date: February 13, 2019

GOVERNING BOARD OF THE
MUROC JOINT UNIFIED SCHOOL DISTRICT

By: _____
Sherman Burkhead Jr.
President of the Governing Board

By: _____
Kevin D. Cordes
Secretary of the Governing Board

MUROC JOINT UNIFIED SCHOOL DISTRICT
BOARD MEETING BACK-UP MATERIAL

ACTION AGENDA

February 13, 2019

BOARD AGENDA ITEM

Topic:

Approval of Resolution 2-19-03 of the Muroc Joint Unified School District Board of Trustees Electing to Adopt Administrative Regulation 3311 on Bids, Including Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act.

Issue:

As part of the District's efforts to update its policies pursuant to Board Bylaw 9311, District staff recommend adopting an Administrative Regulation that provides comprehensive procedures on bids. The Administrative Regulation will help identify applicable regulations and procedures in compliance with legal requirements.

As part of the process, the District would also be opting into the California Uniform Public Construction Cost Accounting Act. Public project contracts that exceed \$15,000 in cost have traditionally been awarded by the District throughout the formal bidding process as outlined in Public Contract Code section 20111. However, another option exists for award of public projects by public agencies for expenditures up to \$200,000. Public Contract Code section 22001 provides for the development of cost accounting standards and an alternative method for the bidding of public projects by public entities. This alternative method is codified in the California Public Contract Code as the "Uniform Public Construction Cost Accounting Act." This is a voluntary method and an option for awarding these contracts. The only contracts that can be awarded under this Act are public projects, as defined in Public Contract Code section 22002.

Adopting the Resolution will provide the necessary authorization for the District to notify the State Controller's Office of the District's intent to participate and to enact an informal bidding policy to govern the selection of contractors to perform public projects.

Fiscal Impact:

Staff expects to save costs and time by using alternative bidding processes on some public projects, although there is a small administrative cost for the transition to adopt the Act.

Recommended Action:

It is recommended that the Board Approve Resolution 2-19-03 to Adopt Administrative Regulation 3311 on Bids, Including Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act.

RESOLUTION

MUROC JOINT UNIFIED SCHOOL DISTRICT

Resolution No. 2-19-03

RESOLUTION OF THE MUROC JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES ELECTING TO ADOPT ADMINISTRATIVE REGULATION 3311 ON BIDS, INCLUDING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, Public Contract Code section 20110 et seq. provides general procedures for school districts to enter into contracts;

WHEREAS, Public Contract Code section 22001 et seq. provides for the development of cost accounting standards and an alternative method for the bidding of public projects by public entities, known as the Uniform Public Construction Cost Accounting Act (“Act”); and

WHEREAS, the Act is a voluntary method and an option for informally awarding public project contracts, as defined in Public Contract Code section 22002, in accordance with the limits and procedures listed in Public Contract Code section 22032 et seq.; and

WHEREAS, a list of contractors, identified according to categories of work, must be developed and maintained in accordance with Public Contract Code section 22034 and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission (“Commission”); and

WHEREAS, when a public project is to be informally bid, a notice inviting informal bids may be mailed to all contractors for the category of work to be bid, as shown on the contractors list described above; and

WHEREAS, additional contractors or construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Public Contract Code section 22036 may be notified at the discretion of the department soliciting bids, provided that (1) if there is no list of qualified contractors maintained by the Muroc Joint Unified School District (“District”) for the particular category of work to be performed, the notice inviting bids may be sent only to the construction trade journals specified by the Commission, and (2) if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors; and

WHEREAS, the District must mail all notices to contractors or construction trade journals described above no less than ten (10) calendar days before bids are due;

WHEREAS, the notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids;

WHEREAS, if all bids received are in excess of two hundred thousand dollars (\$200,000), the District's Board of Trustees ("Board") may, by adoption of a resolution by a four-fifths' vote, award the contract, at two hundred twelve thousand five-hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable; and

WHEREAS, the Board desires to adopt this Resolution and to adopt a bidding policy; and

WHEREAS, the Board desires to delegate to District staff authority regarding bidding.

NOW, THEREFORE, the Board does hereby determine, resolve, and order as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board adopts this Resolution and adopts Administrative Regulation 3311, attached, on bids.

Section 3. The Board authorizes staff to notify the State Controller's Office of the District's intent to participate in informal bidding procedures and to enact an informal bidding policy to govern the selection of contractors to perform public projects.

Section 4. The Board authorizes the Superintendent, Chief Business Officer, or designee to waive the formal bid process, where applicable, for public projects up to \$200,000, and otherwise follow the procedures described in the Act.

Section 5. The Board hereby delegates the authority and discretion to award informal contracts to the Superintendent and the Chief Business Officer.

Section 6. This Resolution shall take effect immediately and shall remain in effect until rescinded by the Board.

DISTRICT'S ADMINISTRATIVE REGULATION 3311 ("AR 3311")

Business and Non-Instructional Operations

Bids

The District awards bids in accordance with the procedures set forth at Public Contract Code 20111 et seq.

The District has also adopted the California Uniform Public Construction Cost Accounting Act ("Act") procedures under Public Contract Code 22000 et seq.

Informal Bids

Public projects, as defined by the Act and in accordance with the limits listed in Public Contract Code section 22032, may be let by contract by the informal procedures as set forth in Public Contract Code section 22032 et seq.

Contractors List

A list of contractors shall be developed and maintained in accordance with the provisions of Public Contract Code section 22034 and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Advertised Bids for Public Projects

The District shall seek competitive bids through advertisement for contracts involving an expenditure greater than \$200,000 for a public project, may informally bid contracts involving an expenditure or less than \$200,000, and shall seek quotes, as needed, for projects involving an expenditure of \$60,000 or less.

"Public project" means construction, reconstruction, erection, alteration, renovation, improvement, painting, re-painting, demolition, and repair work involving a District-owned, District-leased, or District-operated facility. (Public Contract Code §§ 20111, 22002)

Advertised Bids for Equipment, Supplies, Services and Repairs Not Subject to the Act

The District shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code § 20111; Government Code § 53060)

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the District.
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters.
3. Repairs, including maintenance that is not a public project.

