

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

SUPERINTENDENT

Kevin D. Cordes

STUDENT BOARD MEMBERS

Anne Cordes, Boron High School

Ariel Fernandez, Desert High School

BOARD MEETING AGENDA

Wednesday, April 10, 2019 - 5:00 p.m.

CALL TO ORDER

FLAG SALUTE

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.

PRESENTATIONS/INFORMATION ITEMS/DISCUSSION ITEMS/REPORTS

Page

Presentations

- ◆ Present the Muroc Education Association CTA/NEA and the Muroc Joint Unified School District Sunshine Proposals for the 2019-2020 School Year

Information Items

- ◆ Quarterly Report on Williams Uniform Complaints
- ◆ Boron HS Swimming Pool: Jeremeh Job
- ◆ Construction Update: Kevin Cordes
- ◆ Fiscal Update: Trevor Walker

IN 2-3

Discussion Item

- ◆ Elementary Instructional Minutes

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, March 13, 2019 | CA 2-4 |
| B. Adoption of Administrative Regulation | |
| 1. AR 5123, Promotion/Acceleration/Retention | CA 5-8 |
| C. Deposit Transactions Report, February 2019 | CA 9-11 |
| D. Accounts Payables Report, February 2019 | CA 12-19 |
| E. Student Body Account Reports, Branch Elementary, Boron Junior-Senior High, Desert Junior-Senior High Schools, February 2019 | CA 20-25 |
| F. Kern County Superintendent of Schools | |
| 1. Joint Powers Agreement for School District Facility Services | CA 26-35 |
| G. Brandman University | |
| 1. Internship Contract Agreement | CA 36-43 |
| 2. Supervised Fieldwork Agreement | CA 44-54 |
| H. Personnel Actions | |
| 1. Certificated Stipend | CA 55 |
| 2. Resolution 4-19-01; Barbara Johnson to teach Government & Economics | CA 56 |

ACTION AGENDA

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. Consideration/Possible Action: Classified Leave of Absence | AA 2-4 |
| B. Consideration/Possible Action: Approval of District Wellness Policy for School Years 2019-20, 2020-21, and 2021-22 | AA 5-21 |
| C. Consideration/Possible Action: Adoption of 2019-2020 District Goals | |

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 MEETING BACK-UP MATERIAL

INFORMATION ITEMS

April 10, 2019

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

Information Item

TO: Board of Trustees

FROM: Kevin D. Cordes, Superintendent

MEETING DATE: April 10, 2019

AGENDA ITEM: Quarterly Report on Williams Uniform Complaints

BACKGROUND: The State requires that the District report on a quarterly basis the number of complaints received related to the Williams Lawsuit Settlement. The Williams settlement requires that all complaints received related to the following specific issues be reported. Those areas are:

- Inappropriate or inadequate textbooks
- Unqualified teachers
- Inadequate or unsafe facilities

A copy of our Quarterly Report on Williams Uniform Complaints is attached.

Quarterly Report on Williams Uniform Complaints

[Education Code §35186]

District: Muroc Joint Unified School District

Person completing this form: Kevin D. Cordes Title: Superintendent

Quarterly Report Submission Date:
(check one)

☒
☐
☐
☐

April 1, 2019 (for period Jan 1-Mar 31)
July 1, 2019 (for period Apr 1-Jun 30)
October 1, 2019 (for period Jul 1-Sep 30)
January 1, 2020 (for period Oct 1-Dec 31)

Date for information to be reported publicly at governing board meeting: April 10, 2019

Please check the box that applies:

☒

No complaints were filed with any school in the district during the quarter indicated above

☐

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Kevin D. Cordes

Print Name of District Superintendent



Signature of District Superintendent

April 1, 2019

Date

MUROC JOINT UNIFIED SCHOOL DISTRICT

BOARD MEETING BACK-UP MATERIAL

CONSENT AGENDA

BOARD MEETING DATE: **April 10, 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

SUPERINTENDENT

Kevin D. Cordes

STUDENT BOARD MEMBERS

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

BOARD MEETING MINUTES **March 13, 2019**

PRESENT

Sherman Burkhead Jr., Matt Carter, Melinda Marchlewicz, Deandra Gelardo, Kevin Cordes,
Ariel Fernandez

ABSENT

Anne Cordes

CALL TO ORDER

President Burkhead Jr. called the meeting to order at 5:17 p.m.

FLAG SALUTE

Mr. Burkhead Jr. led the flag salute.

APPROVAL OF AGENDA

Addendum to Agenda: Consent Agenda Item G, Personnel Actions: G-8, Resolution 3-19-02, Increase Classified Services, Bus Driver. Melinda Marchlewicz moved, Deandra Gelardo seconded, to approve the agenda as amended. **(Motion approved; vote: 4-0)**

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

PUBLIC COMMENTS

Mr. Daniel Nollinger, Desert HS parent

PRESENTATIONS/INFORMATION ITEMS/BOARD POLICY/REPORTS

Information Items

Construction Update: Kevin Cordes
Technology Safety: Trevor Walker

Reports

Report by:
Desert Student Board Member
Principals
Superintendent
No Report
MEA
CSEA

CONSENT AGENDA

Matt Carter moved, Melinda Marchlewicz seconded, to approve/adopt/ratify the following items on the Consent Agenda. **(Motion approved; vote: 4-0)**

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

A. Adoption of Minutes

1. Regular Board Meeting, February 13, 2019

B. Adoption of Board Policy/Administrative Regulation

1. BP 5131.2, Bullying
2. BP/AR 5141.52, Suicide Prevention

C. Deposit Transactions Report, January 2019**D. Accounts Payables Report, January 2019****E. Spring Sports Schedule, Boron Junior-Senior High School****F. Student Body Account Reports, Branch Elementary, Boron Junior-Senior High, Desert Junior-Senior High Schools, January 2019****G. Personnel Actions**

1. Certificated Stipends
2. Certificated Resignation
3. Classified Resignations
4. Classified Assignment Changes
5. Classified Employee
6. Classified Substitutes
7. District Volunteers
8. Resolution 3-19-02; Increase Classified Services, Bus Driver (*addendum*)

ACTION AGENDA

- A. Certification of 2018-19 Second Period Interim Report:** Melinda Marchlewicz moved, Matt Carter seconded, to certify the 2018-19 second period interim report as "positive", certifying the District's ability to meet its financial obligations for the current fiscal year and for the subsequent two fiscal years. **(Motion approved; vote: 4-0)**

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

- B. Low-Performing Students Block Grant Plan:** Matt Carter moved, Deandra Gelardo seconded, to ratify the Low-Performing Students Block Grant Plan. **(Motion approved; vote: 4-0)**

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

C. Student Overnight Trip:**1. West Boron Elementary School 6th Grade Trip to Camp K.E.E.P., May 13-17, 2019**

Sherman Burkhead Jr. moved, Matt Carter seconded, to approve the West Boron Elementary School 6th grade overnight trip to Camp K.E.E.P., May 13-17, 2019. **(Motion approved; vote 4-0)**

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

- D. Allowance of Attendance Because of Emergency Conditions:** Melinda Marchlewicz moved, Deandra Gelardo seconded, to approve submitting the Allowance of Attendance Because of Emergency Conditions on February 21, 2019. **(Motion approved; vote: 4-0)**

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

- E. District Wellness Policy:** Sherman Burkhead Jr. moved, Melinda Marchlewicz seconded, to approve the draft of the District Wellness Policy. **(Motion approved; vote: 4-0)**

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

- F. Discussion Regarding Governing Board Vacancy, Trustee Area #2, Office C, Edwards AFB:** Sherman Burkhead Jr. moved, Melinda Marchlewicz seconded, to make a provisional appointment for the vacant Governing Board seat. **(Motion approved; vote: 4-0)**

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

BOARD REPORTS/COMMENTS

President Burkhead Jr. announced the closed session items, and open session ended at 6:32 p.m.

CLOSED SESSION

The Board reconvened in Closed Session at 6:50 p.m.; to discuss public employee discipline/dismissal/release/employment; Resolution 3-19-01, Non-Reelection of Probationary Certificated Employee; to confer with labor negotiator regarding negotiations with both bargaining units and unrepresented employee groups; to conference with legal counsel regarding anticipated litigation; and to discuss complaints. The Board returned to Open Session at 7:36 p.m. No action to report out.

PUBLIC COMMENTS

There were no public comments at this time

ADJOURNMENT

There being no further business, Melinda Marchlewicz moved, Matt Carter seconded, to adjourn the meeting at 7:37 p.m. **(Motion approved; vote: 4-0)**

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

Matt Carter, Clerk

April 10, 2019
Board Adoption Date

PROMOTION/ACCELERATION/RETENTION

AR 5123(a)

Acceleration from Kindergarten to First Grade

A child enrolled in kindergarten may be admitted to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first grade work. Admission shall be subject to the following minimum criteria:

1. the child is at least five (5) years of age;
2. the child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability;
3. the child is in the upper five percent (5%) of his/her age group in terms of general mental ability;
4. the physical development and social maturity of the child are consistent with his/her advanced mental ability;
5. the parent/guardian of the child has filed a written statement with the school district approving the placement in first grade.

Continuation in Kindergarten

Children five (5) years old or older who have completed one (1) year of kindergarten shall be admitted to first grade unless the parent/guardian and the District agree that the student shall continue in kindergarten for not more than one (1) additional school year. (*Education Code 48011*)

Whenever a student continues in kindergarten for an additional year, the Superintendent/designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one (1) additional school year. (*Education Code 46300*)

Acceleration at Other Grade Levels (First through Eighth)

Student placement decisions shall be made by the Superintendent or designee, including but not limited to, any or all of the following indicators:

1. Factors related to level of academic achievement: scores on intelligence, achievement, and proficiency tests; teacher evaluations of ability, interest, and motivation; attendance; learning disabilities.
2. Factors related to physical maturity; age, size, physical coordination, general health.
3. Factors related to the social and emotional maturity; ability to communicate, social adaptability, emotional difficulties, antisocial attitudes.
4. Students must have a minimum of six (6) weeks of attendance at the school so teacher(s) have a basis of experience with the student. Acceleration request must be made prior to the first day of the fourth quarter. Acceleration must be prior to, or during the first two weeks, of a new school year.

Acceleration in High School

It is possible for a student to complete the necessary courses and the 220 units required for graduation in less than four years through additional course work. Students interested in acceleration during grades 9-11 should seek special advisement from their Academic Advisor at least a full year before their desired date of graduation. Written permission from the principal is required for early graduation.

Retention at Other Grade Levels

The Superintendent/designee shall identify students who should be retained or who are at risk of being retained at the following grade levels:

- between grades 1 and 2;
- between grades 2 and 3;
- between grades 3 and 4;
- between grades 4 and 5;
- between grades 6 and 7;
- between grades 8 and 9.

Students between grades 1 and 2, grades 2 and 3, and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading and English Language Arts. Proficiency in reading, English Language Arts and mathematics shall be the basis for identifying students between grades 4 and 5, between grades 6 and 7, and between grades 8 and 9. (*Education Code 48070.5c*)

Students shall be identified on the basis of California STAR results, grades, and other indicators of academic achievement. (*Education Code 48070.5b*)

When a student is identified as being at risk of retention, the Superintendent/designee shall so notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student.

For students who enter school at the beginning of the school year, and prior to a recommendation for grade level retention in grades 1 through 8, the principal or designee shall do the following:

1. By the end of the first quarter, the child's teacher and parent/guardian will hold a conference to determine differential strategies to assure student success of grade level expectations.
2. By the end of the second quarter, the principal/designee will convene a Student Study Team to measure, to the fullest extent possible, the student's progress toward District grade level standards for expected student achievement. When two schools are involved in the grade placement, both schools shall be represented on the Student Study Team. The student's parent/guardian shall participate on the Student Study Team unless it is impossible to do so. In collaboration with the student's parent/guardian and based on the facts generated by the Student Study Team, a Plan of Action will be developed to provide supplemental instruction. Should a child be considered at risk of retention, parent/guardian will be notified in writing and will receive a copy of the District's promotion/retention policy and administrative regulations.
3. By the end of the third quarter, the Student Study Team will meet to discuss the following:
 - a. review of the Plan of Action;
 - b. the student's progress toward achievement of expected grade level standards;
 - c. grade placement for the next year.

