

**MADERA UNIFIED SCHOOL DISTRICT**  
**Madera: Unified For Student Success**

**Board of Trustees Meeting**  
**AGENDA**

**Regular Meeting**

**Tuesday, August 27, 2013**

Madera Unified School District Boardroom – 1902 Howard Road, Madera, California 93637

**5:30 PM – Closed Session • 7:00 PM – Public Meeting**

**OUR MISSION**

Highest Student Achievement  
Orderly Learning Environment  
Financially Sound and Effective Organization

The public is welcome to comment on any item listed on the Closed Session agenda immediately following the Call to Order of Public Meeting at 5:30 p.m.

1. **5:30 PM: Call to Order of Public Meeting** – Closed Session Immediately Convened  
Public Hearing for visitors who wish to address the Board on Closed Session items: Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Board on Closed Session items. Speakers seeking to comment on other items are requested to make those comments during the Public Comment portion of the meeting at 7:00 p.m. Speakers are limited to three (3) minutes. The School Board is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the School Board does not respond to public comment at this time. If you wish to address the Board, come to the microphone and state your name and address.
  - A. **Personnel**
    1. Public Employee Discipline/Dismissal/Release/Reassignment/Resignation (Government Code Section 54957, 54957.1)
    2. Public Employee Appointment/Employment—Staffing List (Government Code Section 54957)
  - B. **Pupil Personnel Matters**
    1. Student Hearings/Expulsions (Education Code 35146, 48900, 48918)
  - C. **Conference With Labor Negotiator**; District Representative: Tracie Green; Employee Organizations: MUTA, CSEA (Government Code section 54957.6)
  - D. **Conference with Legal Counsel** – Anticipated Litigation; Significant exposure to litigation pursuant to Government Code section 54956.9(b)
  - E. **Superintendent's Evaluation**
  - F. **Adjournment of Closed Session**

**7:00 PM – Public Meeting Begins**

2. **Reconvene Public Session**

3. **Roll Call, Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media, and Invocation**

4. **Closed Session Reportable Actions** (Government Code Section 54957.1)

5. **Adoption of Agenda**

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda (Board Bylaw 9323.2).

6. **Student Board Representative Report**

**Madera South High:** Jeremiah Lopez

**Madera High:** Manal Iqbal

7. **Communications**

A. Public Hearing for visitors who wish to speak on a subject not on the board agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Board on items not listed on the agenda and within the jurisdiction of the School Board. Speakers are limited to three (3) minutes. If the subject is an item on the Agenda, the Board President has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The School Board is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the School Board does not respond to public comment at this time. If you wish to address the Board, come to the microphone and state your name and address.

8. **Consent Agenda**

Items listed under the consent agenda are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items prior to the Board vote unless a member of the Board or staff requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of the Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the consent agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notices of Public Hearings, and Proclamations:

1. Request Approval of Regular Board Meeting Minutes of August 13, 2013  
[Regular Board Meeting Minutes of August 13, 2013](#) .....7
2. Request Approval of Special Board Meeting Minutes of August 20, 2013  
[Special Board Meeting Minutes of August 13, 2013](#) .....18
3. Request approval of Change Order #1 for the Howard Portable Project  
[Agenda Item Cover](#) .....20  
[Change Order #1](#) .....21
4. Request Ratification of Miscellaneous Donations: 60 backpacks with school supplies (value \$1,200) for our students involved in the Families in Transition program donated by Sealed Air.  
[Agenda Item Cover](#) .....23



5.	Request approval of Agreement of Services between Madera Unified School District, Madera High School and Learning for Leaving: Breaking Down the Walls Program.	
	<a href="#">Agenda Item Cover</a>	24
	<a href="#">Agreement</a>	25
	<a href="#">Learning for Leaving Information</a>	26
	<a href="#">Consultant Services Agreement</a>	29

6.	Request approval of Consultant Services Agreement between Madera Unified School District, Madera High School and The Ovation Company.	
	<a href="#">Agenda Item Cover</a>	31
	<a href="#">Consultant Services Agreement</a>	32
	<a href="#">Presenter's Information</a>	324

7. The Governing Board is requested to adopt the findings, conclusions and recommendations related to the possible expulsion or readmission of pupils as these are presented to the board in one or more of the following forms of documentation:

- Reports(s) of Administrative hearing Panel(s)
- Expulsion Status Review Report(s) by the Superintendent's Designee
- Stipulated Expulsion Agreement(s)

The Governing Board is also requested to issue orders consistent with the above referenced findings, conclusions and recommendations related to the possible expulsion or readmission of pupils in the cases of the following students, herein identified by their district-assigned identification numbers: 603143, 301329, A-2013/14, 304090, 15770, 14357, 301793, 1001503, 14665, 602867, 401210, 301812, 7170, 7116, 1004857, 203027 and 16297.

	<a href="#">Agenda Item Cover</a>	36
--	-----------------------------------	----

8.	Request Approval of July 2013 Payroll Payment Order	
	<a href="#">Agenda Cover and July 2013 Payroll Payment Order</a>	37

B. Human Resources Items

1.	Request Approval of Staffing List	
	<a href="#">Staffing List 08-27-13</a>	52
	<a href="#">After School Program List 8-27-13</a>	54
2.	Request Approval of Classified Job Description: Human Resources Supervisor	
	<a href="#">Agenda Item Cover</a>	55
	Job Description HR Supervisor	56
3.	Request Approval of Certificated Management Job Description: Director of Student Services	
	<a href="#">Agenda Item Cover</a>	61
	Job Description Director of Student Services	62