“Maintenance” means routine, recurring and usual work for preserving, protecting and keeping a District facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility, as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touchup. (Public Contract Code § 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two (2) weeks in a local newspaper of general circulation published in the District, or if no such paper exists, then in some newspaper of general circulation, circulated in the county, unless an alternate procedure is permitted by the Act. The Superintendent or designee also may post the notice on the District’s website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The District may accept a bid that has been submitted electronically or on paper. (Public Contract Code § 20112)

The notice shall contain the time, date and location of any mandatory prebid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five (5) calendar days of the publication of the initial notice. (Public Contract Code § 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in the products, materials, goods, or supplies offered or sold. (Public Contract Code § 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder’s security: (Public Contract Code §§ 20107, 20111)
 - a. Cash
 - b. A cashier’s check made payable to the District
 - c. A certified check made payable to the District
 - d. A bidder’s bond executed by an admitted surety insurer and made payable to the District

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event any later than sixty (60) days after the bid is awarded. (Public Contract Code § 20111)

3. When a standardized proposal form is provided by the District, bids not presented on the standard form shall be disregarded. (Public Contract Code § 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code § 20112)
5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code § 20117)
6. If the District requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (Public Contract Code § 20103.8)
 - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the District before the first bid is opened.
 - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or supplies from being revealed to the District before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code § 20103.8)
7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code section 20118.4.
8. After being opened, submitted bids become public records pursuant to Government Code section 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

Notice Requirements

The call for bids and contract documents must include the following information:

1. No contractor or subcontractor may be listed on a bid proposal or awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
2. Public works projects are subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a District procurement is for computers, software, and other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction. The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code § 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the District, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least ten (10) days before the date of receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFP's received, the identification of qualified sources, and the selection for the award of the contract.
6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the District with price and all other factors considered.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award.
8. The Board, at its discretion, may reject all proposals and request new RFP's.

9. Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the District, the Board may authorize, by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property for the District in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code § 20118)

(cf. 3300 – Expenditures and Purchases)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the District may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code § 20118)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code § 20118.3)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code § 38083)

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

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by four-fifths vote, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code § 22035)

(cf. 3517 - Facilities Inspection)

(cf. 9323.3 - Actions by the Board)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code § 20114)

Public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order: (Public Contract Code § 22032)

1. School building repairs, alterations, additions.
2. Painting, repairing or decorating of school buildings.

3. Repair or building of apparatus or equipment.
4. Improvements on school grounds.
5. Maintenance work as defined above.

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that, either directly or indirectly, limits bidding to any one specific concern or calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification designating the specific materials, product, thing, or particular brand name is followed by the words “or equal” so that bidders may furnish any equal material, product, thing, or service. In such cases, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within thirty-five (35) days after the award of the contract. (Public Contract Code § 3400)

When the bid is for a roof project, a material, product, thing, or service is considered “equal” to the one designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code § 3002)

However, the Superintendent or designee may designate a specific concern, material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code § 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board’s declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board that issued the invitation for bid or request for proposals

Prequalification Procedure

Each prospective bidder may be requested to complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder’s financial ability and experience in performing public works. The information shall be verified under oath in the manner in which

civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code §§ 20111.5, 20111.6)

Prospective bidders shall submit the questionnaire and financial statement at least five (5) days before the date fixed for public opening of sealed bids. (Public Contract Code § 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the District at least one day before the fixed bid-opening date. (Public Contract Code § 20111.5)

Award of Contract

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. Child nutrition program purchases shall have price as the primary consideration, but will also be able to consider factors other than price. (Public Contract Code § 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code § 20118.1)

The Board shall secure bids pursuant to Public Contract Code sections 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract with other than the lowest bidder. (Education Code § 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code sections 20111 through 20111.4 for contracting after competitive bidding. (Public Contract Code § 20116)

Protest by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. The protest must comply with the following procedure unless an alternate procedure is specified in the bid documents, in which case that procedure shall be followed.

The protest shall be filed in writing with the Superintendent or designee within three (3) working days after notice of intent to award the contract. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest in a timely manner shall constitute a waiver of his/her rights to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within fifteen (15) days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

Federal Funding

For projects using federal funds, all purchases over \$10,000 must obtain at least two (2) written quotes.

Regulation approved:
February 13, 2019

MUROC JOINT UNIFIED SCHOOL DISTRICT
North Edwards, California

344-5/3697425.2

Kern County Consortium
Special Education Local Plan Area



2019 Local Plan for Special Education

Approved by SEC: January 14, 2019

Submitted to CDE after LEA

approval: _____

Local Plan Amendment Committee 2018-19

The Kern County Consortium SELPA acknowledges the 2018-19 Local Plan Amendment Committee for the time that they each devoted to developing the current revision of the Local Plan. The committee members were:

Brian Cortez	Administrator, Division of Special Education, Kern County Superintendent of Schools
Dennis Ferrell	Director, Special Education, Tehachapi Unified School District
Julianna Gaines	Executive Director, Kern County Consortium SELPA
Dana Hyatt	Director, Special Education, Rio Bravo-Greeley Union School District
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Deanne Sanchez	Director, Special Education, Delano Joint Union High School District
Crysta Silver Hill	Director, Special Education, Rosedale Union Elementary School District
Wendy Terrazas	Director, Special Education, Delano Union Elementary School District
Mario Uresti, Ed.D.	Coordinator of Special Education Services, Wasco High School District
Russell Van Dyke, Ph.D.	Director, Student Support Services, Lakeside Union School District
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Participating Local Educational Agencies

The local educational agencies (LEAs) participating in the Kern County Consortium SELPA are the Kern County Superintendent of Schools and all but three districts within the county. Those districts, organized into area centers, include:

Area Center #1

Belridge School District
Elk Hills School District
Maricopa Unified School District
McKittrick School District
Midway School District
Taft City School District
Taft High School District

Area Center #2

Buttonwillow Union School District
Grimmway Academy - Shafter
Lost Hills Union School District
Maple School District
Pond Union School District
Richland School District
Semitropic School District
Wasco Union High School District
Wasco Union School District
Wonderful CPA – Lost Hills

Area Center #3

Delano Jt. Union High School District
Delano Union School District
McFarland Unified School District
Wonderful CPA - Delano

Area Center #4

Arvin Union School District
Di Giorgio School District
Edison School District
El Tejon Unified School District
Fairfax School District
General Shafter School District
Grimmway Academy - Arvin
Lamont School District
Vineland School District

Area Center #5

Greenfield Union School District
Lakeside Union School District

Area Center #6

Beardsley School District
Blake School District
Caliente Union School District
Kernville Union School District
Linns Valley-Poso Flat Union School District
South Fork School Union School District
Standard School District

Area Center #7

Mojave Unified School District
Muroc Joint Unified School District
Ridgecrest Charter School
Southern Kern Unified School District
Tehachapi Unified School District

Area Center #8

Fruitvale School District
Norris School District
Rio Bravo-Greeley School District
Rosedale Union School District

Governance and Administrative Structure

The Kern County Consortium Special Education Local Plan Area (SELPA) is a multi-district SELPA comprised of 43 local educational agencies (LEAs) 5 LEA charter schools and the Kern County Superintendent of Schools, joined together to provide for the coordinated delivery of programs and services to special needs students. The Kern County Superintendent of Schools is designated as the Administrative Unit (AU) for the Kern County Consortium SELPA. The Kern County Superintendent of Schools is considered an LEA for all purposes of this agreement except where referred to as the AU. In adopting the local plan, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the plan and to ensure equal access to programs and services to eligible persons requiring special education in the service region.