Should a child become a candidate for retention, the parent/guardian will be notified in writing by the end of the third quarter and a conference held with school personnel and the student's parent/guardian to collaboratively determine grade placement for the next year. ***The site principal, due to extenuating circumstances, may retain a child after the third quarter and without convening a Student Study Team.***

4. Following this conference, the principal shall notify the District Office in writing of intent to retain a student and the accompanying rationale. All decisions for grade level retention are subject to review by the Superintendent/designee.
5. During the fourth quarter, the parent/guardian will be notified in writing as to grade placement for their child for the next school year.

For students who enter school during the school year, this process will be modified as needed. However, early identification of students at risk and parent/guardian notification will occur as early as possible.

If a student is identified as performing below the minimum standard for promotion, the Student Study Team shall recommend that the student be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (*Education Code 48070.5d*)

If the recommendation of the Student Study Team to promote is contingent on the student's participation in a summer school (if available) or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to the Student Study Team and discussed with the student's parent/guardian and the principal before any final determination of retention or promotion. (*Education Code 48070.5*)

If the student does not have a single regular classroom teacher, the principal/designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (*Education Code 48070.5c2*)

The decision of the Student Study Team to promote or retain a student may be appealed consistent with Board policy, administrative regulations and legal mandates. The burden shall be on the appealing party to show why the teacher's decision should be overruled. (*Education Code 48070.5f*)

Appeal Process for Promotion/Acceleration/Retention

1. To appeal a decision of the Student Study Team, the appealing party shall submit a written request to the Superintendent/designee specifying the reason why the decision of the Student Study Team should be overruled. The appeal must be initiated within ten (10) school days of the determination of retention or promotion.
2. The Student Study Team shall be provided an opportunity to state in writing the criteria on which the decision was based.
3. Within thirty (30) days of receiving the request, the Superintendent/designee shall determine whether or not to overrule the decision of the Student Study Team. Prior to making this determination, the Superintendent/designee may meet with the appealing party, the teacher, and the site principal. If the Superintendent/designee determines that the appealing party has overwhelmingly proven that the decision of the Student Study Team should be overruled, he/she shall overrule the decision of the Student Study Team.
4. The Superintendent/designee's determination may be appealed by submitting a written request to the Governing Board within fifteen (15) school days. Within thirty (30) days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the appealing party, the classroom teacher, the site principal, and the Superintendent/designee to decide the appeal. The decision of the Board is final.
5. If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objection, which shall become part of the student's record.

Supplemental Instruction

With the parent/guardian's consent, the Superintendent/designee may require a student in grades 1 through 8 who has been retained at grade level to participate in a program of direct, systematic and intensive supplemental instruction that meets the requirements of Education Code 37252.5. If available such programs shall be offered during the summer, after school, on Saturdays and/or during intersessions. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum. (*Education Code 37252.5*) Should a student be required to participate in a supplemental instruction program and the parent/guardian refuses such services, the parent/guardian will provide, in writing, the reason(s) for refusal of services with the signature of the parent/guardian.

In addition, the Superintendent/designee may provide supplemental instruction to students in grades 1 through 3 with low scores in reading and Language Arts, and in grades 4 through 8 with low scores in reading, English Language Arts and Mathematics, in the following priority order:

1. students who have been recommended for retention or who have been identified as being at risk of retention pursuant to Education Code 48070.5 or District policy;
2. students who have been identified as having a deficiency in mathematics, reading or written expression based on the results of the tests administered under the Standardized Testing and Reporting (STAR) program.

Legal Reference:**Education Code**

37252.5 Retained pupils in grades 2 to 9; supplemental instruction

46300 Method of computing ADA

48011 Admission on completing kindergarten; grade placement of pupils coming from other districts

48070.5 Promotion or retention of pupils; creation of policy

California Code of Regulations, Title 5, Section 200

(04/19)

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						

190095	02/04/2019	02/04/2019	General Fund Deposit 1/3/19	ENTERED BY: RLHB	APPROVED: 02/06/2019	MRN			
1.	92	AFJROTC Reimb. ACH	01-0000-0-8290.00-0000-0000-000-00-000-0000					1,607.19	N
			TOTAL AMOUNT					1,607.19	*
190096	02/04/2019	02/04/2019	General Fund Deposit 1/16/19	ENTERED BY: RLHB	APPROVED: 02/06/2019	MRN			
1.	92	AFJROTC Warner/Jones ACH	01-0000-0-8290.00-0000-0000-000-00-000-0000					6,748.29	N
			TOTAL AMOUNT					6,748.29	*
190097	02/04/2019	02/04/2019	General Fund Deposit 1/30/19	ENTERED BY: RLHB	APPROVED: 02/05/2019	MRN			
1.	92	Charter Comm. 2/1/19	01-0000-0-8699.00-0000-0000-000-00-000-0000					200.00	N
			TOTAL AMOUNT					200.00	*
190098	02/04/2019	02/04/2019	Food Service Deposit 1/22/19	ENTERED BY: RLHB	APPROVED: 02/06/2019	MRN			
1.	92	Food Service Sales 1/17/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					308.95	N
2.	92	Food Service Sales 1/18/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					108.50	N
			TOTAL AMOUNT					417.45	*
190099	02/04/2019	02/04/2019	Food Serv Dep MealPay 1/30/19	ENTERED BY: RLHB	APPROVED: 02/06/2019	MRN			
1.	92	MyMealPay 1/30/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					4,454.18	N
			TOTAL AMOUNT					4,454.18	*
190100	02/06/2019	02/07/2019	Food Service Deposit 2/1/19	ENTERED BY: MWHB	APPROVED: 02/07/2019	MWHB			
1.	92	State Reimbursement Dec. 2018	13-5310-0-8520.00-0000-0000-000-00-000-0000					1,616.15	N
			TOTAL AMOUNT					1,616.15	*
190101	02/06/2019	02/07/2019	Food Service Deposit 2/5/19	ENTERED BY: MWHB	APPROVED: 02/07/2019	MWHB			
1.	92	Federal Reimb. December 2018	13-5310-0-8220.00-0000-0000-000-00-000-0000					20,455.86	N
			TOTAL AMOUNT					20,455.86	*
190102	02/08/2019	02/08/2019	General Fund Deposit 1/24/19	ENTERED BY: RLHB	APPROVED: 02/12/2019	MRN			
1.	92	DHS ASB 12227 Transp. 2018-9	01-0000-0-8699.00-0000-0000-000-00-000-0000					140.06	N
2.	92	SISC I 524234 Workers Comp	01-0000-0-2200.00-1110-8100-090-90-000-0000					924.24	N
3.	92	Microsoft CA Settlement 361913	01-0000-0-8699.00-0000-0000-000-00-000-0000					2,520.75	N
4.	92	DHA ASB 12229 Amazon Reimb.	01-0000-0-8699.00-0000-0000-000-00-000-0000					1,796.00	N
			TOTAL AMOUNT					5,381.05	*
190103	02/08/2019	02/08/2019	Food Service Deposit 1/24/19	ENTERED BY: RLHB	APPROVED: 02/12/2019	MRN			
1.	92	Food Service Sales 1/22/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					283.55	N
2.	92	Food Service Sales 1/23/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					245.40	N
			TOTAL AMOUNT					528.95	*
190104	02/12/2019	02/12/2019	Food Service Deposit 1/29/19	ENTERED BY: RLHB	APPROVED: 02/13/2019	MRN			
1.	92	Food Service Sales 1/24/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					270.65	N
2.	92	Food Service Sales 1/25/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					172.05	N
3.	92	Food Service Sales 1/28/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					234.95	N
			TOTAL AMOUNT					677.65	*

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: 02/01/2019 To 02/28/2019

J26593 DC0100 L.00.01 04/01/19 PAGE 2

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					
190105	02/14/2019	02/14/2019	General Fund Deposit 2/1/19	ENTERED BY: RLHB	APPROVED: 02/15/2019	MRN			
1.	92	Boron House Rent Dizon 1065	01-0000-0-5600.00-1110-1000-096-96-000-0000					320.00	N
2.	92	Boron House Rent Morbos 153	01-0000-0-5600.00-1110-1000-096-96-000-0000					237.50	N
3.	92	Boron House Util Morbos 152	01-0000-0-5500.00-0000-8100-096-96-000-0000					192.57	N
4.	92	KCSOS Ck 44551297 Reimb.	01-0000-0-5800.06-0000-7200-096-96-000-0000					64.00	N
5.	92	BHS ASB 6107 Reimb.	01-0000-0-4300.00-0000-7200-096-96-000-0000					29.95	N
6.	92	School Dist. Sacto Co. 449521	01-0000-0-8699.00-0000-0000-000-00-000-0000					450.00	N
			TOTAL AMOUNT					1,294.02	*
190106	02/14/2019	02/14/2019	Food Service Deposit 2/1/19	ENTERED BY: RLHB	APPROVED: 02/15/2019	MRN			
1.	92	Food Service Sales 1/29/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					392.76	N
2.	92	Food Service Sales 1/30/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					247.32	N
3.	92	Food Serv Sales Tax 1/30/19	13-5310-0-9526.00-0000-0000-000-00-000-0000					0.18	N
			TOTAL AMOUNT					640.26	*
190107	02/19/2019	02/19/2019	General Fund Deposit 2/5/19	ENTERED BY: RLHB	APPROVED: 02/20/2019	MRN			
1.	92	SISC Ck 524738 Worker's Comp	01-0000-0-2200.00-1110-8100-090-90-000-0000					924.24	N
			TOTAL AMOUNT					924.24	*
190108	02/19/2019	02/19/2019	Food Service Deposit 2/5/19	ENTERED BY: RLHB	APPROVED: 02/20/2019	MRN			
1.	92	Food Service Sales 1/31/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					245.10	N
2.	92	Food Service Sales 2/1/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					178.07	N
3.	92	Food Service Sales 2/4/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					297.60	N
4.	92	Food Serv Sales Tax 2/1/19	13-5310-0-9526.00-0000-0000-000-00-000-0000					0.08	N
			TOTAL AMOUNT					720.85	*
190109	02/26/2019	02/26/2019	General Fund Deposit 2/12/19	ENTERED BY: RLHB	APPROVED: 02/28/2019	MRN			
1.	92	Branch ASB 2000 Trans. 2018-13	01-0000-0-8699.00-0000-0000-000-00-000-0000					329.55	N
2.	92	Branch ASB 1999 Trans. 2018-10	01-0000-0-8699.00-0000-0000-000-00-000-0000					88.29	N
3.	92	BHS Cash Headphone Replacement	01-1100-0-4300.00-1110-1000-071-71-000-0000					11.60	N
4.	92	KCSOS 44553471 Fingerprint	01-0000-0-5800.06-0000-7200-096-96-000-0000					32.00	N
			TOTAL AMOUNT					461.44	*
190110	02/26/2019	02/26/2019	Food Service Deposit 2/12/19	ENTERED BY: RLHB	APPROVED: 02/28/2019	MRN			
1.	92	Food Service Sales 2/5/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					291.35	N
2.	92	Food Service Sales 2/6/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					223.80	N
3.	92	Food Service Sales 2/7/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					293.80	N
4.	92	Food Service Sales 2/8/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					172.05	N
5.	92	Food Service Sales 2/11/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					300.08	N
6.	92	Food Serv Sales Tax 2/5/19	13-5310-0-9526.00-0000-0000-000-00-000-0000					0.15	N
7.	92	Food Serv Sales Tax 2/6/19	13-5310-0-9526.00-0000-0000-000-00-000-0000					0.05	N
8.	92	Food Serv Sales Tax 2/11/19	13-5310-0-9526.00-0000-0000-000-00-000-0000					0.02	N
			TOTAL AMOUNT					1,281.30	*
190111	02/26/2019	02/26/2019	General Fund Deposit 2/6/19	ENTERED BY: RLHB	APPROVED: 02/28/2019	MRN			
1.	92	STEM Grant Griffiss Institute	01-9010-0-8699.00-0000-0000-071-71-030-0000					10,800.00	N
2.	92	STEM Grant Griffiss Institute	01-9010-0-8699.00-0000-0000-072-72-030-0000					500.00	N
3.	92	STEM Grant Griffiss Institute	01-9010-0-8699.00-0000-0000-017-17-030-0000					1,700.00	N
			TOTAL AMOUNT					13,000.00	*