C. Field Trip/Employee Conference Requests

1.	Field Trips 8/27/13	
	<a href="#">Student Overnight or Out of State Field Trips</a>	66

9. New Business

- A. First Reading of Board Bylaw 9220

	<a href="#">Agenda Item Cover</a>	.....67
	<a href="#">BB 9220</a>	.....68
B.	First Reading of revised Board Policies, Administrative Regulations, and Exhibits.	
	<a href="#">Agenda Item Cover</a>	.....72
	<a href="#">First Rdg BP/AR/E (Ed Services)</a>	.....73
C.	First Reading of Revised Board Policies and Administrative Regulations	
	<a href="#">Agenda Item Cover</a>	.....170
	<a href="#">BP1330</a>	.....171
	<a href="#">AR1330</a>	.....174
	<a href="#">E1330</a>	.....177
	<a href="#">BP3460</a>	.....178
	<a href="#">AR3460</a>	.....185
	<a href="#">BP3514.1</a>	.....192
	<a href="#">AR3514.1</a>	.....194
	<a href="#">BP3580</a>	.....199
	<a href="#">AR3580</a>	.....202
D.	Request Approval of Commercial Warrant Listing	
	<a href="#">Agenda Cover and Warrant Listing 8-7 through 8-14</a>	.....206

## 11. Information and Reports

- A. Educational Services Report
  - 21<sup>st</sup> Century Grant
- B. Superintendent's Time
  - Partnering4SpecialEd® Opportunity Report

## 12. Announcements

## 13. Miscellaneous

- A. Board Member Committee and Information Reports

## 14. Advanced Planning

### Next Regular Board Meeting

Tuesday, September 10, 2013 at 7:00 p.m.

Madera Unified School District Boardroom – 1902 Howard Road, Madera, California 93637

## 15. Suggested Future Agenda Items

## 16. Adjournment

**Board Room Accessibility:** The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation to participate in the public meeting, please contact the Office of the Superintendent at 559-675-4500 extension 220 at least 48 hours before the scheduled Board of Trustees meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2;

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

The Board of Education of the Madera Unified School District convened in a **Regular Board Meeting** in the Madera Unified School District Boardroom, 1902 Howard Road, Madera, California on **Tuesday, August 13, 2013**, at 5:30 p.m.

**ROLL CALL**

Ricardo Arredondo, President  
Maria Velarde-Garcia, Clerk

Lynn Cogdill, Trustee  
Robert E. Garibay, Trustee  
Jose Rodriguez, Trustee  
Michael Salvador, Trustee  
Ray G. Seibert, Trustee

Edward González, Superintendent  
Dr. Anthony Monreal, Deputy Superintendent  
Teri Bradshaw, Director, Fiscal Services  
Tracie Green, Director, Human Resources  
Robert Chavez, Chief Academic Officer  
Elizabeth Runyon, Chief Academic Officer

Sharon Gutierrez, Confidential Administrative Assistant  
Tomas Galvan, Information System Specialist  
Brett Moglia, Safety Officer Supervisor

Curtis Manganaan, Director of Maintenance  
Alma De Luna, Director of English Learners  
Janet Grossnicklaus, Director of Curriculum, Instruction and Assessment  
Rosalind Cox, Director of Facilities, Planning, Construction and Purchasing

David Holder, MUTA President  
Danna Petty, CSEA President

There were approximately 250 visitors/District employees in attendance.

**1. Call to Order of Public Meeting – Closed Session Immediately Convened**

President Arredondo called the Public Session of the Board of Education to order at 5:30 p.m. President Arredondo opened the floor to public comment on any item listed on the Closed Session Agenda.

- David Holder, MUTA President, brought MUTA members to the meeting to address the Board.
- The following teachers expressed their concerns regarding personnel issues:
  - Sharon Cotter, Madera
  - Nancy Gage, Fresno
  - Krista Franco, Coarsegold
  - Sandra Kelly, Coarsegold
  - Laura Donnelly, Madera
  - Warren Starr, Fresno

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

- Danny Grimaldo, Madera
- Rosalie Robinson, Madera
- Letty Ruelas, Fresno
- Sarah Colomer, Madera

Seeing no others come forward, President Arredondo adjourned to Closed Session pursuant to Government Code Sections 54957, 54957.1, and 54957.6, and Education Code Sections 35146, 44951, 48900, and 48918.

**2. Reconvene Public Session/Call to Order Regular Meeting**

**3. Roll Call, Pledge of Allegiance, Opening, Acknowledgement of Visitors and Media, and Invocation**

President Arredondo adjourned the Closed Session at 7:42 p.m. and reconvened the Regular Meeting by calling the Public Session to order at 7:45 p.m. President Arredondo asked Ms. Gutierrez to call the Roll of Trustees President Arredondo welcomed the visitors and asked Trustee Rodriguez to lead the flag salute. President Arredondo asked Pastor Roger Leach of Valley West Christian Center to lead the invocation. President Arredondo explained the rules governing the Board meeting. The meeting was recorded on Audio File No. 7-2013/14.

**4. Closed Session Reportable Actions (Government Code Section 54957.1)**

Superintendent Edward Gonzalez announced that the Board took action to rescind an offer of employment to a certificated employee who had not begun employment.

**5. Adoption of Agenda – Motion No. 14-2013/14**

President Arredondo stated that if the Board and/or Administration determined they wished to add to the Agenda under Miscellaneous Items, this would be the appropriate time.

Trustee Salvador requested that item 7A2 be pulled for separate discussion and vote.

**It was moved by Trustee Salvador, seconded by Clerk Velarde-Garcia, and unanimously carried to adopt the Agenda with the change mentioned above.**

Ayes:	Trustees Cogdill, Garibay, Rodriguez, Seibert, Salvador, Clerk Velarde-Garcia and President Arredondo
Noes:	None
Absent:	None
Abstained:	None

**6. Communications**

**A. Student and Staff Recognition**

- Presentation to Lawrence Fernandez, Gang Intervention Specialist from Officer DeOrian of the Madera Probation Department

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

Officer DeOrian recognized Lawrence Fernandez for his dedication and years of service in providing training to Madera Probation Department in gang prevention.