The governance structure of the SELPA is established by agreement among the governing boards of the member LEAs. It consists of the Superintendents' Executive Council, the Special Education Administrators Committee, and the Community Advisory Committee. The SELPA Executive Director may convene additional advisory committees. The SELPA Executive Director is responsible for coordination of the SELPA and implementation of the local plan.

Superintendents' Executive Council

The Superintendents' Executive Council (SEC) shall consist of a selected representative from each of the eight Area Centers, and the Superintendent of the RLA/Administrative Unit or his designee, each of whom shall provide a liaison function between the LEA governing boards and the SEC. LEA Superintendents exercise their authority and responsibilities in accordance with policies and procedures of their local governing boards and within the voting procedures of the Superintendents' Executive Council.

Representatives shall be selected by and from the Superintendents of each Area Center through a ballot distributed by the SELPA Executive Director to the Superintendents of the Area Center that will have a vacancy. Terms will begin in July or upon the determination of a vacancy due to resignation or retirement. The Administrative Unit representative will be the County Superintendent of Schools or her designee. The term of office will be two years. The Chairperson and Vice-Chairperson will be selected by the representatives serving on the Superintendents' Executive Council and will serve for a two-year term. A quorum will be five representatives and will be required for a meeting.

All council members have one vote and decisions will be made by a majority vote except in circumstances where state or federal mandates require a unanimous vote.

The Council, with direction from the LEA governing boards, shall act to:

- Establish operational procedures and make decisions on any matters regarding implementation, administration and operation of special education programs in accordance with the Local Plan.

- Determine and provide direction on matters pertaining to personnel, Local Plan, program and service requirements, and allocation of special education funds.
- Meet as often as necessary, but no less than four times, during the year to implement the business of the Special Education Local Plan Area and to provide the necessary direction and guidance to the SELPA Executive Director.
- Provide direction, consultation and technical assistance to the local education agencies and the Administrative Unit.
- Participate in the hiring of the SELPA Executive Director using a process jointly agreed upon by the Administrative Unit and the Superintendents' Executive Council. Provide input to the Administrative Unit regarding the evaluation of the SELPA Executive Director.
- Develop rules, regulations and procedures to ensure effective management and content of special education programs and services.
- Provide a consistent forum to develop, review and approve policy recommendations which are submitted to the Superintendents' Executive Council for consideration

Special Education Administrators Committee

The Special Education Administrators Committee shall be an advisory body to the Superintendents' Executive Council and the SELPA Executive Director. The Special Education Administrators are responsible for the operation of local education agency/district programs to ensure that all eligible children with disabilities receive appropriate services.

There will be a minimum of eight (8) general information and support meetings each year of the general membership of the SEAC. SEAC membership includes the Special Education Administrator from each LEA in the SELPA and the Administrative Unit.

Responsibilities of the Special Education Administrators Committee

- Advise the SELPA Executive Director and the Superintendents' Executive Council regarding the status, accomplishments and needs of special education programs operated within the local education agencies.
- Provide technical advice and assistance to the Superintendents' Executive Council and the SELPA Executive Director.
- Provide leadership and support through inter-district collaboration in order to implement the Local Plan, including any regionalized services/programs.

- Act as liaison with parents, community resources, and other local education agencies, the SELPA Executive Director, and the Superintendents' Executive Council.
- Gather, interpret, and report data regarding the implementation, administration and operation of the Local Plan in the local education agencies.
- Coordinate and facilitate the day-to-day participation of local education agency special education personnel and utilize other available district resources to improve special education services in accordance with the provisions of the Local Plan and decisions made by the Superintendents' Executive Council.
- Advise the SELPA Executive Director of the annual program needs of the Local Plan Area to be considered in the development of the annual budget plan and recommend programs and services to be considered for inclusion in the Regionalized Services Program budget.
- Recommend content and assist in the coordination of staff development activities in the SELPA.
- Participate in the development of appropriate special education services, which will ensure that students with disabilities will have access to the same education programs as non-disabled pupils. Programs and services will be equivalent to those of non-disabled pupils at the various age/grade levels.
- Performs functions in accordance with the Kern County Consortium SELPA Local Plan.

Community Advisory Committee (CAC)

The Kern County Consortium SELPA Community Advisory Committee (CAC) serves in an advisory capacity. CAC membership includes parents of students with disabilities enrolled in public or private schools, parents of other students enrolled in school, students with disabilities, adults with disabilities, general education teachers, special education teachers, other school personnel, representatives of other public and private agencies, and persons concerned with the needs of students with disabilities. At least a majority of the CAC shall be composed of parents of students enrolled in schools participating in the local plan and at least a majority of such parents shall be parents of students with disabilities.

CAC voting members shall be recommended by LEA Special Education Administrators. The SELPA Executive Director or designee serves as ex officio member of the CAC and acts as the liaison between the CAC, the Special Education Administrators Committee, and the Superintendents' Executive Council.

CAC responsibilities include:

- Advising the policy and administrative entity on the development, amendment, and review of the local plan.
- Recommending annual priorities to be addressed by the SELPA.
- Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- Encouraging community involvement in the development of the local plan.
- Supporting activities on behalf of students with disabilities.
- Assisting in parent awareness of the importance of regular school attendance.
- Facilitate communication between schools, parents, and community.
- Establish and review bylaws to govern committee operations.

The CAC shall have regularly scheduled meetings not less than four times per year. All meetings of the committee shall be held according to law and the Brown Act. The SELPA Executive Director/designee will present the CAC's input to the Superintendents' Executive Council for consideration.

Announcements of CAC meetings and activities will be distributed to parents of children with special needs in the SELPA. In addition, information will be posted on the SELPA web page.