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 0 To 999999
Date entered from: 02/01/2019 To 02/28/2019

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						

190112	02/28/2019	02/28/2019	General Fund Deposit 2/14/19	ENTERED BY: RLHB	APPROVED: 02/28/2019	MRN			
1.	92	Boron House Rent Sable 183	01-0000-0-5600.00-1110-1000-096-96-000-0000					500.00	N
2.	92	Branch PTO 3399 Headsets	01-1100-0-4300.00-1110-1000-012-12-000-0000					696.97	N
3.	92	LifeTouch 3317048	01-9010-0-4300.00-1110-1000-012-12-030-0000					1,125.77	N
4.	92	Fidelity Charitable 8175149	01-9010-0-4300.00-1110-1000-072-72-030-0000					500.00	N
			TOTAL AMOUNT					2,822.74	*
190113	02/28/2019	02/28/2019	Food Service Deposit 2/14/19	ENTERED BY: RLHB	APPROVED: 02/28/2019	MRN			
1.	92	Food Service Sales 2/12/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					205.45	N
2.	92	Food Service Sales 2/13/19	13-5310-0-8634.00-0000-0000-000-00-000-0000					166.47	N
3.	92	Food Serv Sales Tax 2/13/19	13-5310-0-9526.00-0000-0000-000-00-000-0000					0.03	N
			TOTAL AMOUNT					371.95	*
			DISTRICT TOTAL					63,603.57	**
			GRAND TOTAL					63,603.57	***

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VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
A-Z BUS SALES INC	01P672126	Bus Parts	61.31	02/14/2019
A-Z BUS SALES INC	01P671166	Bus Parts	240.59	02/14/2019
A.V. Auto Parts	675121	Open P.O.	-	02/14/2019
A.V. Auto Parts	675635	Open P.O.	10.12	02/14/2019
A.V. Auto Parts	675685	Open P.O.	282.00	02/14/2019
A.V. Auto Parts	675623	Open P.O.	157.60	02/14/2019
A.V. Auto Parts	675716	Open P.O.	-	02/14/2019
A.V. Auto Parts	675584	Open P.O.	706.42	02/14/2019
A.V. Auto Parts	675287	Open P.O.	32.15	02/14/2019
A.V. Auto Parts	675258	Open P.O.	40.89	02/14/2019
A.V. Auto Parts	675195	Open P.O.	21.03	02/14/2019
ACE CITY HARDWARE	E93698		12.10	02/14/2019
AEROTECH NEWS & REVIEW	114367		18.00	02/14/2019
AMAZON CAPITAL SERVICES	1W6K-QT9R-H7PM	Ledger Paper/Graphic Design	78.71	02/14/2019
AMAZON CAPITAL SERVICES	19L7-1N9D-K7CJ	Printer Cartridges/Room 1	150.14	02/14/2019
AMAZON CAPITAL SERVICES	19L7-1N9D-K7CJ	Counseling Office	150.14	02/14/2019
AMAZON CAPITAL SERVICES	19NN-39PD-X6DF		337.78	01/31/2019
AMAZON CAPITAL SERVICES	1VQC-MF3D-DY9M		440.20	01/31/2019
AMAZON CAPITAL SERVICES	1CRT-674H-HT9G		119.96	01/31/2019
AMAZON CAPITAL SERVICES	13CM-F4YD-VQOQ	Teacher Contract/supplies	38.70	02/06/2019
AMAZON CAPITAL SERVICES	13CM-F4YD-VQOQ	Teacher Contract/supplies	27.39	02/06/2019
AMAZON CAPITAL SERVICES	1NDV-7CRL-37J6	Various	380.21	01/31/2019
AMAZON CAPITAL SERVICES	1TND-M7FV-6WC6	Various	39.63	01/31/2019
AMAZON CAPITAL SERVICES	1QLG-4FFW-HG6D	Various items for Biology	29.98	01/31/2019
AMAZON CAPITAL SERVICES	19KL-RL7Y-NRRC	Various items for Biology	53.50	01/31/2019
AMAZON CAPITAL SERVICES	1VGG-GC7G-76G6	Ink/book	175.60	01/31/2019
AMAZON CAPITAL SERVICES	1LP1-Q1X7-144F		645.48	01/31/2019
APPLE TEXTBOOKS	SOW38090		59.00	02/06/2019
APPLE TEXTBOOKS	SOW38069		420.81	02/06/2019
APPLE VALLEY COMMUNICATION INC	932158		307.00	02/14/2019
AT&T / CALNET 2 & 3	939161405#125752		57.19	02/14/2019
AT&T / CALNET 2 & 3	9391037445#12580		363.07	02/14/2019
AT&T / CALNET 2 & 3	9391061407#12575		38.26	02/14/2019
AT&T / CALNET 2 & 3	9391057759#12580		317.45	02/14/2019
AT&T / CALNET 2 & 3	9391063663#12580		20.72	02/14/2019
AT&T / CALNET 2 & 3	9391063662#12580		20.79	02/14/2019
AT&T / CALNET 2 & 3	9391057427#12488		1.70	02/14/2019
AT&T / CALNET 2 & 3	9391061408#12575		152.62	02/14/2019
Affordable Tire	606687	Open P.O.	428.00	02/14/2019
Agundez, Tamara	INV 018		2,300.00	01/31/2019
AutoZone Inc.	4174310488		9.00	02/14/2019
AutoZone Inc.	4174305431	-	21.44	02/14/2019
AutoZone Inc.	4174305436	-	9.43	02/14/2019
AutoZone Inc.	4174310630		65.40	02/14/2019
AutoZone Inc.	4174311495		67.29	02/14/2019
AutoZone Inc.	4174301389		43.73	02/14/2019
BALDWIN, ALLISON	2/4/19 - 2/15/19		2,052.00	02/20/2019
BALDWIN, ALLISON	1/21/19 - 2/1/19		2,025.00	02/06/2019

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
BIO CORPORATION	V538729	Various Items	1,133.29	01/31/2019
BORON COMM SERV DIST	8070 12/20/18 -		622.83	02/06/2019
BORON COMM SERV DIST	8093 12/20/18 -		415.00	02/06/2019
BUDDY'S ALL STARS INC	47905A-02	Various Items	37.68	02/14/2019
CDW GOVERNMENT INC.	QXM3097		10,519.36	02/14/2019
CONTERRA WIRELESS	31339		1,712.98	02/19/2019
CORDES, ALLISON	District Travel		598.01	02/06/2019
CREATIVE BUS SALES INC	1335609	Bus parts	148.01	02/14/2019
CREATIVE BUS SALES INC	1335873	Bus parts	57.64	02/14/2019
CREATIVE BUS SALES INC	5163503	Bus parts	217.65	02/14/2019
CREATIVE BUS SALES INC	5163229	Bus parts	39.53	02/14/2019
Cummins Pacific	18-10729		525.00	02/19/2019
DESERT HIGH SCHOOL ASB	ROTC Reimburseme		1,607.19	01/31/2019
DESERT LAKE COMM SERV	1011 12/20/18 -		1,133.90	02/06/2019
DESERT LAKE COMM SERV	1013 12/20/18 -		410.00	02/06/2019
DESERT LAKE COMM SERV	3047 12/20/18 -		53.00	02/06/2019
DESERT LAKE COMM SERV	5013 12/20/18 -		157.55	02/06/2019
DSSN 3801CO (Edwards AFB)	JON02982000		29,377.00	02/20/2019
DSSN 3801CO (Edwards AFB)	JON02981900		14,172.00	02/20/2019
DSSN 3801CO (Edwards AFB)	JON02981800		44,026.00	02/20/2019
DSSN 3801CO (Edwards AFB)	JON02981700		72,968.00	02/20/2019
DUNN, LORI	District Travel		83.52	02/06/2019
Davenport, Diana	Tax Board Refund		413.05	02/19/2019
EDGEMONT ACRES WATER CO	January 2019		300.00	02/06/2019
ENFINITY CENTRALVAL 1 LLC	3742		3,812.34	02/19/2019
ENFINITY CENTRALVAL 1 LLC	3744		1,439.25	02/19/2019
EVALUMETRICS INC	181563685		417.17	01/31/2019
East Bakersfield High School	Wrestling Tourna Wrestling Tournament		250.00	01/31/2019
Excel Education & Therapy	059		15,200.00	02/06/2019
Excel Education & Therapy	057		4,200.00	02/06/2019
Excel Education & Therapy	058		7,850.00	02/06/2019
FAGEN FREIDMAN & FULFROST LLP	61652		1,917.52	02/06/2019
FEDERAL EXPRESS CORP	6-461-93179		159.13	02/20/2019
FRONTIER COMMUNICATIONS	7607621124112917		76.80	02/19/2019
FRONTIER COMMUNICATIONS	7607621128113017		68.07	02/19/2019
FRONTIER COMMUNICATIONS	7607694074121117		77.26	02/20/2019
GARDNER-CAPPELLO, DONNA	Reimbursement		33.19	02/06/2019
GREENFIELD LEARNING INC	7661		2,180.00	01/31/2019
GUNTER, KYLE	Laserfiche Confe		144.00	02/22/2019
GUY'S WOODCRAFTS	Invoice #2	Honor Roll Medals	385.00	01/31/2019
Garcia, Patricia	1/7 - 1/31/19		847.96	02/07/2019
Hanes, Luke	Science Fair		85.59	02/06/2019
Isom Advisors	ADTR2018-78		1,000.00	02/07/2019
J4 PROPERTIES GROUP LLC	Lease - March 20		725.00	02/19/2019
JOHNSTONE SUPPLY	4043671		30.00	02/19/2019
KARL'S HARDWARE - Rosamond	F461743		196.58	02/19/2019
KARL'S HARDWARE - Rosamond	F462195		435.00	02/19/2019
KARL'S HARDWARE - Rosamond	F462235		577.35	02/19/2019