**B. Public Hearing**

President Arredondo opened the meeting for visitors to speak on a subject not on the Board Agenda.

- Danna Petty, CSEA president, addressed concerns regarding the Transportation departments new bus schedules.
- Amanda Vela, CSEA vice president, addressed Proposition 30 and asked the Board to take Classified employees into consideration in the disbursement of these funds.
- Ron Montoya, Madera, addressed budget concerns in regards to the Superintendent's salary.
- Chuck Genseal, Madera, addressed concerns regarding test scores, and administrative positions not yet filled.

**7. Approval of Consent Agenda – Motion No. 15-2013/14 and Motion No. 16-2013/14**

Document Numbers 39-2013/14 through 47-2013/14

Resolution Number 3-2013/14

Staffing Changes, Exhibit B

Field Trip/Employee Conference Requests, Exhibit C

**It was moved by Trustee Salvador, seconded by Trustee Seibert, and unanimously carried to approve the Consent Agenda.**

Ayes: Trustees Cogdill, Garibay, Rodriguez, Seibert, Salvador, Clerk Velarde-Garcia and President Arredondo

Noes: None

Absent: None

Abstained: None

**7A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notices of Public Hearings, and Proclamations:**

1. Request Approval of Regular Board Meeting Minutes of July 23, 2013
2. Request Approval of Special Board Meeting Minutes of July 29, 2013

President Arredondo opened the item for public comment. Seeing no one come forward, President Arredondo closed public comment and called for a motion and vote.

**It was moved by Trustee Salvador, seconded by Clerk Velarde-Garcia, and unanimously carried to approve the Special Board Meeting Minutes of July 29, 2013 with modifications.**

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

Ayes: Trustees Cogdill, Garibay, Rodriguez, Seibert, Salvador, Clerk Velarde-Garcia and President Arredondo  
Noes: None  
Absent: None  
Abstained: None

**MOTION NO. 16-2013/14**

3. Request Adoption of Resolution No.03-2013/14 Authorized Signatures on Designated Madera Unified School District Accounts/Documents

Ayes: Trustees Cogdill, Garibay, Rodriguez, Seibert, Salvador, Clerk Velarde-Garcia, and President Arredondo  
Noes: None  
Absent: None  
Abstained: None

**RESOLUTION NO. 3 -2013/14**

4. Request approval to destroy Class 3 records, which is done on an annual basis.  
**DOCUMENT NO. 39-2013/14**

5. Request Ratification of Agreement between Madera Unified School District (MUSD) and Ezequiel Tafoya Alvarado Academy Charter School (ETAA) for the use of a School Bus for the 2013/14 School Year

**DOCUMENT NO. 40-2013/14**

6. Request Approval of Agreement for Special Services between ATKINSON, ANDELSON, LOYA, RUUD & ROMO Law Firm and Madera Unified School District

**DOCUMENT NO. 41-2013/14**

7. Request Approval of Consultant Agreement between Madera Unified School District and Dr. Julia O'Kane

**DOCUMENT NO. 42-2013/14**

8. Request approval of the Memorandum of Understanding for the Supplemental Nutrition Assistance Program Education (SNAP-Ed) between Madera County Public Health Department (MCPHD) and Madera Unified School District (MUSD)

**DOCUMENT NO. 43-2013/14**

9. Request approval of Memorandum of Understanding between Madera Unified School District and Big Brothers Big Sisters (Bigs) to provide a High School Bigs Program at Alpha Elementary, Madison Elementary, Parkwood Elementary, Madera High School and Madera South High School for the period of August 14, 2013 through June 6, 2014.

**DOCUMENT NO. 44-2013/14**

10. The Governing Board is requested to adopt the findings, conclusions and recommendations related to the possible expulsion or readmission of pupils as these are presented to the board in one or more of the following forms of documentation:

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

- Reports(s) of Administrative hearing Panel(s)
- Expulsion Status Review Report(s) by the Superintendent's Designee
- Stipulated Expulsion Agreement(s)

The Governing Board is also requested to issue orders consistent with the above referenced findings, conclusions and recommendations related to the possible expulsion or readmission of pupils in the cases of the following students, herein identified by their district-assigned identification numbers: 2489, 5114, 401681, 302532, 202658, 301315, 303085, 200327, 5113, 200076, 301104, 404130, D-2012/13, 5173, 201372, 7426, 16078, 401457, 602163, 10154, 201868, 202873, 202502, 16113, 997406, 18054, 401243, 303230, 503569, 202744, 202748, 303571, 401765, 17406, 301394, 17463, 15790, 402586, 404113, 7573, 6952, 303667, 5265, 303816, 995221, 15115, 16930, 15734, 14282, 201708, 5766, 401572, 403882, 2259, 202824, 997380, 17949, 503051, 301161, 2187, 201882, 502267, 302541, 997010, 200550, 7430, 15345, 602943, 200040, 995988, 701501, 403917, 200673, 12669, 16793 and 202458.

CONFIDENTIAL DOCUMENT NO. 45-2013/14

**B. Human Resources Items**

**1. Staffing List 8/13/13**

President Arredondo acknowledged employees Diane Curry for retiring after 19 years of service and Sharon Rahe for 24 years of service.

DOCUMENT NO. 46-2013/14

**C. Field Trip/Employee Conference Requests**

**1. Employee Conference Request- 8/13/13**

DOCUMENT NO. 47-2013/14

**8. Old Business**

None

**9. New Business**

**A. First Reading of Sherman Thomas Charter High School renewal request for five (5) years beginning on July 1, 2014 and ending on June 30, 2019.**

Sherman Thomas staff, Roger Leach, Tara Napier and Jessica Montemayor, presented their renewal request for STCHS and answered to questions of the Board. This item will be brought back to the Board at the next Regular Board Meeting for second reading and approval.