Fiscal Advisory Committee

The Fiscal Advisory Committee consists of at least two chief business officials, two LEA special education administrators from the Special Education Administrators Committee, and one representative from the Kern County Superintendent of Schools. Additionally, the committee shall include at least one participant who is representing small school districts. Other district personnel, as interested, may participate. The committee is convened as determined necessary by the SELPA Executive Director.

The purpose of the Fiscal Advisory Committee is to provide suggestions and recommendations to the SELPA Executive Director regarding financial issues such as the income distribution agreement, the annual budget plan, the impact of budgets for regional programs on the provision of special education throughout the SELPA, and maintenance of effort requirements. The SELPA Executive Director will bring the recommendations to the Superintendents' Executive Council for discussion and/or approval.

Facilities Advisory Committee

The Facilities Advisory Committee consists of at least one chief business official, one superintendent from the Superintendents' Executive Council, one special education administrator from the Special Education Administrators Committee, one representative from Kern County Superintendent of Schools Special Education, and the Director of Facilities and Property Management Services from the Kern County Superintendent of Schools. Additionally, the committee shall include at least one participant who is representing small school districts. Other district personnel, as interested, may participate. The committee is convened as determined necessary by the SELPA Executive Director.

The purpose of the Facilities Advisory Committee is to provide suggestions and recommendations to the Superintendents' Executive Council regarding long-range facilities planning for students with disabilities.

Special Focus Committees

The SELPA Executive Director may convene informal special focus advisory committees in areas such as program development, SELPA adoption of student information systems, development and revision of IEP forms, and interagency agreements. Each committee will meet only as long as necessary to complete a specific purpose.

SELPA Executive Director

The AU is responsible for the recruitment of the SELPA Executive Director. The procedure for the employment of the SELPA Executive Director will be a process jointly agreed upon by the AU and the Superintendents' Executive Council. The Superintendents' Executive Council provides input to the AU regarding the evaluation of the SELPA Executive Director.

The SELPA Executive Director assures equal access to all programs and services in the SELPA and provides advice to members of the public, including parents or guardians of students with disabilities who are receiving services under the local plan, on the availability of established due process and legal service options and procedures. In cooperation with the California Department of Education, the SELPA Executive Director provides information to ensure that all special education pupils receive due process of law. Specific duties include, but are not limited to:

- Coordinating implementation of all components of the local plan.
- Preparing and submitting approved annual budget and service plans.
- Developing, implementing, supervising, and evaluating regionalized services.

- Overseeing the recruitment, supervision, and evaluation of SELPA staff.
- Developing and ensuring implementation of policies, procedures, and local agreements that will ensure that all students are provided with a free and appropriate public education.
- Developing and maintaining interagency agreements with appropriate public agencies to ensure a full range of special education programs and services.
- Ensuring appropriate use of federal, state, and local funds allocated for special education.
- Preparing program and fiscal reports required by the LEAs, SELPA, and California Department of Education.
- Overseeing the development and implementation of a plan for personnel development, including training of staff and parents.
- Providing technical assistance and consultation to LEAs in all areas of special education, including complaint and due process procedures.
- Adopting and implementing a management information system.
- Establishing and maintaining a positive relationship with all members of the SELPA.
- Informing the superintendents of the status of the special education programs.
- Serving as an ex-officio member of the Superintendents' Executive Council.
- Coordinating the funds for low incidence services, equipment, and materials in accordance with established procedures.

Regionalized Services and Program Specialists

Assurances

As a condition of receiving funds for regionalized services and the direct instructional support of program specialists, the SELPA assures that all regionalized operations and services listed below are provided in accordance with the local plan:

- A coordinated system of identification and assessment.
- A coordinated system of procedural safeguards.
- A coordinated system of staff development and parent education.
- A coordinated system of curriculum development and alignment with the core curriculum.
- A coordinated system of internal program review, evaluation of the effectiveness of the local plan, and implementation of a local plan accountability mechanism.
- A coordinated system of data collection and management.
- Coordination of interagency agreements.
- Coordination of services to medical facilities.
- Coordination of services to licensed children's institutions and foster homes.
- Preparation and transmission of required SELPA reports.
- Fiscal and logistical support of the CAC.
- Coordination of career, vocational and transition services.
- Coordination of transportation services for individuals with exception needs.
- Means by which full educational opportunity is ensured.
- Fiscal administration and the allocation of state and federal funds.

Program Specialists

Program specialists are employed through the AU and serve the SELPA under the direction of the SELPA Executive Director. The SELPA Coordinator evaluates program specialists.

Each program specialist must possess a valid special education credential, clinical services credential, health services credential, or pupil personnel services credential

with school psychology authorization. Program specialists shall have advanced training and related experiences in the education of individuals with disabilities and a specialized in-depth knowledge in one or more areas of disabling condition. A program specialist may do all of the following:

- Conduct observations, consult with, and assist special and general education staff, administrators, and parents regarding appropriate placement and services for students.
- Participate in program development, primarily in the area of his or her expertise.
- Coordinate curricular resources and take leadership in ensuring the use of appropriate instructional methods, strategies, interventions, and resources.
- Facilitate the development and implementation of staff development and parent education activities.
- Assist LEAs in completing program reviews, monitoring compliance, and resolving disputes regarding special education programs and services.
- Assist in assuring that students have full educational opportunities.
- Provide other services as needed.

Roles and Responsibilities of Participating Entities

Administrative Unit (AU)

The Superintendents' Executive Council has designated the Kern County Superintendent of Schools as the AU for the SELPA. The AU is the SELPA's fiscal agent and is responsible for implementing the following functions:

- Receipt and distribution of special education funds for the operation of special education programs and services, pursuant to state and federal law.
- Administrative support, including establishing and maintaining an office for SELPA staff.
- Employment of SELPA staff to coordinate implementation of the local plan.

Local Educational Agency (LEA)

Board policy of each LEA member of the Kern County Consortium SELPA Local Plan shall indicate that the LEA is responsible for educating children with disabilities in the least restrictive environment. Placement in special education programs or services occurs only when the nature or severity of the disability is such that the child's education, even with the use of modifications of the general education program or use of supplementary aids or programs, cannot be achieved satisfactorily. Children with disabilities are served in their home districts whenever the needs identified on the individualized education program can be met within the home district. However, it is recognized that some students have unique educational needs that cannot be met in their home districts. Because of such identified unique educational needs, some students receive services from other districts or the Kern County Superintendent of Schools within the SELPA. LEA responsibilities include, but are not limited to:

- Coordinating and conducting child find activities.
- Developing and providing programs and services for all eligible students residing in the district and for students at private schools located in the district.
- Identifying and serving students in medical, foster or LCI facilities.
- Participating in state/district-wide assessments.
- Operating all special education programs and services in accordance with state and federal laws and regulations.
- Responding to compliance and due process complaints and implementing the decisions of compliance investigations or due process hearings.