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
KARL'S HARDWARE - Rosamond	D438111		122.59	02/19/2019
KARL'S HARDWARE - Rosamond	F462480		193.38	02/19/2019
KARL'S HARDWARE - Rosamond	F462140		267.05	02/19/2019
KARL'S HARDWARE - Rosamond	C554140		27.41	02/19/2019
KARL'S HARDWARE - Rosamond	C552747		107.53	02/19/2019
KARL'S HARDWARE - Rosamond	C553162		35.81	02/19/2019
KARL'S HARDWARE - Rosamond	D438302		374.47	02/19/2019
KARL'S HARDWARE - Rosamond	F461744		57.85	02/19/2019
KERN AUTO PARTS	898668	Bus/vehicle parts	14.38	02/19/2019
KERN AUTO PARTS	898591		49.29	02/19/2019
KIEFFE AND SONS FORD CORP	30204		148.12	02/19/2019
KIEFFE AND SONS FORD CORP	30312		25.51	02/19/2019
Karl's Hardware	C46057	Open P.O.	20.53	02/19/2019
Karl's Hardware	B6519		8.57	02/19/2019
Karl's Hardware	C44796		129.30	02/19/2019
Karl's Hardware	C44753		36.97	02/19/2019
Karl's Hardware	B6506		965.24	02/19/2019
Karl's Hardware	C45821		1,158.20	02/19/2019
Karl's Hardware	C45602		14.41	02/19/2019
Karl's Hardware	C45536		6.96	02/19/2019
Karl's Hardware	C45479		101.87	02/19/2019
Karl's Hardware	C46355	Open P.O.	7.49	02/19/2019
Karl's Hardware	C45478		128.68	02/19/2019
Karl's Hardware	C45336		402.19	02/19/2019
Karl's Hardware	C45178		32.75	02/19/2019
Karl's Hardware	C46056	Bus and vehicle parts	74.47	02/19/2019
Karl's Hardware	C46650	Bus and vehicle parts	12.74	02/19/2019
LANCASTER PLUMBING SUPPLY INC	T1094427		158.69	01/31/2019
LANCASTER PLUMBING SUPPLY INC	T1094669		248.86	01/31/2019
LANCASTER PLUMBING SUPPLY INC	T1094957		1,215.17	01/31/2019
MAC GILL & CO., WILLIAM V.	IN0662041	Athletics/First Aid Supplies	285.51	01/31/2019
MACGILL AND COMPANY, Wm. V.	IN0664472	SCHOOL NURSE SUPPLIES	79.94	02/19/2019
MOJAVE DESERT NEWS CORP	51799		8.67	02/06/2019
NEOFUNDS	7900044080460102		1,000.00	02/06/2019
OFFICE DEPOT INC	264033416001		53.15	02/19/2019
OFFICE DEPOT INC	264027998001		219.16	02/06/2019
OFFICE DEPOT INC	245709193001		59.65	01/31/2019
OFFICE DEPOT INC	247447224001	Desk Calendars 2019	57.81	01/31/2019
OFFICE DEPOT INC	261972467002		11.65	02/06/2019
OFFICE DEPOT INC	264033418001		13.06	02/06/2019
OLLA LLC	252378	PE/Net System/Paddles/balls	1,668.39	01/31/2019
P.G. & E.	2478366871-8		1,862.03	02/06/2019
P.G. & E.	3728364705-7		3,311.57	01/31/2019
P.G. & E.	5218182618-2		4,238.58	01/31/2019
P.G. & E.	9335845615-5		15,543.32	01/31/2019
P.G. & E.	3603364713-6		6,565.19	01/31/2019
P.G. & E.	8950994911-4		437.15	01/31/2019
P.G. & E.	3645031377-4		2,910.72	01/31/2019

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
PLUMBING CO OF KERNVILLE INC.	4273		545.00	02/06/2019
PROACTIVE WORK HEALTH SERV INC	4240-48630		570.00	02/06/2019
PRUDENTIAL OVERALL SUPPLY	22737735		127.09	02/06/2019
PRUDENTIAL OVERALL SUPPLY	22737758		140.36	02/06/2019
PRUDENTIAL OVERALL SUPPLY	22741343		140.36	02/06/2019
PRUDENTIAL OVERALL SUPPLY	22741320		127.09	02/06/2019
PRUDENTIAL OVERALL SUPPLY	22730726		140.36	02/06/2019
PRUDENTIAL OVERALL SUPPLY	22730703		127.09	02/06/2019
QUARTZ HILL HIGH SOFTBALL CLUB	Girl's Softball	Varsity Softball Tourney	450.00	02/06/2019
RALLY CHEVROLET AUTO GRP INC	677045		254.27	02/19/2019
RAMOS/STRONG	328132	Diesel/Gas	4,992.06	02/19/2019
RAMOS/STRONG	328132	Diesel/Gas	2,746.52	02/19/2019
RYDMAN, SKYE	1/1/19 - 1/31/19		2,225.00	02/06/2019
RefPay LLC	PrePay		6,000.00	02/06/2019
S.C.E.	3-001-2454-18		1,547.62	02/20/2019
S.C.E.	3-000-9186-18		1,465.52	02/20/2019
S.C.E.	3-045-6635-75		181.69	02/20/2019
S.C.E.	3-045-5840-62		213.17	02/20/2019
S.C.E.	3-001-2454-19		744.20	01/31/2019
SCOTT ELECTRIC	1237554	Projector Bulbs	555.00	02/19/2019
SHI INTERNATIONAL CORP	B06120300B		12,095.99	02/06/2019
STATE OF CALIFORNIA	352655		416.00	02/19/2019
STUCKI, MARJORIE	AD CIF		139.90	02/22/2019
SUPREME SCHOOL SUPPLY	94985	Tardy Books	86.15	02/19/2019
Sandra Roberts	Health Ins. Refu		1,748.10	01/31/2019
Sim Sanitation Inc.	40666		70.09	02/19/2019
Sim Sanitation Inc.	40660		231.63	02/19/2019
Soules, Larisa	District Travel		234.90	02/06/2019
Sparkletts	18117327013119		457.44	02/19/2019
Sparkletts	16568357012719		140.91	01/31/2019
TAN, BRENT	Prof. Dev.		54.46	02/22/2019
TPX COMMUNICATIONS	113038318-0		1,891.53	02/20/2019
Tharold James Dill III	Lease - March 20		700.00	02/19/2019
U.P.S.	979220069		116.00	02/19/2019
U.S.BANK CORP PAYMENT SYS	5942		1,792.31	02/19/2019
U.S.BANK CORP PAYMENT SYS	5942		53.03	02/19/2019
U.S.BANK CORP PAYMENT SYS	5942		31.61	02/19/2019
U.S.BANK CORP PAYMENT SYS	2585		44.00	02/19/2019
VERIZON WIRELESS	9822856560		1,328.36	01/31/2019
WIGGS, DAVID	Reimbursement		41.40	02/22/2019
Walker, Trevor	Kevin Air Fare		6,045.63	02/19/2019

TOTAL FUND 01

331,247.36

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VENDOR NAME	FUND : 11 DESCRIPTION	ADULT EDUCATION EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CALIFORNIA TOOL & WELDING SUP	389529		95.45	02/14/2019
JOSTENS	22411839		84.53	02/06/2019
OFFICE DEPOT INC	260553382001		99.59	02/06/2019
TOTAL FUND 11			279.57	

VENDOR NAME	FUND : 13 DESCRIPTION	CAFETERIA EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CALIFORNIA DEPT OF EDUCATION	190SF-30648		171.00	02/06/2019
Higgins, Emily	Meal Account Ref		9.00	01/31/2019
Hyde, Christina	Meal Account Ref		20.00	02/19/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0901634		1,783.56	02/19/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0901637		1,063.10	02/19/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0901635		1,566.98	02/19/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0901636		788.03	02/19/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0894531		3,481.94	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0899802		3,891.94	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0899803		2,252.79	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0896260		2,538.08	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0894534		1,072.36	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0894532		2,485.62	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0894533		1,718.49	02/06/2019
PREFERRED MEAL SYSTEMS INC	CCR/0019378	-	43.43	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0899801		3,509.30	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0899804		1,651.26	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0896258		3,521.62	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0896261		1,614.86	02/06/2019
PREFERRED MEAL SYSTEMS INC	CDIM/0896259		2,842.76	02/06/2019
TOTAL FUND 13			35,939.26	

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VENDOR NAME	FUND : 21 DESCRIPTION	BUILDING FUND - BOND PROCEEDS EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CALIFORNIA PROFESSIONAL MGMT	17500 INV 23		69,956.31	02/25/2019
CASTON INC	App 8		36,480.00	02/25/2019
COOLEY CONSTRUCTION INC.	App 4		20,316.13	02/25/2019
Citizens Business Bank	Escrow 2533/Acct		32,926.50	02/25/2019
FRANKLIN MECHANICAL SYSTEMS	App 4		17,860.00	02/27/2019
INLAND VALLEY BANK	Escrow 826002040		13,588.37	02/25/2019
JTS MODULAR INC.	App 9		170,572.50	02/25/2019
John R Byerly Inc	31833		31,923.88	02/06/2019
K & Z CABINET CO INC	App 4		172,506.70	02/25/2019
Kurey & Associates	Invoice #3		10,800.00	02/06/2019
Leach Group Inc.	Inv. 1		13,650.00	02/25/2019
OAKVIEW CONSTRUCTORS INC.	App 8		56,050.00	02/25/2019
PRO-CRAFT CONSTRUCTION INC	App 7		21,251.50	02/25/2019
THE MIKE COX ELECTRICAL INC.	App 8		258,179.07	02/25/2019
TRI VALLEY INSPECTIONS INC	INV #0119JR		15,680.00	02/06/2019
WHITEHEAD CONSTRUCTION	App 4		73,005.77	02/25/2019
Walker, Trevor	Monoprice 186254		5,631.29	02/07/2019
TOTAL FUND 21			1,020,378.02	

VENDOR NAME	FUND : 35 DESCRIPTION	SCHOOL FACILITIES FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
American Integrated Resources	App 1 Cat D		78,715.97	02/27/2019
American Integrated Resources	App 1 Cat D		78,715.96	02/27/2019
CALIFORNIA PROFESSIONAL MGMT	17503 INV 23		65,609.03	02/25/2019
CALIFORNIA PROFESSIONAL MGMT	17503 INV 23		65,609.03	02/25/2019
CALIFORNIA PROFESSIONAL MGMT	17502 INV 20		47,431.80	02/25/2019
CASTON INC	App 1 Cat 9		27,325.33	02/27/2019
CASTON INC	App 1 Cat 9		27,325.32	02/27/2019
COOLEY CONSTRUCTION INC.	App 10		12,739.03	02/27/2019
COOLEY CONSTRUCTION INC.	App 1 Cat 2		148,323.26	02/27/2019
COOLEY CONSTRUCTION INC.	App 11		63,276.41	02/27/2019
COOLEY CONSTRUCTION INC.	App 11		63,276.41	02/27/2019
COOLEY CONSTRUCTION INC.	App 1 Cat 2		148,323.27	02/27/2019
COOLEY CONSTRUCTION INC.	App 10		12,739.02	02/27/2019
COOLEY CONSTRUCTION INC.	App 9		14,575.38	02/07/2019
COOLEY CONSTRUCTION INC.	App 9		14,575.37	02/07/2019
CalWest Bank	Escrow 826002354		2,668.75	02/27/2019
CalWest Bank	Escrow 826002354		2,668.75	02/27/2019
California Bank and Trust	Escrow Inv. 1		1,760.87	02/26/2019
California Bank and Trust	Escrow Inv. 1		1,760.88	02/26/2019
HAMEL CONTRACTING INC.	App 1 Cat 3		54,841.12	02/27/2019
HAMEL CONTRACTING INC.	App 1 Cat 3		54,841.13	02/27/2019
J. TORRES CO. INC.	26714		232.50	02/06/2019
J. TORRES CO. INC.	26714		232.50	02/06/2019
T&M Manufacturing Inc.	App 1 Cat 5		131,597.35	02/27/2019
T&M Manufacturing Inc.	App 1 Cat 5		131,597.35	02/27/2019
THE MIKE COX ELECTRICAL INC.	App 1 Cat 13		50,706.25	02/27/2019
THE MIKE COX ELECTRICAL INC.	App 9		9,496.13	02/27/2019
THE MIKE COX ELECTRICAL INC.	App 1 Cat 13		50,706.25	02/27/2019
THE MIKE COX ELECTRICAL INC.	App 8		15,838.91	02/27/2019
THE MIKE COX ELECTRICAL INC.	App 9		9,496.12	02/27/2019
THE MIKE COX ELECTRICAL INC.	App 8		15,838.92	02/27/2019
TRI VALLEY INSPECTIONS INC	January 3, 2019		4,704.00	02/06/2019
TRI VALLEY INSPECTIONS INC	February 3, 2019		7,840.00	02/06/2019
TRI VALLEY INSPECTIONS INC	February 3, 2019		7,840.00	02/06/2019
TRI VALLEY INSPECTIONS INC	January 3, 2019		4,704.00	02/06/2019
Target Construction Serv. Inc.	121		2,318.75	02/25/2019
Target Construction Serv. Inc.	121		2,318.75	02/25/2019
WHITEHEAD CONSTRUCTION	App 1 Cat 8		33,456.63	02/27/2019
WHITEHEAD CONSTRUCTION	App 1 Cat 8		33,456.62	02/27/2019
WLC ARCHITECTS	1617500 INV 025		13,767.90	02/06/2019
WLC ARCHITECTS	1617600 INV 025		16,972.23	02/06/2019
WLC ARCHITECTS	1617700 INV 016		33,996.14	02/06/2019
TOTAL FUND 35			1,564,219.39	
TOTAL DISTRICT			2,952,063.60	