President Arredondo opened the item for public comment. Seeing no one, the item was brought back to the Board for questions and comments.

**B. Request Approval of Commercial Warrant Listing**

Trustee Garibay advised the Board that he must recuse himself due to a conflict of interest.

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

Superintendent González recommended approval of this item.

President Arredondo opened the item to public comment. Seeing none, the item was brought back to the Board for questions and comments.

**It was moved by Trustee Salvador, seconded by Trustee Cogdill, and carried by majority to approve the Warrant Listing**

Ayes: Trustees Cogdill, Rodriguez, Seibert, Salvador, Clerk Velarde-Garcia and President Arredondo  
Noes: None  
Absent: None  
Abstained: None  
Recused: Trustee Garibay

MOTION NO. 17-2013/14  
DOCUMENT NO. 48-2013/14

**10. Information and Report**

A. Special Education Report

Superintendent González informed the Board that the Special Education report commissioned by SI&A has been received. Superintendent González and staff will review this report and will make it available to the Board.

B. Superintendent's Time

Superintendent González thanked everyone for the warm welcome to the Madera Unified School District. He also thanked Dr. O'Kane. He reported that he has visited 18 school sites thus far, and was excited to see the passion of teachers for their students. He expressed that we will continue to do what we do best by making a difference in the lives of children.

**11. Announcements**

None.

**12. Miscellaneous**

A. Board Member Committee and Information Reports

- Clerk Velarde-Garcia announced that Sierra Vista will hold its Back to School Night on August 28, 2013.
- President Arredondo reported that a community member connected with Chivas USA soccer has had about 30 to 40 children participate over the past 3 years. This year there were more than 250 children, and this event was an overwhelming success. President Arredondo thanked Mr. Chavez for his efforts in assisting with this event.
- President Arredondo recently had the opportunity to visit another district to observe its food services program. President Arredondo will be sharing their presentation with the Board at a future Board meeting.



**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

**13. Advanced Planning**

**Next Regular Board Meeting**

Tuesday, August 27, 2013 at 7:00 p.m.

Madera Unified School District Boardroom – 1902 Howard Road, Madera, California 93637

**14. Suggested Future Agenda Items**

Trustee Seibert would like information on the new law on Gender Free Restrooms.

**15. Adjournment**

MOTION NO. 18-2013/14

President Arredondo adjourned the Public Session at 8:38 p.m.



Sharon Gutierrez, Confidential Administrative Assistant

Dated: August 13, 2013

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

MINUTES OF AUGUST 13<sup>TH</sup>, 2013  
MOTION NOS, 15-2013/14 and 16\_-2013/14 and MOTION NO. 17-2013/14  
RESOLUTION NO. 3-2013/14  
DOCUMENT NOS.39-2013/14 through 47-2013/14  
and DOCUMENT NO. 48-2013/14

Recapitulation of Business Transactions and Warrants - Exhibit A NEW BUSINESS  
Staff Changes and Coaches - Exhibit B CONSENT AGENDA

EXHIBIT A - NEW BUSINESS  
APPROVAL OF WARRANTS - MOTION NO. 17-2013/14  
DOCUMENT NO. 48-2013/14

<b>BUSINESS TRANSACTIONS</b>	
<b>APPROVAL OF COMMERCIAL WARRANTS</b>	
BOARD DATE: August 13, 2013	
<b>FUND</b>	<b>AMOUNT</b>
01 GENERAL FUND	\$4,494,182.76
11 ADULT EDUCATION	\$776.36
12 CHILD DEVELOPMENT	\$1,129.63
13 CAFETERIA	\$174,399.61
14 DEFERRED MAINTENANCE	\$63,427.38
15 PUPIL TRANS EQUIP	\$0.00
17 STONE SCHLRSHP TRUST	\$0.00
21 BUILDING FUND-BOND PROCEEDS 2003	\$0.00
25 DEVELOPERS' FEES	\$62,329.70
26 PRISON MITIGATION FEES	\$0.00
30 STATE SCHOOL BLDG	\$0.00
31 REFURBISHMENT	\$0.00
32 ROOF REPLACEMENT	\$0.00
35 COUNTY SCHOOL FACILITIES FUND	\$4,271.00
40 SPECIAL RESERVE	\$36,680.00
41 BUILDING FUND	\$0.00
42 AG FARM BUILDING FUND	\$0.00
43 C.O.P. SPEC. RESERVE	\$0.00
49 SPEC RESERVE/REDEV AGENCY	\$0.00
53 STATE SCH LOAN REPAY	\$0.00
54 LEASE/PUR OVERRIDE	\$0.00
56 C.O.P. DEBT SERVICE	\$0.00
67 INSURANCE RESERVE	\$0.00
73 MUSD TRUST FUND	\$0.00
74 ATHLETIC FUND	\$0.00
<b>TOTAL ALL FUNDS</b>	<b>\$4,837,196.44</b>
<b>PAYROLL</b>	
<b>(INCL'S PD BENEFITS)</b>	
01 GENERAL	\$0.00
11 ADULT EDUCATION	\$0.00
12 CHILD DEVELOPMENT	\$0.00
13 CAFETERIA	\$0.00
25 DEVELOPER FEES	\$0.00
35 SCHOOL FACILITIES FUND	\$0.00
74 ATHLETIC FUND	\$0.00
<b>PAYROLL TOTAL ALL FUNDS</b>	<b>\$0.00</b>
<b>BY: CAROLYN ZARAGOSA, ACCOUNTS PAYABLE</b>	
<b>8/1/2013</b>	
<b>BY: JANET PAVLOVICH, POSITION CONTROL</b>	
<b>8/14/2013</b>	

# MINUTE RECORD of Madera Unified School District Board of Education

## REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items prior to the Board, staff, or the public request for specific items to be discussed and/or removed from the Consent Agenda. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