- Utilizing the same management information system, forms, procedures and guidelines as all other districts within the SELPA.
- Collecting and completing state and federal report requirements; including California Special Education Management Information System (CASEMIS) reports, self-reviews, and verification reviews.

LEA Governing Boards

The governing board of each LEA shall approve its participation in the Kern County Consortium Local Plan for Special Education.

The local governing board responsibilities include, but are not limited to:

- Approval of the local plan.
- Adoption of policies and procedures for special education programs and services within their districts.
- LEA compliance with all elements of the local plan.
- Input on SELPA policies and procedures through the superintendent of the LEA.

LEA Superintendents

Superintendents of each LEA are responsible to their respective governing boards. District superintendents select the representative(s) to the Superintendents' Executive Council from their area centers. In addition, district superintendents:

- Serve as a member of the Superintendents' Executive Council when selected.
- Assist in the identification of special education program and service needs for the Kern County Consortium SELPA through communication with area center representatives.
- Communicate SELPA information to their governing boards.

LEA Special Education Administrators

LEA special education administrators are responsible for the coordination of special education services and programs within their respective LEA and for the implementation of the local plan. They are also responsible for recommending the LEA Representative to the SELPA Community Advisory Committee.

Additional Elements of the Local Plan

Income Distribution Agreement and Maintenance of Effort

An income distribution agreement has been adopted by the SELPA and shall be reviewed and revised on a regular schedule. The model distributes all funds pursuant to applicable state and federal regulations. LEAs and the Kern County Superintendent of Schools acknowledge the obligation to maintain the level of general fund contribution towards the provision of special education services at a level equal to or greater than that of the prior year (Maintenance of Effort), in compliance with state and federal mandates. The agreement is located in the *Kern County Consortium SELPA Procedural Manual*.

Annual Budget Plan

The SELPA shall present an annual budget plan at a public hearing scheduled prior to a Superintendents' Executive Council meeting in compliance with all legal mandates. The annual budget plan shall identify expected income and expenditures as required by state and federal laws. The Superintendents' Executive Council will adopt the annual budget plan at the meeting directly following the public hearing.

Annual Service Plan

The SELPA shall present an annual service plan at a public hearing scheduled prior to Superintendents' Executive Council meeting in compliance with all legal mandates. The service plan provides an overview of the programs and services available within the SELPA. The Superintendents' Executive Council will adopt the annual service plan at the meeting directly following the public hearing.

Programs for Early Childhood Special Education

See *Kern Early Start Program Interagency Agreement between the Kern County Superintendent of Schools, Kern County Consortium SELPA, and Kern Regional Center* in the *Exhibits* section related to services for children aged birth to three years. For students aged three through five years, services are offered within the individual LEAs whenever possible; should further services be needed, districts may contract with the Kern County Superintendent of Schools Division of Special Education. (For a listing of programs for early childhood special education programs and services for children aged three through five years of age, see the *Annual Service Plan*.)

Oversight of Nonpublic School Placements

Each LEA that contracts with a nonpublic, nonsectarian school shall evaluate the placement of its pupil(s) in such schools on at least an annual basis as part of the annual IEP review. The LEA representative shall review the master contract, the

individual services agreement, and the IEP to ensure that all services agreed upon and specified in the IEP are provided.

Nonpublic, nonsectarian schools are required by the master contract and the IEP to annually evaluate the pupil to determine if he/she is making appropriate educational progress. The LEA representative shall collaboratively review with the nonpublic, nonsectarian school the evaluations conducted by the nonpublic, nonsectarian school to ensure that they were appropriate and valid for measuring pupil progress. The LEA may choose to administer additional assessments as necessary, with parent consent where required, to determine whether the pupil is making adequate educational progress.

Utilization of General Education Resources

Each LEA shall ensure that a pupil is referred for special educational instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized. Such resources may include, but not be limited to, response to intervention models, student success teams, early literacy programs, and remedial programs.

Access to Core Curriculum

Each LEA shall ensure that students with disabilities will have access to all state adopted core curriculum and supplementary materials.

Each LEA shall ensure all staff, both general and special education, have access to training in:

- Information about current literacy and learning research.
- State adopted standards and frameworks.
- Increased participation of students with disabilities in statewide student assessments.
- Research-based instructional strategies for teaching reading to a wide range of diverse learners in order to increase the percentage of children with disabilities who are literate.

Low Incidence Funds

Funds for low incidence equipment, materials, and supplies as well as for low incidence services are restricted to support of students in the following disability categories: hard-of-hearing, deaf, visual disability, severely orthopedically impaired, and deaf-blind. The funds are administered through the Kern County Consortium SELPA as specified in the *Kern County Consortium SELPA Procedural Manual* and include receipt of funds, expenditure of funds, maintenance of an inventory, development of procedures for exchange of equipment, and reporting to the state.

Request for SELPA Membership by a Charter School

A request by a charter school to participate as an LEA in the Kern County Consortium SELPA will not be treated differently from a similar request made by a school district. In reviewing and approving such a request, the following requirements shall apply:

- The charter school shall participate in state and federal funding for special education and receive funding in the same manner as other LEAs of the SELPA as specified in the SELPA income distribution model.
- The charter school shall participate in the governance of the SELPA in the same manner as other LEAs of the SELPA.
- The addition of new members to the Kern County Consortium SELPA, as approved by the Superintendents' Executive Council, shall be followed by an amendment to the local plan.

Policies, Procedures, and Local Agreements

SELPA policies, procedures, and local agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed and are available upon request. These documents can be requested through the SELPA office.

Interagency Agreements

Interagency agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed with the following agencies:

- California Children's Services
- Kern County Head Start
- San Luis Obispo County Migrant and Seasonal Head Start
- Kern Regional Center

Other interagency agreements will be developed as needed. Copies of these documents can be requested through the SELPA office.

Amendments to the Local Plan

The SELPA Executive Director shall be responsible for the coordination of the development of any proposed amendments to the local plan.