BRANCH ELEMENTARY SCHOOL
STUDENT BODY BANK STATEMENT RECONCILIATION - EFCU

BANK STATEMENT BALANCE Feb-19	28463.39
OUTSTANDING CHECKS	0.00
BALANCE	28463.39
PLUS OUTSTANDING DEPOSITS	975.00
BALANCE	<u>29438.39</u>

	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
CHECKBOOK BALANCE AS OF Jan-19		<u>0.00</u>		\$27,489.39
PLUS RECEIPTS				\$2,594.00
BALANCE				30083.39
LESS DISBURSEMENTS				\$645.00
BALANCE				29438.39
PLUS/MINUS BANK ERROR				
BALANCE				29438.39
PLUS/MINUS ADJUSTMENT				
CHECKBOOK BALANCE AS OF Feb-19				<u>29438.39</u>

**BORON JR./SR. HIGH SCHOOL
STUDENT BODY ACCOUNTS
FINANCIAL STATEMENT 2/28/2019**

Balance as per Alta One Statement 2/28/2019

AltaOne Com. Fed. Credit Union-Savings	\$111.74	
AltaOne Com. Fed. Credit Union-Checking	\$91,066.58	
		\$91,178.32

Less Outstanding Checks:		\$2,856.34
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Plus Outstanding Deposits:		
	Balance	\$88,321.98

Oustaing Checks:

Check # Amount

6045	\$38.71
6046	\$328.63
6100	\$15.00
6110	\$75.00
6114	\$1,949.00
6117	\$450.00

Total \$2,856.34

Balance as per Ledgers 1/31/19	Balance	\$89,742.18
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Deposits:		\$3,422.69
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Less Disbursements:		\$4,842.89
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FINAL BALANCE as of 1/31/2019	\$88,321.98
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ASB FINANCIAL REPORT - February 2019

	Group	Beginning	Transfer				Ending Balance
		Balance	Income	Expenses	Transfer In	Out	
100	Athletics	22,946.54	553.00	85.79			23,413.75
101	ASB General	7,795.02	99.46				7,894.48
103	10th Grade	4,437.21	241.40	175.7			4,502.91
104	9th Grade	1,826.38	212.00				2,038.38
105	8th Grade	4,971.21					4,971.21
106	7th Grade	3,297.07	648.58	1,047.65			2,898.00
107	12th Grade	9,552.44		1,059.75			8,492.69
108	11th Grade	4,556.92		1,949.00			2,607.92
109	Soccer Club	1,522.21	666.25	450.00			1,738.46
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		75.00			169.56
137	Academic Decathlon	423.05					423.05
138	Safe School Ambasad	0.00					0.00
140	N.H.S.	45.69					45.69
141	Boron Boat Builders	7.50					7.50
142	Disc Golf	52.34					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.	1,443.82					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	1,870.30	1,002.00				1,870.30
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					315.57
	TOTAL	89,742.18	3,422.69	4,842.89	0.00	0.00	88,321.98

DESERT HIGH SCHOOL
STUDENT BODY BANK STATEMENT RECONCILIATION - EFCU

BANK STATEMENT BALANCE AS OF	Feb-19	109915.39
OUTSTANDING CHECKS		8560.43
BALANCE		101354.96
PLUS OUTSTANDING DEPOSITS		
BALANCE		<u>101354.96</u>

11220	14.66	11964	16.40	12247	52.50
11311	98.22	11995	18.07	12248	31.50
11383	80.00	12000	334.41	12249	51.00
11453	5.00	12001	88.54	12250	51.00
11523	250.00	12002	554.25	12252	435.76
11722	10.00	12006	79.00	12253	410.00
11729	821.25	12007	1092.00	12254	30.11
11737	27.57	12088	81.62	12255	155.19
11820	37.76	12119	17.49	12256	179.91
11832	69.00	12141	325.00	12257	116.17
11871	8.71	12196	100.00		
11886	13.99	12198	2708.27		
11896	46.08	12243	150.00		

5565.05
8560.43

	<u>1482.24</u>	
CHECKBOOK BALANCE AS OF	Jan-19	<u>1513.14</u>
PLUS RECEIPTS		103285.02
BALANCE		13682.53
LESS DISBURSEMENTS		116967.55
BALANCE		11678.42
PLUS/MINUS BANK ERROR		105289.13
BALANCE		105289.13
PLUS/MINUS ADJUSTMENT		
CHECKBOOK BALANCE AS OF	Feb-19	<u>105289.13</u>

DESERT HIGH SCHOOL
STUDENT BODY FINANCIAL REPORT FOR FEBRUARY 2019

	HIGH SCHOOL	BALANCE	INCOME	EXPENSES	TRANSFER IN	TRANSFER OUT	ENDING BALANCE
100	STUDENT BODY FUNDS	7885.40	2614.95	1245.68		25.00	9229.67
2	ANNUAL	13530.50	125.00	177.41			13478.09
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	133.75				3121.29
14	CHEERLEADERS	103.17					103.17
15	CROSS COUNTRY	2616.35	25.00				2641.35
16	CLASS OF '19	10687.54	6893.02	9035.00			8545.56
17	CLASS OF '18 - GRADUATED	37.76					37.76
18	CHOIR CLUB	199.05					199.05
19	DRAMA	2477.02		354.22			2122.80
20	SCORP PALS	0.00					0.00
21	FOOTBALL	140.00					140.00
22	CLASS OF 2021	3602.81	121.50				3724.31
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	3519.92	1771.56	355.88			4935.60
29	PHOTOGRAPHY CLUB	17.20					17.20
30	SPIRIT WEAR - 1410	4678.91					4678.91
31	SNACK BAR - 1411	26656.05	495.50				27151.55
32	SOFTBALL, VAR	497.15	487.50				984.65
33	BOYS/ GIRLS SOCCER	2279.94					2279.94
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	4724.09		451.27			4272.82
45	FASHION	0.00					0.00
46	Culture Club	705.81	139.00		25.00		869.81
47	SCIENCE OLYMPIAD	15.72					15.72
48	CLASS 2016 GRADUATED	5.00					5.00
	TOTALS	96359.51	12806.78	11619.46	25.00	25.00	97546.83

DESERT JUNIOR HIGH SCHOOL
ASB FINANCIAL REPORT FOR FEBRUARY 2019

[illegible]

JOINT POWERS AGREEMENT FOR SCHOOL DISTRICT FACILITY SERVICES

THIS JOINT POWERS AGREEMENT ("Agreement") dated as of April 11, 2019, is entered into pursuant to the provisions of Title 1, Division 7, Chapter 5, Article 1 (Sections 6500, et seq.), of the California Government Code relating to the joint exercise of powers among the parties to this Agreement. The parties to this Agreement are public school districts or other public educational entities within the County of Kern ("Participants") and the County Superintendent of Schools of the County of Kern, State of California ("Administrative Agency").

The parties to this Agreement have determined and hereby declare that it is in their best interest and in the public's interest that they join together for the purpose of providing administrative school district facility services to the parties pursuant to various statutory provisions, including Education Code Sections 1260, 35041, 35041.5 and 35045; Title 2, Division 3, Chapter 2, Article 4 (Sections 35160, et seq.), of the Education Code; Title 2, Division 3, Chapter 5 (Sections 45100, et seq.), of the Education Code; and Government Code Sections 53060 and 53080.

NOW, THEREFORE, the parties mutually agree as follows:

1. **Joining of Services.** This Agreement is intended to continue services currently provided by the Administrative Agency in the collection and administration of school facilities fees levied by at least some of the Participants and to merge those services into the additional services provided for in this Agreement.
2. **Summary of Purpose.** The purpose of this Agreement is to provide administrative school district facility services to and on behalf of the parties. The parties find that they each have a similar need for such services and that it is in their best interest and in the best interest of the public that those services be carried out by the Administrative Agency acting on behalf of, and representing, each and all of the parties to this Agreement.
3. **Term of This Agreement.** The term of this Agreement shall commence as of April 11, 2019, and shall continue from year to year thereafter unless terminated by agreement of the parties. A school district or other public entity not a party to this Agreement may be added as a party to this Agreement without affecting the term of this Agreement. In the event of a reorganization of one or more of the Participants, the successor in interest or successors in interest to the obligations of any such reorganized Participant shall be substituted as a party or parties to this Agreement.
4. **Designated Agency.** The Kern County Superintendent of Schools is hereby designated as the Administrative Agency which shall exercise the powers set forth in this Agreement. When appropriate in this Agreement, the term "Administrative Agency" will be understood as including the officers, agents, and/or employees of the Administrative Agency.

5. **Advisory Board.** The Administrative Agency will be assisted in exercising the powers authorized by this Agreement by a School District Facility Services Advisory Board ("Advisory Board").

a. **Functions.** The Advisory Board will provide the Administrative Agency with guidance and direction in its performance of services under this Agreement, including the following:

(1) Monitor and evaluate the quality and level of services provided by the Administrative Agency under the Agreement and recommend changes to the Administrative Agency to improve or modify those services.

(2) Based on its evaluation of what type and level of services should be performed by the Administrative Agency, propose amendments to this Agreement when necessary or appropriate.

(3) Based on its evaluation of what type and level of services should be performed by the Administrative Agency under this Agreement during the next school year, approve an Annual Budget for School District Facility Services ("Annual Budget") as more fully described in paragraph 11 of this Agreement.

(4) Review issues related to the services provided under this Agreement and provide guidance to the Administrative Agency and the Participants on those issues.

b. **Membership.** The Advisory Board shall consist of 15 members. Each Participant may nominate one school district superintendent or assistant superintendent for membership on the Advisory Board. Nominees shall be categorized and grouped for election according to the following:

(1) Three members to be selected from nominees from, and voted upon by, districts with an average daily attendance in excess of 10,000 as reported in official County Superintendent reports for the immediately preceding school year.

(2) Six members to be selected from nominees from, and voted upon by, districts with an average daily attendance between 1,500 and 9,999 as reported in official County Superintendent reports for the immediately preceding school year.

(3) Five members to be selected from nominees from, and voted upon by, districts with an average daily attendance less than 1,499 as reported in official County Superintendent reports for the immediately preceding school year.

Nominations from school districts shall be submitted to the Administrative Agency within 30 days after being advised by the Administrative Agency of the existence of a vacancy on the Advisory Board. The Administrative Agency shall cause to be distributed a ballot for election of Advisory Board members, with nominees appropriately grouped and categorized. The election shall be held as soon as practicable after receipt by the

Administrative Agency of valid nominees. A Participant shall be eligible to cast one vote for a nominee to the Board in the same category as that into which that Participant falls. That number of nominees equal to the number of vacancies in each category receiving the highest number of votes shall be deemed elected.

All terms of the Board members shall be three years. In the event of a vacancy, it shall be filled by appointment from the school district of the person who vacated the position for the remainder of the unexpired term.

In addition to these elected Advisory Board members, the Director of Administrative Services for the Kern County Superintendent of Schools (or another designated employee of the Administrative Agency) shall be a member of the Advisory Board, preside over its meetings, and serve as its Secretary.

c. **Meetings.** The Advisory Board will meet at least quarterly and may hold special meetings as required. Both regular and special meetings will be scheduled by the Board Secretary who will give written notice of each meeting to each member. Eight members of the Advisory Board are a quorum, and the affirmative vote of eight members is necessary for action by the Advisory Board.

6. **Scope of Powers.** Pursuant to Government Code Section 6509, the exercise of the powers under this Agreement shall be in accordance with the manner of exercising such powers by the County Superintendent of Schools of Kern County, except as otherwise provided in this Agreement.