### EXHIBIT B – CONSENT AGENDA CERTIFICATED HUMAN RESOURCES ITEMS MOTION NO. 15 -2013/14 DOCUMENT 46-2013/14

#### CERTIFICATED LEAVES OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
None				

#### CERTIFICATED SEPARATIONS

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Clifford Ayers	Teacher	MSHS	06/08/13	Resignation
2. Celia Casso	Teacher	MSHS	08/08/13	Resignation
3. Ellen Jessing	Teacher	MHS	06/08/13	Resignation
4. Michelle Ramirez	Teacher	Berenda	06/08/13	Resignation
5. Anastasia Sosa	Teacher	Desmond	06/08/13	Resignation
6. Andria Watterson	Teacher	MSHS	06/08/13	Resignation
7. Sharon Rahe	Teacher	MHS	01/12/14	Retirement (24 Yrs.)
8. Daniel Pearce	Teacher	Desmond	06/08/13	Resignation
9. Laurie Canar	Teacher	Nishimoto	06/08/13	Resignation
10. Michelle Crawford	Teacher	Washington	06/08/13	Resignation
11. Erin Dahlem	Teacher	Adams	06/08/13	Resignation
12. John Denno	Principal	Eastin Arcola	07/31/13	Resignation

#### CERTIFICATED NEW POSITION

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
None				

#### CERTIFICATED EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Mirna Cervantes	Academic Coach	District Office	2013/2014	Replacement
2. Barbara Hatfield	TSA	Madison	2013/2014	Replacement
3. Michael Horder	Teacher	MLK	2013/2014	Replacement
4. Connie Wall	Teacher	Special Service	2013/2014	Replacement
5. Helen Vannucchi	Teacher	Special Service	2013/2014	Replacement
6. Margaret Timmers	Teacher	TJ	2013/2014	Replacement
7. Ma La Thao	Teacher	Adams	2013/2014	Replacement
8. Dawn Smith	Teacher	Washington	2013/2014	Replacement
9. Garret Nolen	Teacher	Adams	2013/2014	Replacement
10. Tanya Mortier	Teacher	Nishimoto	2013/2014	Replacement
11. Diana Hernandez	TSA-46%	Sierra Vista	2013/2014	Replacement
12. Celestine Van Rensselaer	Teacher	Adams	2013/2014	Replacement
13. Michelle Desmond	Teacher	Small Fry (Preschool)	2013/2014	Replacement
14. Gerri McCoy	TSA	Washington	2013/2014	New
15. Janet Castillo	TSA-46%	Berenda	2013/2014	Replacement
16. Crystal Luera	Teacher Ag	MSHS	2013/2014	Replacement
17. Michael Gonsalves	TSA-46%	Sierra Vista	2013/2014	Replacement

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

**EXHIBIT B - CLASSIFIED HUMAN RESOURCES ITEMS  
MOTION NO. 15 -2013/14  
DOCUMENT 46-2013/14**

**CLASSIFIED LEAVES OF ABSENCE**

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
<i>None</i>				

**CLASSIFIED SEPARATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Diane Curry	Paraprofessional-Music	MSHS	06/07/13	Retirement (19 Yrs.)
2. xxx-xx-8353	Clerk I	Adult Ed	06/30/13	Abandonment of Position
3. Natalie Santos	Health Service Assistant	District Office	06/07/13	Resignation

**CLASSIFIED NEW POSITION**

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Hours</u>	<u>Justification</u>
1. One position	Paraprofessional Aide	Special Services	2013/2014	7.00	New Position
	Asst. to Physically Impaired				(Special Ed. Funding)
2. One position	Paraprofessional Aide	Special Services	2013/2014	3.50	New Position
	Special Needs				(Special Ed. Funding)
3. One position	Paraprofessional Aide	Special Services	2013/2014	7.00	New Position
	Special Needs				(Special Ed. Funding)

**CLASSIFIED EMPLOYMENT**

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Hours</u>	<u>Justification</u>
1. Ana Perez	Administrative Asst. III	La Vina	2013/2014	8.00	Replacement
2. Erik Kuhn	Custodian	Maintenance & Operations	2013/2014	8.00	Replacement
3. Ken Atilano	Custodian	Maintenance & Operations	2013/2014	8.00	Replacement
4. Desiree Ortega	Clerk II	MLK	2013/2014	3.50	New
5. Isabel Barreras	Administrative Asst. III	MSHS	2013/2014	8.00	Replacement
6. Cynthia Moreno	Administrative Asst. III	Parkwood	2013/2014	8.00	Replacement
7. Alejandra Santillan	Clerk II	Desmond	2013/2014	3.50	New
8. Julia Serrano	Cashier	Madison	2013/2014	3.50	Replacement
9. Belen Lopez	Clerk I	Desmond	2013/2014	3.50	Replacement

**EXHIBIT B - HUMAN RESOURCES ITEMS - COACHES  
MOTION NO. 15 -2013/14  
DOCUMENT 46-2013/14**

1. Kelly Valmonte	Softball Coach	MSHS	2013/2014	Resignation
-------------------	----------------	------	-----------	-------------

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 13<sup>TH</sup> OF AUGUST, 2013**

**EXHIBIT C – FIELD TRIPS/EMPLOYEE CONFERENCE REQUESTS  
MOTION NO. 15 -2013/14  
DOCUMENT 47-2013/14**

10/09/13 to 10/11/13	Transportation	Newton	CASTO 1 – Transportation Employee	Lake Tahoe, NV	\$540- Transportation Dept.	Personal Vehicle
----------------------------	----------------	--------	---	----------------------	-----------------------------------	---------------------

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 20<sup>TH</sup> DAY OF AUGUST, 2013**

The Board of Education of the Madera Unified School District convened in a **Regular Board Meeting** in the Madera Unified School District Boardroom, 1902 Howard Road, Madera, California on **Tuesday, August 20<sup>th</sup>, 2013** at 5:00 p.m.