Amendments to the permanent portion of the local plan may be considered at any time. The Superintendents' Executive Council may adopt changes to the local plan on an

interim basis, not to exceed one school year. To formally adopt proposed and interim amendments the following procedure shall be followed:

- A committee comprised of special education administrators shall be convened to provide input and make recommendations regarding the proposed or interim amendments to the local plan.
- The CAC and other advisory groups as determined appropriate by the SELPA Executive Director will review the recommended amendments to the local plan, as presented by the committee, and provide additional input and revision, if needed.
- The Superintendents' Executive Council will review the recommended amendments, propose any final revisions, and submit the final draft to the Superintendents' Executive Council for approval.
- The Superintendents' Executive Council will review and approve the final draft amendments of the local plan and submit to the LEA governing boards for approval.
- LEA governing boards will review and take action on the recommended amendments to the local plan within 60 days of submission from the Superintendents' Executive Council.
- Amendments require the approval of each LEA governing board.
- Following approval by all LEA governing boards, the SELPA will submit the local plan to the California Department of Special Education for submission to the State Board of Education.

Public Addressing the Governing Body

Members of the public, including parents or guardians of students with disabilities, may address questions or concerns to the governing boards of each LEA, the Superintendents' Executive Council, and/or the CAC.

Dispute Resolution

In the event of a disagreement between LEAs, LEAs and the AU, LEAs and/or the AU and the SELPA regarding the distribution of funding, responsibility for service provision and any other governance activities specified in the local plan, the dispute resolution process included in the *Kern County Consortium SELPA Procedural Manual* will be followed. This procedure is intended to resolve disagreements within a period of 45 days without undermining local authority.

Legal References

Federal Requirements: 20 USC 1412 (a), 20 USC 1413 (a) (1), 20 USC 1413 (a) (5) ⁹

State Requirements: EC 56001 (f) ¹, 56190-56194 ⁶, 56195.1 (b) (c) ⁵, 56195.3 ², 56195.9 ³, 56025 (a) (12) ⁴, 56205 (b) (4) ⁸, 56205 (b) (5) ⁷, 47640-47647 ¹⁰, 56195.1, 56203, 56207.5

Exhibit A – Kern Early Start Program Interagency Agreement between the Kern County Superintendent of Schools, Kern County Consortium SELPA, and Kern Regional Center
(Part C)

A copy of the Interagency Agreement between the Kern County Superintendent of Schools, Kern County Consortium SELPA, and the Kern Regional Center (Part C) is on file in the SELPA office and is included in the Local Plan submission to CDE.

Exhibit B – LEA Assurances

SPECIAL EDUCATION LOCAL PLAN AREA
LOCAL EDUCATION AGENCY ASSURANCES

1. FREE APPROPRIATE PUBLIC EDUCATION 20 UNITED STATES CODE (USC) SECTION (§) 1412 (A)(1)

It shall be the policy of this local educational agency (LEA) that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school.

2. FULL EDUCATIONAL OPPORTUNITY 20 USC § 1412 (A)(2)

It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children.

3. CHILD FIND 20 USC § 1412 (A)(3)

It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

4. INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) 20 USC § 1412 (A)(4)

It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 U.S.C. § 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 U.S.C. § 1414 (d). It shall be the policy of this LEA that a review of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions..

5. LEAST RESTRICTIVE ENVIRONMENT 20 USC § 1412 (A)(5)

It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

6. PROCEDURAL SAFEGUARDS 20 USC § 1412 (A)(6)

It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations.

7. EVALUATION 20 USC § 1412 (A)(7)

It shall be the policy of this LEA that a reassessment of a student with a disability shall be conducted at least once every three years or more frequently, if appropriate.

8. CONFIDENTIALITY 20 USC § 1412 (A)(8)

It shall be the policy of this LEA that the confidentiality of personally identifiable data information and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act (FERPA).

9. PART C TO PART B TRANSITION 20 USC § 1412 (A)(9)

It shall be the policy of this LEA that children participating in early intervention programs (Individuals with Disabilities Education Act [IDEA], Part C), and who will participate in preschool programs, experience a smooth and effective transition to those preschool programs in a manner consistent with 20 U.S.C. § 1437 (a)(9). The transition process shall begin prior to the child's third birthday.

10. PRIVATE SCHOOLS 20 USC § 1412 (A)(10)

It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

11. LOCAL COMPLIANCE ASSURANCES 20 USC § 1412 (A)(11)

It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs; and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the Individuals with Disabilities Education Act (IDEA), the Federal Rehabilitation Act of 1973, Section 504 of Public Law and the provisions of the California Education Code, Part 30.

12.INTERAGENCY 20 USC § 1412 (A)(12)

It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education (FAPE) are provided, including the continuation of services during an interagency dispute resolution process.

13.GOVERNANCE 20 USC § 1412 (A)(13)

It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the Local Plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Educational Agency.

14.PERSONNEL QUALIFICATIONS - 20 USC § 1412 (A)(14)

It shall be the policy of this LEA to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, and that those personnel have the content knowledge and skills to serve children with disabilities.

This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications.

15.PERFORMANCE GOALS AND INDICATORS 20 USC § 1412 (A)(15)

It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE.

16.PARTICIPATION IN ASSESSMENTS 20 USC § 1412 (A)(16)

It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments, consistent with state standards governing such determinations.

17.SUPPLEMENTATION OF STATE/FEDERAL FUNDS 20 USC § 1412 (A)(17)

It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA and will be used to supplement and not to supplant state, local and other Federal funds.

18. MAINTENANCE OF EFFORT 20 USC § 1412 (A)(18)

It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal law and regulations.

19. PUBLIC PARTICIPATION 20 USC § 1412 (A)(19)

It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA.

20. RULE OF CONSTRUCTION 20 USC § 1412 (A)(20)

(Federal requirement for State Education Agency only)

21. STATE ADVISORY PANEL 20 USC § 1412 (A)(21)

(Federal requirement for State Education Agency only)

22. SUSPENSION/EXPULSION 20 USC § 1412 (a)(22)

The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures and practices related to the development and implementation of the IEPs will be revised.

23. ACCESS TO INSTRUCTIONAL MATERIALS 20 USC § 1412 (A)(23)

It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state adopted National Instructional Materials Accessibility Standard.

24. OVERIDENTIFICATION AND DISPROPORTIONALITY 20 USC § 1412 (A)(24)

It shall be the policy of this LEA to prevent the inappropriate over identification or disproportionate representation by race and ethnicity of children as children with disabilities.

25. PROHIBITION ON MANDATORY MEDICINE 20 USC § 1412 (A)(25)

It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services.