7. **Withdrawal.** Any Participant may withdraw from its status as a party to this Agreement at the end of any given school year by giving written notice to the Administrative Agency no later than March 15 of that school year. The Administrative Agency may withdraw from its status as a party to this Agreement at the end of any given school year by giving written notice to each of the Participants no later than March 31 of that school year. Withdrawal of any party from this Agreement is subject to its having either discharged, or arranged to the satisfaction of the other parties for the discharge of, all pending obligations the withdrawing party has assumed under this Agreement.

8. **Scope of School District Facility Services.** Administrative school district facility services provided for in this Agreement are administrative services intended to assist the Participants in providing adequate school facilities. The type and level of administrative school district facility services provided by the Administrative Agency in any given school year will be defined in the Annual Budget for that year. By way of example, however, administrative school district facility services include the following:

a. **Services Related to the Collection of Statutory School Facilities Fees Levied by School Districts.** These services include collecting those fees and certifying their payment; receiving permits and deposits from other collecting agencies; computing and validating the allocation of fees collected between those districts sharing territory in accordance with the agreement of those districts; depositing the fees collected in the

respective districts' school facilities fee funds at the county auditor's office; maintaining and balancing the ledgers for those districts; processing requests for exemption from those fees as specified in the current resolution regarding school facilities fees exemption procedures on file with the Administrative Agency; coordinating the activities of school districts with those of other collecting agencies, city and county building departments, and other agencies; serving as a point of contact for the public, the development community and building industry, and other public agencies with respect to school facilities fees; assisting districts in making any study or otherwise making the findings and determinations required under Government Code Section 66001(a), (b), and (d); and providing administrative advice and assistance to Participants and, if appropriate, to their legal counsel in resolving problems or disputes regarding statutory school facilities fees levied by the Participants.

b. **Services Related to the Collection of Other Payments for the Construction and/or Reconstruction of School Facilities.** These services include those like the services described in subparagraph a above which are related to other payments made with respect to new residential, commercial, and industrial development to provide adequate school facilities. Such payments include, by way of example only, those required as a condition of a city's or county's legislative approval of such development, those specified in an agreement entered into with a Participant regarding such development, or those made pursuant to a special tax, fee, assessment, or other requirement imposed by a Participant.

c. **Services Related to Proposed New Development.** These services are intended to assist Participants in responding to development proposals being considered by other public agencies which might have an impact on them, to include, by way of example, receiving and reviewing such proposals; informing Participants of and assisting Participants in preparing written responses to such proposals; monitoring time lines to ensure timely response to such proposals; representing Participants at public agency meetings regarding such proposals; providing liaison with other public agencies and working with them to resolve issues between them and the Participants; serving as a point of contact for other public agencies, the public, the development community, and the building industry regarding school facilities issues related to new development; providing administrative advice and assistance to Participants and, if appropriate, to their legal counsel in resolving problems or disputes regarding such proposals.

d. **Other Services Related to School District Facilities.** These services include the following:

- (1) Providing leadership to the Participants' efforts to identify, define, and resolve issues related to school housing and educational needs, including working with Participants to provide solutions to facility problems; assisting and coordinating Participants' efforts to inform other public agencies, the development community, the building industry, and the public resources about these issues; assisting in developing and maintaining a coalition of groups and organizations involved in these issues; and acting as a community resource on these issues.

(2) Serving as an educational and information resource to Participants on school facility issues, including conducting workshops or in-service programs for the Participants' staff and governing board members; providing liaison with other local agencies, the local development community and building industry, state agencies such as the Office of Public School Construction and the Division of State Architect, and local and statewide organizations involved in these issues such as C.A.S.H., CSBA, and CASBO; and referring Participants to other agencies and professionals who can assist them in resolving individual concerns.

(3) Providing other administrative and educational services related to the Participants' provision of adequate public school facilities.

9. **Ministerial Duties.** In addition to performing school district facility services as set forth herein, the Administrative Agency agrees to and hereby shall perform the following:

a. Assign or appoint and employ a Director of School District Facility Services ("Director") and such other certificated or classified personnel as are necessary to carry out this Agreement.

b. Provide offices, furniture, equipment, books, and supplies necessary for the proper functioning of those personnel.

c. Appoint and employ such other consultants and independent contractors as may be necessary to carry out this Agreement.

d. Make satisfactory budgetary provisions and pay all applicable salaries, wages, fees, operating costs, travel expenses, and capital outlay costs as are necessary to carry out this Agreement in accordance with the Annual Budget described in paragraph 11 of this Agreement.

10. **Conditions and Limitations.** Performance of the services and duties set forth in paragraphs 8 and 9 of this Agreement is subject to each of the following:

a. The parties understand and agree that the type and level of services to be provided by the Administrative Agency under this Agreement during any given school year will be identified in the Annual Budget described in paragraph 11 of this Agreement and may be limited by funding or other constraints. If the Administrative Agency determines that a type or level of a service cannot be provided as then currently provided in the Annual Budget for any reason, the Administrative Agency shall notify the Advisory Board as soon as possible, recommending what action, if any, should be taken by the Advisory Board.

b. The parties understand and agree that in performing administrative school district facility services under this Agreement, the Administrative Agency shall not perform any otherwise authorized services if specifically requested not to do so in writing nor interfere

with the policy-making functions of individual Participants unless expressly requested to do so.

c. The parties understand and agree that some of the services to be performed by the Administrative Agency may require additional express written authorization from a Participant and will not be performed unless or until such authorization is given.

d. The parties expressly understand and agree that the services provided by the Administrative Agency under this Agreement do not include any legal services, even if any of the persons assigned or employed by the Administrative Agency to carry out any of the services provided by the Administrative Agency under this Agreement is licensed to practice law in the State of California, as provided in Education Code Sections 35041 and 35041.5 or otherwise. If during the course of performing administrative services under this Agreement, any matter arises which, in the opinion of the Administrative Agency, appears to require the attention, advice, or involvement of a Participant's legal counsel, that matter will be referred to the affected Participant, unless that Participant has previously authorized the Administrative Agency to refer such matter directly to its designated legal counsel, in which case it will be so referred.

e. The parties also understand that one or more of the persons employed by the Administrative Agency to carry out any of the services provided under this Agreement may also be employed by the Administrative Agency in another capacity to provide legal services to some or all of the parties and expressly consent to such employment in dual capacities as provided in State Bar Rule 3-310. This consent shall not prohibit any party from seeking the disqualification of any person so employed in the event that a matter arises in which the interests of that party are adverse to those of another entity being rendered legal services by that person and that party would be burdened or prejudiced by that person's having received any confidential attorney-client information related to that matter.

f. In carrying out the services under this Agreement, the Administrative Agency is acting solely as the Participant's agent and its liability is limited to liability associated with administratively carrying out those services. By way of example only, with reference to actions carried out pursuant to subparagraphs 8.a-8.c above, the Administrative Agency is not responsible for repayment of any fees, taxes, assessments, or other payments (or interest thereon) later determined by the Participant or a court of competent jurisdiction as being improperly collected and is responsible for attorney fees and litigation or other costs only if the Administrative Agency willfully or with gross negligence failed to comply with the Participant's written directions or other legal requirements regarding such collection. In addition, in cases where any fee, tax, assessment, or other payment is not collected despite reasonable efforts by the Administrative Agency or the Participant, the Administrative Agency is responsible for payment of that uncollected amount or for any attorney fees, litigation, interest, or other costs only if, and to the extent that, the Administrative Agency willfully or with gross negligence failed to comply with the Participant's written directions or other legal requirements regarding such collection. To the extent permitted

by law, each Participant agrees to indemnify and defend the Administrative Agency from any claim or liability that exceeds the Administrative Agency's liability set forth herein.

g. Each Participant agrees to pay to the Administrative Agency for performance of the services and duties described in paragraphs 8 and 9 above, the amount(s) specified in the Annual Budget described in paragraph 11 of this Agreement. In the event a Participant elects not to, fails to, or otherwise neglects to make any required payment, the Administrative Agency is authorized to transfer such amount to the County School Service Fund of Kern County from the General Fund of the Participant for payment to the trust fund established by this Agreement.

11. **Annual Budget.** The School District Facility Services Annual Budget is intended to identify and prioritize for each school year the type and level of services to be provided by the Administrative Agency on behalf of the Participants and establish the payment(s) which must be made by the Participants for those services.

a. **Current Annual Budget.** The Annual Budget for the current school year is attached as Exhibit 1 to this Agreement and is hereby incorporated into this Agreement by reference. The current Annual Budget was developed by the Advisory Board and will apply to services and payments during the current school year subject to amendment as provided in subparagraph c below.

b. **Development and Adoption of Subsequent Annual Budgets.**

(1) No later than January 15 of each school year, the Director will submit to the members of the Advisory Board a proposed budget for the subsequent school year. In developing this proposed budget, the Director will consider any guidance and direction provided by the Advisory Board in this regard.

(2) Each proposed Annual Budget will identify and prioritize the types of services to be provided by the Administrative Agency under this Agreement during the subsequent school year and the level at which each of those services will be provided; the costs of providing those services, including a prudent contingency reserve; and the way in which the Participants will pay those costs.

(3) No later than February 15 of each year, the Advisory Board will review the Annual Budget proposed by the Director, make such changes as it determines necessary and appropriate, and adopt an Annual Budget for the subsequent school year. A copy of the adopted Annual Budget will be mailed to each party by the Secretary to the Advisory Board.

(4) Unless the Administrative Agency elects to withdraw from this Agreement as provided in paragraph 7, it will take those steps necessary and appropriate to incorporate the Annual Budget into its own operating budget for the subsequent school year.

c. **Amendment of Annual Budgets.**

(1) An adopted Annual Budget may be amended at any time by the Advisory Board with the express written concurrence of the Administrative Agency. Written notice of any amendment of the Annual Budget will be mailed to each party.

(2) In addition to the procedure set forth in paragraph 7 of this Agreement, a party may withdraw from this Agreement by written notice delivered to the Administrative Agency within 30 days of mailing of a notice of an amendment of the Annual Budget which provides for an increase in the payment(s) required of the party for services provided under this Agreement to a level in excess of 2% of those fees or other payments processed or handled by the Administrative Agency pursuant to subparagraph 8.a or 8.b of this Agreement, including payments made to an agency established by one or more member school district(s) for the purpose of funding the construction or reconstruction of school facilities in its (their) territory.

12. **Addition of Parties to Agreement.** School districts or other educational entities may subsequently be added as parties to this Agreement. A school district or other educational entity shall at any time be entitled to expand the services it is entitled to receive pursuant to the terms of this Agreement. The amount to be paid to the Administrative Agency by such school districts or other educational entities upon addition or expansion of services shall be determined by the Administrative Agency in accordance with paragraph 11, if appropriate, on a pro rata calendar month basis.

13. **Trust Account.** Administrative Agency shall establish a trust account in the County School Service Fund of Kern County in which shall be placed all monies received pursuant to this Agreement. Only bona fide and appropriate costs in performing the purposes and services hereunder shall be charged to and expensed against such trust account. The Administrative Agency further agrees to make an annual accounting to each of the parties hereto of the activity in and status of this trust account.

14. **Disposition of Property and Funds.** In the event of the complete rescission or other final termination of this Agreement by all Participants or the Administrative Agency, any property interest attributable to this Agreement following a discharge of all obligations shall be disposed of as the Administrative Agency determines after consultation with the Advisory Board, with the objective of returning to each Participant a proportionate return of the contributions made to such properties by such parties. The inclusion of additional parties to this Agreement or the withdrawal of some but not all of the parties to this Agreement shall not be deemed a termination of this Agreement.

15. **Amendments.** Amendments to this Agreement may be proposed by the Advisory Board. Proposed amendments will be mailed to each Participant and will become effective if approved by a majority of the Participants according to the procedures of the governing boards of such Participants, with the express written concurrence of the

Administrative Agency. Any such amendment shall be effective upon the date of final execution thereof by a majority of the Participants and the Administrative Agency.

16. **Severability.** Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

17. **New Parties.** Additional school districts or educational entities may become parties to this Agreement upon the execution of a counterpart of this Agreement whereby said districts or entities agree to be bound by its terms.