**ROLL CALL**

Ricardo Arredondo, President  
Maria Velarde-Garcia, Clerk

Lynn Cogdill, Trustee – present during Closed Session only  
Robert E. Garibay, Trustee  
Jose Rodriguez, Trustee – present during Closed Session only  
Michael Salvador, Trustee  
Ray G. Seibert, Trustee

Edward González, Superintendent  
Teri Bradshaw, Director, Fiscal Services  
Gladys Wilson, Senior Administrative Assistant

David Holder, MUTA President

There were approximately 5 visitors/District employees in attendance.

**1. Call to Order of Public Meeting – Closed Session Immediately Convened**

President Arredondo called the Public Session of the Board of Education to order at 5:00 p.m. President Arredondo opened the floor to public comment on any item listed on the Closed Session Agenda.

David Holder, Fresno, addressed concerns on the 25:1 ratio in TK-3 class size reduction and use of restroom schedule for staff at school sites.

Seeing no others come forward, President Arredondo adjourned to Closed Session pursuant to Government Code Sections 54957, 54957.1, and 54957.6, and Education Code Sections 35146, 44951, 48900, and 48918.

**2. Reconvene Public Session/Call to Order Regular Meeting**

**3. Roll Call, Pledge of Allegiance, Opening, Acknowledgement of Visitors and Media.**

President Arredondo adjourned the Closed Session at 6:45 p.m. and reconvened the Regular Meeting by calling the Public Session to order at 6:47p.m. President Arredondo asked Ms. Wilson to call the Roll of Trustees President Arredondo welcomed the visitors. President Arredondo lead the flag salute. President Arredondo explained the rules governing the Board meeting. The meeting was recorded on Audio File No. 8-2013/14.

**4. Closed Session Reportable Actions (Government Code Section 54957.1)**

President Arredondo announced there were no reportable Closed Session actions.

**5. Adoption of Agenda – Motion No. 19-2013/14**

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 20<sup>TH</sup> DAY OF AUGUST, 2013**

President Arredondo stated that if the Board and/or Administration determined they wished to add to the Agenda under Miscellaneous Items, this would be the appropriate time.

**It was moved by Trustee Salvador, seconded by Clerk Velarde-Garcia, and carried by majority to adopt the Agenda as written.**

Ayes: Trustees, Garibay, Seibert, Salvador, Clerk Velarde-Garcia and President Arredondo  
Noes: None  
Absent: Trustees Cogdill and Rodriguez  
Abstained: None

**6. Communications**

**6A. Public Hearing**

President Arredondo opened the meeting for visitors to speak on a subject not listed on the Board Agenda. Seeing no one come forward President Arredondo closed Public Hearing.

**7. Old Business**

**7A.** Approval of Sherman Thomas Charter High School renewal request for five (5) years beginning on July 1, 2014 and ending on June 30, 2019.

Superintendent González introduced the item to the Board.

President Arredondo opened the item for public comment. Seeing no one come forward, President Arredondo closed public comment and brought the item back to the Board for discussion and vote.

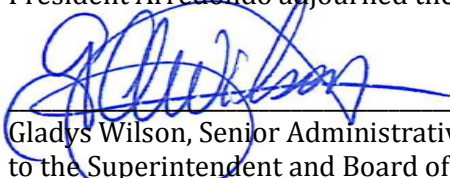
**It was moved by Trustee Salvador, seconded by Clerk Velarde-Garcia, and carried by majority to approve the Sherman Thomas Charter High School renewal request for five (5) years beginning on July 1, 2014 and ending on June 30, 2019.**

Ayes: Trustees, Garibay, Seibert, Salvador, Clerk Velarde-Garcia and President Arredondo  
Noes: None  
Absent: Trustees Cogdill and Rodriguez  
Abstained: None

MOTION NO. 20-2013/14  
DOCUMENT NO. 49-2013/14

**8. Adjournment – Motion No. 21-2013/14**

President Arredondo adjourned the Public Session at 6:52 p.m.

  
\_\_\_\_\_  
Gladys Wilson, Senior Administrative Assistant  
to the Superintendent and Board of Trustees

Dated: August 20, 2013



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Request approval of Change Order #1 for the Howard Portable Project

**Responsible Staff:** Rosalind Cox, Facilities Planning & Construction Mgmt./Purchasing

**Agenda Placement:** Consent

**Background/ rationale:**

Change Order #1 consist of 4 items: Demo existing concrete under relocatable building; Re-route existing irrigation around building pads; Re-route existing electrical to buildings; and Demo and replace concrete walk east of buildings.

**Financial impact:** The costs of Change Orders come out of the project contingency. Change Order #1 will result in a cost of \$15,325.71 (Fund 25).

**Superintendent's recommendation:**

The Superintendent recommends the approval of Change Order #1 for the Howard Portable Project.

**Supporting documents attached:**

Change Order #1



CHANGE ORDER NO. 1

**TO:** Hilly Howl, Inc.  
P. O. Box 127  
Kingsburg, CA 93631

**PROJECT:** Relocation of Three Relocatable Classroom Buildings at Howard School  
Madera Unified School District

**DATE:** August 14, 2013

**CO NO:** One

**PROJECT NO:** 1229

**DSA FILE NO:** 20-30

**DSA APPL. NO:** 02-112749

**OPSC APPL. NO:**

THE CONTRACT IS CHANGED AS FOLLOWS:

See attached Exhibit "A" for Description of Work

TOTAL THIS CHANGE ORDER: ADD \$15,325.71

Attachments: Tim Fickling letter dated 06.18.13

The Contractor agrees that this resolution constitutes a final accord and satisfaction of the Contractor's rights with respect to this change order.