26. DISTRIBUTION OF FUNDS 20 USC § 1411(E),(F)(1-3)

(Federal requirement for State Education Agency only)

27. DATA 20 USC § 1418 (A-D)

It shall be the policy of this LEA to provide data or information to the CDE that may be required by regulations.

28. CHARTER SCHOOLS (EC 56207.5 (A-C))

It shall be the policy of this LEA that a request by a charter school to participate as an LEA in a special education local plan area (SELPA) may not be treated differently from a similar request made by a school district.

The LEA Assurances adopted by the board of each member LEA is on file in the SELPA office and is included in the Local Plan submission to CDE.

Exhibit C – Certifications

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

Action Agenda Item

TO: Board of Trustees

FROM: Kevin D. Cordes, Superintendent

MEETING DATE: February 13, 2019

AGENDA ITEM: 2019 CSBA Delegate Assembly Election

BACKGROUND: The Board has received an official ballot for our subregion in the election of representatives to CSBA's Delegate Assembly. This ballot contains the names of individuals nominated by member boards in our subregion and biographical sketches submitted for those individuals.

The Board must vote as a whole, submitting one ballot. The Board may vote for up to the number of vacancies in the subregion, as indicated on the ballot. There are currently four vacancies in our subregion. Regardless of the number of vacancies, each Board may cast no more than one vote for any one candidate. The ballot contains a provision for write-in candidates, and the Board may choose to vote for an individual whose name is not printed on the ballot. Return ballots must be postmarked on or before March 15, 2019.

RECOMMENDATION: It is recommended that the Board come to a consensus and cast their vote for no more than four candidates in the 2019 CSBA Delegate Assembly Election.

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2019**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT
SUBREGION 12-B
(Kern County)

Number of vacancies: 4 (Vote for no more than 4 candidates)

Delegates will serve two-year terms beginning April 1, 2019 - March 31, 2021

**denotes incumbent*

☐

Pam Baugher (Bakersfield City ESD)*

☐

Tim Johnson (Sierra Sands USD)*

☐

Geri N. Rivera (Arvin Un. SD)*

☐

Keith C. Wolaridge (Panama-Buena Vista Un. SD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 12 – 13 Delegates (11 elected/3 appointed♦)

Director: Bill Farris (Sierra Sands USD)

Below is a list of all the current Delegates with expired terms from this Region.

Subregion 12-A (Tulare)

Peter Lara, Jr. (Porterville USD), term expires 2020
Cathy Mederos (Tulare Joint Union HSD), term expires 2019
Dean Sutton (Exeter USD), term expires 2019
Lucia Vazquez (Visalia USD), term expires 2020

Subregion 12-B (Kern)

Pamela (Pam) Baugher (Bakersfield City SD), term expires 2019
Cynthia Brakeman (Kern HSD)♦, appointed term expires 2020
Jeff Flores (Kern HSD)♦, appointed term expires 2021
Pamela Jacobsen (Standard ESD), term expires 2020
Tim Johnson (Sierra Sands USD), term expires 2019
Geri Rivera (Arvin Union SD), term expires 2019
Lillian Tafoya (Bakersfield City SD)♦, appointed term expires 2020
Keith Wolaridge (Panama-Buena Vista Union SD), term expires 2019

County Delegate:

Donald (Don) Cowan (Kern COE), term expires 2020

<u>Counties</u>

Tulare (Subregion A)
Kern (Subregion B)

2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Pam Baugher Date: 11-13-18

Name: Pam Baugher CSBA Region & subregion #: 12-B
District or COE: Bakersfield City School District Years on board: 8
Profession: Retired Teacher Contact Number (please V ☒ Cell ☐ Home ☐ Bus.): 661-345-5034
*Primary E-mail: scruffy@aol.com
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2014

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I believe it is important that my district has a voice at the Delegate Assembly. As an incumbent, I have a better understanding of how the DA works. I worked for the Bakersfield City S.D. for 40 years as a teacher. I've held leadership positions as a teacher on School Site Council, PTA Board, etc., served on District committees - African American Male Task Force, science adoption, etc. BETA (my local union) - site rep, Area rep., bargaining chair, president, etc. CTA - State council, Advisory Panel on Legal Services, etc. NEA - Delegate to the Annual Representative Assembly. I have lobbied in Sacramento for CTA and California Retired Teachers Assoc. I am a MIG graduate.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I'm currently Board President, but have served in all 4 offices. I serve as the Board liaison to the BCSD Education Foundation, Closing the Achievement Gap and Health Benefits committees. I visit all 43 schools every year once at lunch to visit with staff. I attend as many functions as I can, i.e., Parent University, school concerts and performances, Now We're Cooking, graduations, etc. I serve on the boards of the League of Women voters of Kern County, Kern Retired Teachers Association, and CTA/NEA-R Sierra. I am currently a member of the CSBA Delegate Assembly and participate in the Professional Learning Network. I have attended the AEC almost every year since I was elected in 2010.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Consistent full and fair funding, which would include the elimination of under and unfunded mandates, is the biggest challenge. Each LEA can have an excellent plan for student achievement, but a consistent funding level is critical to sustain it. CSBA can help by taking a leadership role in monitoring and lobbying both state and federal levels, participating in lawsuits, and keeping the local boards informed.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

Pam Baugher



Pam Baugher was elected to the Bakersfield City School District Board of Education Nov. 2, 2010, ran unopposed in 2014 and 2018, and is currently serving as Board President.

Having graduated from Bakersfield College and Fresno State College (now CSUF), Pam started teaching for BCSD in 1969 at Potomac Elementary School. She was on the committee that renamed the school after Bessie Owens, well-loved retired teacher. Over her 40 year career with the District, Pam also taught at Horace Mann, as a traveling science teacher, and at Nichols. She retired in 2009.

Pam was involved in District committees (e.g., African-American Male Task Force, Budget, and Science Adoption), PTA, Nichols School Site Council, & Booster Club. She served on the Kern County School to Career and the Chamber of Commerce's Teacher of the Year committees. Pam was very active in Bakersfield Elementary Teachers Association (BETA) including serving as president. She was a CTA State Council Representative, Women's Leadership Cadre Trainer, National Education Association Representative Assembly delegate, and served in many other capacities.

Pam is currently serving: on the Board's Closing the Achievement Gap Committee, Health Benefits Advisory Committee, Liaison to the BCSD Education Foundation, Past-President of the local chapter of CTA/NEA-Retired, and on the boards of the Kern Retired Teachers Association and the League of Women Voters.