18. **Agreement in Counterparts.** The parties agree that this Agreement may be signed in multiple counterparts which shall, in the aggregate, be signed by all parties; that each counterpart shall be deemed an original instrument as against any party who has signed it; and that an executed facsimile transmitted counterpart shall be deemed an original instrument against the party who has signed it.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

MUROC JOINT UNIFIED
SCHOOL DISTRICT

KERN COUNTY SUPERINTENDENT
OF SCHOOLS

Signature: _____

Signature: _____

Name: Kevin D. Cordes

Name: _____

Title: Superintendent

Title: _____

DATED: _____

DATED: _____

OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
School District Facility Services

Monthly Budget Report
Fiscal Year 2018-2019

OBJECT CODE	EXPENSES	ADOPTED BUDGET 2018-2019	YEAR TO DATE EXPENDITURES 09/30/18	BALANCE	PERCENT OF BUDGET
2400.00	Clerical and Office Salaries	\$ 49,344 *	\$ 12,259	\$ 37,085	25%
2900.00	Other Classified Salaries	\$ 103,767 *	\$ 26,716	\$ 77,051	26%
3202.00	PERS	\$ 27,713 *	\$ 6,994	\$ 20,719	25%
3302.00	Medicare	\$ 2,220 *	\$ 557	\$ 1,663	25%
3402.00	Health & Welfare	\$ 23,764 *	\$ 5,731	\$ 18,033	24%
3502.00	Unemployment	\$ 77 *	\$ 19	\$ 58	25%
3602.00	Workers' Compensation	\$ 3,087 *	\$ 849	\$ 2,238	27%
3702.00	Retiree Benefits - Classified	\$ 30,900 *	\$ 5,883	\$ 25,017	19%
3752.00	OPEB Active Employees Classified	\$ 1,088 *	\$ 272	\$ 816	25%
3902.00	Other Benefits Classified	\$ 20 *	\$ -	\$ 20	0%
4300.00	Supplies	\$ 5,000	\$ 225	\$ 4,775	4%
4400.00	Non-Capitalized Equipment	\$ 2,000	\$ -	\$ 2,000	0%
5200.00	Travel & Conference	\$ 9,000	\$ -	\$ 9,000	0%
5300.00	Dues and Memberships	\$ 800	\$ 466	\$ 334	58%
5400.00	Insurance	\$ 75	\$ -	\$ 75	0%
5600.00	Rentals, Leases & Repairs	\$ 1,000	\$ -	\$ 1,000	0%
5710.00	Materials Lab Card	\$ 30	\$ -	\$ 30	0%
5710.41	KCSOS Pool Car	\$ 400	\$ -	\$ 400	0%
5710.44	Maintenance	\$ 150	\$ -	\$ 150	0%
5710.52	Production	\$ 500	\$ -	\$ 500	0%
5710.77	PC Workstation Charges	\$ 1,553	\$ 1,523	\$ 31	98%
5800.00	Contracted Services	\$ 55,000	\$ 22,505	\$ 32,495	41%
5800.99	Holding Account	\$ 884,354 *	\$ -	\$ 884,354	0%
5900.00	Communications	\$ 1,000	\$ -	\$ 1,000	0%
7310.00	Administrative Charges	\$ 18,559	\$ -	\$ 18,559	0%
	TOTALS	\$ 337,047	\$ 83,998	\$ 253,049	25%

	<u>BUDGETED</u>	<u>YTD ACTUAL</u>
Beginning Balance (8677.75)	\$ 971,401 *	\$ 856,550 *
Income (8677.00)	\$ 250,000	\$ 133,208
Expenses (2400-7310)	\$ (337,047)	\$ (83,998)
Reserves (5800.99)	\$ 884,354	\$ 884,354
ENDING BALANCE	\$ 884,354	\$ 933,565

*Business Office generated



BRANDMAN
University Chapman University
System

SUPERVISED FIELDWORK AGREEMENT

Please check below all the applicable supervised fieldwork in which in your District will be participating with Brandman University Antelope Valley Campus.

TEACHER EDUCATION

☒

SCHOOL PSYCHOLOGY

☐

SCHOOL COUNSELING

☐

EDUCATION ADMINISTRATION

☐

THIS AGREEMENT is made and entered into by and between Brandman University hereinafter called the "UNIVERSITY," and the Muroc School District, hereinafter called "FIELDWORK SITE."

I. RESPONSIBILITIES OF THE UNIVERSITY

- A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, to be eligible for supervised fieldwork including proof of negative TB test current within one year of supervised fieldwork and issuance of finger print clearance.
- B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE and student fieldwork experience.
- C. The UNIVERSITY shall complete periodic observations and/or evaluations of the student regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY faculty or staff member and the FIELDWORK SITE supervisor.
- D. The UNIVERSITY may provide monetary compensation for services rendered by the FIELDWORK SITE in an amount not to exceed the actual cost of the services rendered by the FIELDWORK SITE per Appendix A.

II. RESPONSIBILITIES OF THE FIELDWORK SITE

- A. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- B. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- C. The FIELDWORK SITE staff will provide, upon request by any participating student, such reasonable accommodations at the FIELDWORK SITE as required by law in order to allow qualified disabled students to participate in the program.

- D. To provide for emergency health care of the student in case of accident at the expense of the student.
- E. To provide all participating students with a copy of the FIELDWORK SITE'S rules, regulations, policies, and procedures with which the students are expected to comply and notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.
- F. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.
- G. The FIELDWORK SITE staff shall comply with APPENDIX B regarding the FIELDWORK SITE'S supervision of UNIVERSITY students.

III. THE PARTIES MUTUALLY AGREE

- A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.
- B. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences, or terminate the field experience assignment of any student of the UNIVERSITY assigned to the FIELDWORK SITE in writing. Prior to removal of a student, the FIELDWORK SITE shall consult with the UNIVERSITY about its concerns and proposed course of action. The UNIVERSITY may terminate the field experience assignment or student teaching assignment of any student of the UNIVERSITY at the FIELDWORK SITE at any time, and may do so if the FIELDWORK SITE so requests in writing with a statement of reasons why the FIELDWORK SITE desires to have the student withdrawn.
- C. Neither party shall discriminate in the assignment of students on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.
- D. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, employees, or students.
- E. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its agencies and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.
- F. The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Therefore, regardless of the nature or extent of the acts performed by them, students are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Workers' Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.

- G. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- H. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- I. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- J. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT INFORMATION:

Muroc School District
17100 Foothill Avenue
North Edwards, CA 93523
Attn: Teresa Davies
Phone: (760) 769-4821

UNIVERSITY CONTACT INFORMATION:

Brandman University
16355 Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Fax: (800) 775-0128

- K. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- L. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- M. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- N. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

- A. THE TERM of this Agreement shall be effective 05/01/2019 and shall continue in full force and effect through 04/30/2022. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

SIGNATURES:

FIELDWORK SITE: Signature: _____

 Name: Kevin D. Cordes

 Title: Superintendent

 Date: April 10, 2019

UNIVERSITY: Signature: _____

 Name: Phillip L. Doolittle

 Title: Executive Vice Chancellor of Finance and
 Administration and Chief Financial Officer

 Date: _____

Appendix A
Payment for Master Teachers for Teacher Education Fieldwork Only

I. SPECIAL PROVISIONS – RATES and PAYMENTS

- (a) \$ 200 Master Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Multiple and Single Subject Credential candidates.
- (b) \$ 200 Master Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Education Specialist Instruction Credential (Special Education) candidates.

METHOD OF PAYMENT: Stipend is to be paid directly to the Master Teacher.

In the event the assignment of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been in student teaching and has been at the assignment for a minimum of two weeks, MASTER TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment. Said payment is to exceed no more than six (6) units per session of terminated assignment. In the event the field experience of a UNIVERSITY student is terminated by the UNIVERSITY and/or the MASTER TEACHER for any reason after the student has been in the field experience for a minimum of two weeks, MASTER TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment.

Within thirty (30) days following the close of each session or academic session of the UNIVERSITY, the MASTER TEACHER shall submit an invoice and I-9 form as provided and signed to them by the UNIVERSITY, to the UNIVERSITY for payment at the rate provided therein for all field experiences provided by the FIELDWORK SITE under and in accordance with this agreement during said session. This process may be altered according to individual districts procedures as to the manner in which the invoicing will proceed so long as the parties mutually agree to such alteration in advance.

Appendix B
Specific Supervision Requirements for Each Program

Teacher Education Fieldwork:

- A. "Field Experience" as used herein and elsewhere in this agreement means active participation in the duties and function of classroom under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the field experience is provided, and have completed a minimum of three years successful teaching experience. "Student Teaching" is used herein and elsewhere in this agreement means participation in the duties and function of classroom teaching under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid, teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching experience is provided, and have completed a minimum of three years successful teaching experience.
- B. The UNIVERSITY'S Teacher Education Policy provides that student teachers without emergency or substitute permits may not be asked by the school districts to serve and be paid for substitute teaching as, under California law, student teachers are not certificated personnel and as they require full-time supervision. Those holding substitute or emergency permits may substitute for their master teacher only (a maximum of four (4) days only): when s/he is ill; when it is determined by the principal that this is in the best interest of the students in the classroom as well as the candidate; after the first four weeks of the first assignment; and/or when the candidate is paid.
- C. "Session of Student Teaching," for Multiple Subject and Single Subject Credential candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- D. "Session of Student Teaching," for Education Specialist Instruction Credential (Special Education) candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- E. An assignment of a Multiple Subject and Single Subject Credential candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a two eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- F. An assignment of an Education Specialist Instruction Credential (Special Education) candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a single eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- G. The assignment of a UNIVERSITY student to field experiences and student teaching at FIELDWORK SITE shall be deemed to be effective for the purposes of this agreement as of the date the student presents to the proper FIELDWORK SITE officials the assignment papers or other documents provided by the UNIVERSITY effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

School Counseling Fieldwork:

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.
- B. Provide opportunities for students to gain a broad range of experiences, including experiences in:
 - a. Personal and career assessments
 - b. Personal counseling experience in either an individual or group context
 - c. Experience in School-based programs serving parents and family members
 - d. Observing classroom instruction
 - e. Attending district and school based meetings
 - f. Mapping school-based community resources
 - g. The candidate is to perform, under supervision, the functions of school counselors in school counseling domains.
 - h. Participating in professional development activities.
 - i. Participating in individual or group supervision.
 - j. Learning about and using technology and information systems.
 - k. Learning about Individual differences and student diversity.
- C. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including, (a) elementary, middle school or junior high, and (b) high school.
- D. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years experience in school counseling to serve as the primary supervisor. The student may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- E. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- F. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.
- G. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

I. Specific Supervision Requirements School Psychology Fieldwork:

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school psychologist with at least two years of professional experience.
- B. Provide experiences with a diverse student population.
- C. Provide experiences with a variety of educational programs.
- D. Provide opportunities for students to gain a broad range of experiences, including experiences in:

- a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
 - b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
 - c. Developing, implementing and evaluating academic and behavioral interventions.
 - d. Providing counseling and other mental health interventions.
 - e. Home, school, community collaboration: working with parents and community members.
 - f. Learning about, helping develop, or evaluating policy, practices and programs.
 - g. Participating in professional development activities.
 - h. Participating in individual or group supervision.
 - i. Learning about and using technology and information systems.
 - j. Learning about Individual differences and student diversity.
- E. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.
- F. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least two years experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- G. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- H. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluations of the student's performance near the end of each university session.
- I. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

School Administration:

- A. The FIELDWORK SITE shall provide student with individual and/or small group supervision from an experienced school administrator.
- B. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- C. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.



INTERNSHIP CONTRACT AGREEMENT

by and between

BRANDMAN UNIVERSITY

and

Muroc School District

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Antelope Valley Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

I. General Provisions

a. The UNIVERSITY agrees and verifies that:

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

b. The DISTRICT agrees and verifies that:

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the

District for at least one academic year, subject to the District's personnel policies and State law(s).

- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

II. Support and Supervision Requirements

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

a. General Support and Supervision Provided to All Interns

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre

and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:

- (1) valid corresponding Clear or Life credential,
- (2) three years successful teaching experience, and
- (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.

- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

b. Support and Supervision Specific to Teaching English Learners

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or

education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

III. THE PARTIES MUTUALLY AGREE

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury

to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT
INFORMATION:

Muroc School District
17100 Foothill Avenue
North Edwards, CA 93523
Attn: Teresa Davies
Phone: (760) 769-4821

UNIVERSITY CONTACT
INFORMATION:

Brandman University
16355 Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Fax: (800) 775-0128

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.

- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

Brandman University and the Muroc School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on 05/01/2019, and continuing until 04/30/2021 (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

SIGNATURES:

DISTRICT
REPRESENTATIVES:

Signature: _____
Name: Kevin D. Cordes
Title: Superintendent
Date: April 10, 2019

Signature: _____
Name: _____
Title: Human Resources
Date: _____

UNIVERSITY:

Signature: _____
Name: Phillip L. Doolittle
Title: Executive Vice Chancellor of Finance and
Administration and Chief Financial Officer
Date: _____

APPENDIX A

Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
 - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
 - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
 - (a) Provisions for an annual evaluation of the intern.
 - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
 - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
 - (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

- (5) **Supervision of Interns.**
- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.
- (6) **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.
- (7) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.
- (8) **Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
 - Techniques to address learning differences, including working with students with special needs
 - Techniques to address working with English learners to provide access to the curriculum
 - Reading instruction in accordance with state standards
 - Assessment of student progress based on the state content and performance standards
 - Classroom management techniques
 - Methods of teaching the subject fields
- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

- (d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

APPENDIX B
Support and Supervision Activities

Potential Support & Supervision Activities to be Provided by the District
Demonstration Lessons and/or Co-teaching activities with mentor
Classroom Observations and Coaching*
Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
Grade Level or Department Meetings related to curriculum, planning, and/or instruction
New Teacher Orientation
Coaching (not evaluation) from Administrator
Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
Review/discuss test results with colleagues (CELDT and standardized tests)*
Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and mentor(s)
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*
Support & Supervision Activities Provided through the University
Classroom Observations and Coaching*
Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support*
Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*

**May also be used towards the 45-hour EL Support & Supervision Requirement.*

**MUROC JOINT UNIFIED SCHOOL DISTRICT
Board Meeting Background Material**

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: April 10, 2019

AGENDA ITEM: **Approve Certificated Stipend**

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 stipend.

Name	Assignment	Site	Pay Rate	Effective Date
Day, Travis	Varsity Girls Basketball Coach	BJ/SHS	\$ 2,616.00	07/01/2018

MUROC JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION 4-19-01

On the motion of Trustee _____, seconded by _____, a resolution in accordance with Title 5 Section 80020.4.1 was adopted as follows:

BE IT RESOLVED by the governing Board of Muroc Joint Unified School District and hereby ordered that:

In accordance with the provisions of Education Code Section 44865 the following listed teacher who holds a valid teaching credential, may be assigned with his/her consent, to teach any subject in which he/she has been deemed qualified for assignment as a teacher to one or more of the following: (a) Home teacher; (b) Classes organized primarily for adults; (c) Hospital classes; (d) Necessary small high schools; (e) Continuation schools; (f) Alternative schools; (g) Opportunity schools; (h) Juvenile court schools; (i) County community schools; (j) District community day schools; (k) Independent study.

Name of Teacher

Subject(s) to be Taught

Barbara Johnson

Government & Economics

PASSED AND ADOPTED this 10th day of April, 2019, by the Governing Board of the Muroc Joint Unified School District of Kern County, California, by the following votes:

AYES: _____

NOES: _____

ABSENT: _____

STATE OF CALIFORNIA
COUNTY OF KERN

I, Kevin D. Cordes, (Secretary) of the Governing Board of the Muroc Joint Unified School District of Kern County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at its regular meeting of April 10, 2019.

Signature

Kevin D. Cordes
Secretary to the Board

MUROC JOINT UNIFIED SCHOOL DISTRICT
BOARD MEETING BACK-UP MATERIAL

ACTION AGENDA

April 10, 2019

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes, Superintendent

DATE: April 10, 2019

AGENDA ITEM: **Classified Leave of Absence**

BACKGROUND:

Nellie Hermina Sund Lank is requesting an unpaid leave of absence for the remainder of the 2018-2019 school year due to the recent death of her husband. Ms. Lank currently holds the position of Campus Aide at West Boron Elementary School.

Per Board Policy 4161, 4261, Long-Term Leaves; with Board approval, employees may receive a long-term leave of absence without pay and without increment, seniority, or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated in a position at the same level as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

The implementation of this policy shall not conflict with the provisions of any collective bargaining agreement.

RECOMMENDATION: Unpaid leave for the remainder of the 2018-19 school year pending Board of Trustees discussion and decision on terms and conditions of leave.

April 2, 2019

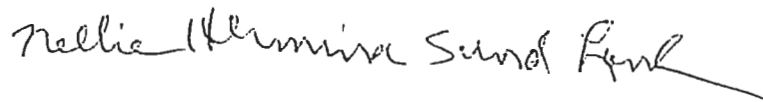
Muroc Joint Unified School District
17100 Foothill Ave
North Edwards, CA 93523

Dear Mr. Cordes and Members of the Board,

I am requesting an unpaid leave of absence through the end of the school year, effective April 2, due to the recent loss of my husband.

I have been with the district for fifteen years, and I would like to return to my position at West Boron in August, at the start of the 2019-2020 school year.

Sincerely,

A handwritten signature in cursive script that reads "Nellie Hermina Sund Lank". The signature is written in dark ink and has a long, sweeping horizontal line extending to the right at the end.

Nellie Hermina Sund Lank

LEAVES

**BP 4161
4261**

The Governing Board shall provide for paid and unpaid employee leaves of absence in accordance with law, Board policy, administrative regulation and collective bargaining agreements.

The Board recognizes the following justifiable reasons for absence as provided by law:

1. personal illness or injury;
2. industrial accident or illness;
3. childbirth and recovery, care of newborn, placement of a child with the employee for foster care or adoption of a child;
4. military service;
5. family illness or accident; bereavement; fire, flood or other immediate danger to the employee's home or property; and other personal emergencies;
6. vacations for classified staff and certificated management staff, as applicable;
7. jury duty or required court appearances;
8. religious observances;
9. participation in child's school or day care activities;
10. for certificated staff, sabbaticals for purposes of study or travel; for classified staff, sabbaticals for purposes of study or retraining;
11. attendance at work-related meetings and staff development opportunities;
12. compulsory leave.

Long-Term Leaves

With Board approval, employees may receive a long-term leave of absence without pay and without increment, seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated in a position at the same level as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

The implementation of this policy shall not conflict with the provisions of any collective bargaining agreement.

Legal Reference:

Education Code

44036 Leaves of absence for judicial and official appearances

44842 Failure to provide notice or to report to work

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44962-44988 Leaves of absence (certificated)

45190-45210 Leaves of absence (classified)

Government Code

3543.2 Scope of representation

First Reading: 2/14/01

Governing Board Adoption: 3/14/01



MUROC JOINT UNIFIED SCHOOL DISTRICT

WELLNESS POLICY



School Years
2019-20, 2020-21, 2021-22

Website: www.muroc.k12.ca.us

Muroc Joint Unified School District

Wellness Policy

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Muroc Joint Unified School District Wellness Policy

Preamble

Muroc Joint Unified School District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks.^{1,2,3,4,5,6,7} Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students.^{8,9,10} In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.^{11,12,13,14}

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the District.

School Wellness Committee

Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the DWC) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy (heretofore referred as "wellness policy").

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., school nutrition director); physical education teachers; health education teachers; school health professionals (ex., health education teachers, school health services staff [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [i.e., school counselors, psychologists, social workers, or psychiatrists]; school administrators (ex., superintendent, principal, vice principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

The name, title, and contact information of this individual is:

Name	Title	Email Address	Role
Trevor Walker	Chief Business Officer	twalker@muroc.k12.ca.us	Coordinator

Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This wellness policy and the progress reports can be found at: www.muroc.k12.ca.us

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at District's Administrative Offices. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit DWC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for each school under its jurisdiction; and
- Documentation of the triennial assessment* of the policy for each school under its jurisdiction;
- Documentation demonstrating compliance with public notification requirements, including:
(1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) Efforts to actively notify families about the availability of wellness policy.

Annual Progress Reports

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published around the same time each year in March, and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;

- The name, position title, and contact information of the designated District policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the DWC or SWC.

The annual report will be available in English.

The District and individual schools will actively notify households/families of the availability of the annual report.

The DWC, in collaboration with individual schools will establish and monitor goals and objectives for the District's schools, specific and appropriate for each instructional unit (elementary or secondary, as appropriate), for each of the content-specific components listed in Sections III-V of this policy.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Trevor Walker, CBO.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District and individual schools will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The

District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating other important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Nutrition

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans fat* per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans)
 - Sliced or cut fruit is available daily
 - Daily fruit options are displayed in a location in the line of sight and reach of students
 - All available vegetable options have been given creative or descriptive names
 - Daily vegetable options are bundled into all grab and go meals available to students
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
 - White milk is placed in front of other beverages in all coolers
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas

- A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)
- Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
- Student artwork is displayed in the service and/or dining areas
- Daily announcements are used to promote and market menu options
- Menus will be posted on the District website or individual school websites, and will include nutrient content and ingredients.
- Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated. Students are served lunch at a reasonable and appropriate time of day.
- Lunch will follow the recess period to better support learning and healthy eating.
- Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.healthiergeneration.org/smartsnacks.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents. The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards; and
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus **during the school day**. The District will make available to parents and teachers a list of healthy fundraising ideas [*examples from the Alliance for a Healthier Generation and the USDA*].

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at www.healthiergeneration.org/smartsnacks.

Nutrition Education

The District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;

- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and
- Include nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

USDA's Team Nutrition provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food advertising and marketing is defined¹⁵ as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (Note: immediate replacement of these items are not required; however, districts will consider replacing or updating scoreboards or other durable equipment over time so that decisions about the replacement include compliance with the marketing policy.)
- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities and the district is committed to providing these opportunities. Schools will

ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in *Let's Move! Active Schools* (www.letsmoveschools.org) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. This does not include participation on sports teams that have specific academic requirements. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

The District will work with schools to ensure that inventories of physical activity supplies are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage activity for as many students as possible.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection).

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All District **secondary students** (middle and high school) are required to take the equivalent of one academic year of physical education.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

When health education is taught the District will include in the health education curriculum the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease

- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session, that is, warm up, workout, and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time, and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers, and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all or most days during the school year. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the school or district must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for physical activity breaks. Resources and ideas are available through [USDA](#) and the [Alliance for a Healthier Generation](#).

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by: clubs or junior and varsity sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in *six or more* of the activities below; including but not limited to:

- Designation of safe or preferred routes to school
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Crossing guards are used
- Crosswalks exist on streets leading to schools
- Walking school buses are used
- Documentation of number of children walking and or biking to and from school
- Creation and distribution of maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

Community Partnerships

The District will develop relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (such as email or displaying notices on the district's website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary:

Extended School Day - time during before and afterschool activities that includes clubs, intramural sports, band and choir practice, drama rehearsals, etc.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day - midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Appendix A: School Level Contacts

School	Name	Title	Email Address	Role
Boron Junior-Senior High	David Wiggs	Principal	dwiggs@muroc.k12.ca.us	Coordinator
Branch Elementary	John Siercks	Principal	jsiercks@muroc.k12.ca.us	Coordinator
Desert Junior-Senior High	David Ellms	Principal	dellms@muroc.k12.ca.us	Coordinator
West Boron Elementary	Robert Kostopoulos	Principal	rkostopoulos@muroc.k12.ca.us	Coordinator

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