The original Contract Sum was .....	\$ 78,130.00
Net change by previous Change Orders .....	0.00
The Contract Sum prior to this Change Order was .....	\$ 78,130.00
The Contract Sum will be <b>(increased) (decreased) (unchanged)</b> by this Change Order .....	<u>15,325.71</u>
The new Contract Sum including this Change Order will be .....	\$ 93,455.71

The Contract Time will be **(increased) (decreased) (unchanged)** **ZERO**

( 0 ) days.

The Date of Completion as of the date of this Change Order therefore is **August 3, 2013**

**Contractor:** \_\_\_\_\_  
Bill Tunnell  
Hilly Howl, Inc.

**Architect:** \_\_\_\_\_  
Scott B. Parish, Architect  
Mangini Associates Inc.

**Owner:** \_\_\_\_\_  
Rosalind Cox, Director of Facilities  
Madera Unified School District

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**CHANGE ORDER NO. 1  
RELOCATION OF 3 RELOCATABLE  
CLASSROOMS**

**EXHIBIT "A"**

**Description of Work**

<b><u>Item No. 1:</u></b>	<b>CF #1:</b> Demo existing concrete under relocatable building.	
	<b>Reason:</b> Existing condition.	<b>ADD \$4,494.60</b>
<b><u>Item No. 2:</u></b>	<b>CF #2:</b> Re-route existing irrigation around building pads.	
	<b>Reason:</b> Unforeseen condition.	<b>ADD \$2,299.00</b>
<b><u>Item No. 3:</u></b>	<b>CF #3:</b> Refer to Tim Fickling letter dated 06.18.13. Re-route existing electrical to buildings.	
	<b>Reason:</b> Unforeseen condition.	<b>ADD \$5,843.71</b>
<b><u>Item No. 4:</u></b>	<b>CF#4:</b> Demo and replace concrete walk east of buildings.	
	<b>Reason:</b> Owner Request.	<b>ADD \$2,688.40</b>

TOTAL ADDS .....	\$	15,325.71
TOTAL DEDUCTS .....	\$	-0.00
<b>TOTAL THIS CHANGE ORDER</b>		<b>\$15,325.71</b>



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Request Ratification of Miscellaneous Donations

**Responsible Staff:** Rosalind Cox, Director of Facilities Planning, Construction Management and Purchasing

**Agenda Placement:** Consent

**Background/ rationale:**

Request approval to accept the following donations:

- 60 backpacks with school supplies (value \$1,200) for our students involved in the Families in Transition program donated by Sealed Air.

**Financial impact:** None

**Superintendent's recommendation:**

The Superintendent recommends the Board accept the above donations.



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Request approval of Agreement of Services between Madera Unified School District, Madera High School and Learning for Leaving: Breaking Down the Walls Program.

**Responsible Staff:** **Dr. Anthony A. Monreal, Deputy Superintendent**  
Robert Chavez, Chief Academic Officer

**Agenda Placement:** Consent

**Background/ rationale:**

- To increase graduation rates and to better the success of our students MHS with S3-Grant funds, would like to bring Breaking Down the Walls Program for 3 days of training.
- Breaking Down the Walls is a comprehensive program designed to bring unifications to the campus. This program invites and empowers not just some, but all of the students to create a positive and supportive climate at Madera High School.
- BDW is a powerful, interactive program that creates a unique environment of self-reflection and community building. By working with a cross section of their peers, students learn that they are not isolated from each other but are rather part of a community that needs each other to be completely successful. Along the way, students discover the power of getting to know one another as well as the impact they have on those around them.

**Financial impact:**

- \$7920- Madera High School S3 Grant

**Superintendent's recommendation:**

- The Superintendent recommends the Board approve the Agreement between Madera Unified School District, Madera High School and Learning for Leaving: Breaking Down the Walls program.

**Supporting documents attached:**

- Consultant Service Agreement
- Agreement
- Learning for Leaving Information

## Agreement for the Services of Learning for Living, Inc.

SPONSOR: Madera High School  
CONTACT: Sarah Murietta  
SCHOOL PHONE: (559) 675-4444, ext. 1196  
EMAIL: sarahmurietta@maderausd.org  
CELL PHONE: (714) 227-2370

ADDRESS: 200 South L Street  
CITY, STATE, ZIP: Madera, CA 93637  
ALT CONTACT: Jander Duque  
ALT EMAIL: janderduque@maderausd.org

### PRESENTATION INFORMATION

**SPEAKER:** Scott Backovich and Scott Twardoski  
Learning for Living's Federal ID # 20-1038575  
**DATE(S) AND DAY(S):** Monday, September 9 - Wednesday, September 11, 2013  
**PROGRAM NAME:** *Breaking Down the Walls Program*  
**PROGRAM LENGTH:** 1 or 2 - One Hour Assemblies / 3 Hour Training / 6 Hour Workshops  
**ARRIVAL TIME:** TBD **COMPLETION TIME:** TBD  
**AUDIENCE:** All School for Assembly / 175 students per workshop day  
**DETAILS:** Scott Backovich will present school assembly on 9/9. Scott Twardoski will trail student leaders on 9/9. Scott Twardoski will facilitate two days of BDW workshops on 9/10-11.

### FINANCIAL AGREEMENT

- \* Speaker's fee is \$7920.00 and is to be paid on the day of presentation. Checks are to be made payable to Learning for Living, Inc. An invoice is included with this contract. All fees in US funds only.
- \* A deposit of \$1500.00, or a Purchase Order is requested to hold this date. If final payment cannot be made on the day of the presentation, speaker's fee will be \$8712.00.
- \* Speaker's fee is all inclusive, including all fees and expenses.