2019 Delegate Assembly Candidate Biographical Sketch Form

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: 1/3/2018

Name: TIM JOHNSON

CSBA Region & subregion #: 12B

District or COE: SIERRA SANDS UNIFIED SCHOOL DISTRICT

Years on board: 9

Profession: ENGINEER

Contact Number (please V ☒ Cell ☐ Home ☐ Bus.): 760-977-1167

*Primary E-mail: TJOHNSON@SSUSD.ORG

(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2015

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I would like to continue my service to CSBA. As a Captain (O-6) in the Navy Reserve, and with 37 years of military service, I bring a unique perspective to this organization. Taking care of ALL our children's educational needs is my passion, and I have focus on our military dependent children. My proven leadership, mentorship, and management skills are a great asset to be considered in your selection.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have been an advocate for our local district for many years:

School Board Member 2008-2012, 2014-present, past President and Vice President, President; Citizen's Oversight Committee for Measure A Construction Bond, Past President Superintendent's Council; Past President, Active Participant SSUSD Budget Committee, Past Parent Member; Western Association of Schools and Colleges (WASC) Accreditation Process; Board/Parent member; Pierce Elementary Site Council, Past President PTA

I have attended 9 CSBA Annual Education Conferences. 4 as Delegate Assembly member

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Local Control of Funding -we are elected by our communities to be good stewards and need to retain local control - CSBA needs to continue to advocate for local control and work to increase state funding to ensure sound educational program for ALL children and ALL districts.

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Geri N. Rivera

Digitally signed by Geri N. Rivera
DN: cn=Geri N. Rivera, o=Arvin Union School District, ou=Arvin Union School District, email=grivera@arvin-do.com, c=US
Date: 2018.11.20 13:42:58 -0800

Date: 11/20/2018

Name: Geri N. Rivera

CSBA Region & subregion #: 12B

District or COE: Arvin Union School District

Years on board: 4

Profession: Stay At Home Parent

Contact Number (please V ☒ Cell ☐ Home ☐ Bus.): (661) 302-7758

*Primary E-mail: grivera@arvin-do.com

(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2017

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I want to continue my work on the Delegate Assembly because I have seen the impact made between my local district and CSBA. I have been able to advocate for the needs of my district; as well as being able to bring big picture information down to the local level. Aside from being a current delegate, I am the wife of a teacher, and parent to 4 young children, 2 adopted from foster care and have special needs. These unique experiences put me in the position to view issues from many different angles and grant me great perspective into what this is all really about, the students.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have served on the Golden Bell Award winning Arvin Union School District Board of Trustees since 2014, and have served as board president for 2 years. I am proud to say I completed the Masters in Governance program and attend the Annual Education Conference each year to continue learning as much as possible. Prior business experience includes payroll and human resources for Bakersfield Memorial Hospital. I have been a member of Arvin Assembly of God church for over 11 years, as well as involved with our local foster care agency & an advocate for mental health services.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

I believe one of the largest challenges currently facing school boards is full and fair funding. CSBA is doing a good job of trying to get the message out to local boards & the capital, but there is always more work to be done. Costs are increasing for districts, yet at the same time we are all trying to offer more services to students and families than ever before. We as local trustees must continue the hard work of educating our communities about the needs we still have, while at the same time recognizing and praising the wonderful things that have already been accomplished.

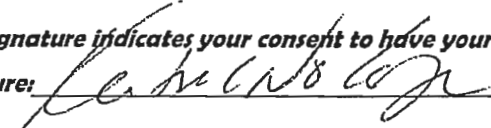
E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature:  Date: 12/07/18

Name: Keith C Wolaridge CSBA Region & subregion #: 12-B Kern
District or COE: Panama Buena Vista Union School District Years on board: 9
Profession: Adjunct Lecturer/Insurance Professional Contact Number (please v ☒ Cell ☐ Home ☐ Bus.): (661) 333-8300
*Primary E-mail: keithwolaridge@gmail.com
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2017

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I was appointed to PBVUSD in August of 2009. I have been re-elected to service in 2010, 2014, and 2018. Every year that I have served on the board I've grown as a member. Every year, I've been able to take complicated ideas and translate them so the average person is able to comprehend them. On my board, I've held every office including the first two term consecutive Board President (2016-2018). I've served on various subcommittees including Health Care; SELPA, Budget, and chaired the Superintendent search. In each of these positions I've held leadership positions and learned to listen, analyze and develop solutions to complex and complicated issues.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I consider myself a team player. In 2016 I completed CSBA's Masters in Governance and the skills learned I consider paramount to successful career as a school board member. Last year I participated in CSBA's Legislative Day and asked to serve on CSBA's Legislative Committee. Currently, I serve on the Executive board Kern County School Boards Association. In addition to school board member activities I serve on the Bakersfield Symphony Orchestra and Kern County Gleaners Board of Directors.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

The biggest challenge is school board advocacy to ensure schools receive "Full and Fair Funding". We must be diligent to ensure our voices are heard in Sacramento. It is our responsibility as school board trustees to the the voice of the thousands of students we represent in the valley and in California.

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Keith C. Wolaridge
6216 Manchester Lane
Bakersfield, CA 93309
Cell (661) 333-8300
keithwolaridge@gmail.com

Personal Background

- Resides in Bakersfield since 1999
- Married (20 Years) Four Beautiful Daughters & Three Dogs
- Community Involvement
 - *Panama Buena Vista Union School District, School Board Trustee*
 - *Bakersfield Symphony Orchestra, Board Member*
 - *Golden Empire Kern County Gleaners, Board Member*
 - *Blue Ribbon Committee Bakersfield College Yes on Measure J*
 - *Kern County Workforce Investment Committee, Board Member*
 - *CSU, Bakersfield Roadrunner Scholarship Fund, Board Member*
 - *Gideon's International*
 - *Involved with various Chambers of Commerce*

Professional

- *Licensed Insurance Agent since 1996*
- *M.S. Leadership, Grand Canyon University*
- *B.S. Accounting, California State University, Fresno*
- *Pacific Coast Banking School, University of Washington*
- *Master's in governance California School Boards Association*
- *Adjunct Faculty, Santa Barbara Business College*

Personal business and educational philosophy

My goal is to offer solutions that meet your needs today and for the future. I recognize that people's needs and priorities change over time, as a result, I hold myself to the highest level of personal and professional integrity and promise to only to recommend solutions that are in their best interest.