### ADDITIONAL TERMS AND CONDITIONS

- \* In the event of a cancellation, four weeks notice will be needed. If this is not possible, there will be a 50% cancellation fee of speaker's honorarium. If, through events beyond the control of the speaker, the speaker is unable to appear, Learning for Living, Inc. will arrange to send a suitable and qualified speaker as a replacement, reschedule the engagement, or refund the deposit.
- \* Please provide a wireless microphone, and a quality sound system. Scott Backovich will also need a six foot table.

### THE ABOVE INFORMATION IS AGREED TO AND ACCEPTED BY:

Julie Vincent, Learning for Living, Inc.

Date

  
Sarah Murietta, Madera High School

8/13/13  
Date

Learning for Living, PO Box 279, Meadow Vista, CA 95722  
www.learningforliving.com 800/874.1100



- [Home](#)
- [About](#)
- [Services](#)
- [Breaking Down the Walls](#)
- [Blog](#)
- [Contact](#)



[Click here for more info](#)

**Breaking Down the Walls** is a comprehensive program designed to unify, empower, and engage every student to create a positive and supportive campus climate. Phil's groundbreaking techniques help open doors and reveal truths that immediately stimulate self-reflection and community-building. Students learn to interact with a cross-section of their peers, and find that they do not live in isolation, rather, within a community that depends on each of its members to thrive. Students work side by side, learn from one another, and become active participants in the positive development of their campus.

BDTW subject matter and activities have been created to serve a broad vision for positive, healthy campus climate. For one campus, BDTW can serve as a violence prevention program, teaching students crucial communication and listening skills to help navigate times of question or conflict. For another campus, BDTW may serve as a leadership program, empowering leaders from different peer groups to engage and create a school climate that is inclusive, safe, and supportive.

**Breaking Down the Walls works in three separate modalities to unite your school**

- [Level 1](#)
- [Level 2](#)
- [Level 3](#)

The entire student body is engaged through a school-wide assembly in which a dynamic speaker uses compelling stories, humor, and probing questions about how students see themselves on campus and how they interact with their peers and teachers on a daily basis.



## Speaker Bios



- [Phil](#)



- [Dean](#)



- [Stu](#)



- [Scott](#)



- [Patrick](#)



- [Rochelle](#)



• [Mike](#)

Breaking Down the Walls is a life changing experience for everyone involved. I taught high school for 9 years and left the profession to pursue a dream job...and this program allows me to stay connected with the best natural resource...the youth of america. Each day I am amazed at the strength and honesty that lies within the students and the lives they lead. When the students realize their voice and feel comfortable to be vulnerable, they reveal their strength and illustrate the connection and similarities that we share.

#### [Breaking Down the Walls Contact Form](#)

A person's story screams loudly in a world where people rarely stop to listen.

~ Three Oaks High School

[PrevNext](#)

Contact Us

800-874-1100

[askphil@learningforliving.com](mailto:askphil@learningforliving.com)





## **MADERA UNIFIED SCHOOL DISTRICT**

### **CONSULTANT SERVICES AGREEMENT**

**This agreement is made and entered into this 27<sup>th</sup> day of August 2013, by and between Madera Unified School District ("District") and Learning for Leaving: Breaking Down the Walls Program. ("Consultant").**

1. Consultant agrees to provide the following specified services:  
Learning for Leaving will provide a 3-day training for students which will include assemblies, training and workshops.
2. Term. The Consultant's services described in Paragraph 1 shall commence on Monday, September 9, 2013 and shall end on Wednesday, September 11, 2013 unless earlier terminated pursuant to Paragraph 8.
3. Payment. District agrees to pay Consultant as follows:  
\$7920 - Payment upon completion of services. MHS S3 Grant.
4. Payroll Forms. Consultant agrees to complete the District's consultant payroll form. Consultant agrees that failure to properly complete this form in a timely manner may result in nonpayment to consultant.
5. Independent Contractor Status. Consultant and any and all agents and employees of Consultant are agreed to be independent contractors in their performance under this Agreement and are not officers, employees, or agents of the District. Consultant shall retain the right to perform services for others during the term of this Agreement.
6. Indemnity. Consultant shall indemnify, defend, and save and hold harmless the District, its Board of Trustees, officers, agents, and employees from any and all claims, damages, losses, causes of actions, and demands, including reasonable attorney's fees and costs, incurred in connection with the processing or defense of any matter, claim, lawsuit or contest arising out of Consultant's performance of or failure to perform the work required by this Agreement.
7. Insurance. Consultant agrees to purchase and maintain throughout the term of this Agreement a comprehensive general liability insurance policy to protect Consultant from damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from Consultant's responsibilities under this Agreement, whether such acts or omissions be by Consultant or anyone directly or indirectly employed by Consultant. This insurance shall name the District as additional insured and shall be written for not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) for property damage. A certificate of insurance shall be filed with the District and shall provide that no changes shall be made to such insurance without thirty (30) days prior written notice to the District.
8. Termination of Agreement. District may terminate this Agreement for any reason upon written notice to Consultant. In the event of early termination, Consultant shall be paid for satisfactory work performed to the date of termination. The District may then proceed with the work in any manner the district deems proper.
9. No Entitlement. Consultant agrees that it has no entitlement to any future contracts or work from District or to any employment or fringe benefits from the District.
10. Taxes. Payment to Consultant pursuant to this Agreement will be reported to federal and state taxing authorities as required on the IRS Form 1099. District will not withhold any money from compensation payable to Consultant. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions; and/or state or federal income tax or disability insurance. Consultant is independently responsible for the payment of all applicable taxes.
11. Governing Law and Venue. This Agreement shall be governed by and construed only in accordance with the laws of the State of California. If any action is initiated involving the application or interpretation of this Agreement, venue shall only lie in the appropriate state court in Madera County or federal court in Fresno County, California.

12. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Consultant, the District and their respective successors and assignees.
13. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a Court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision of this Agreement.
14. Amendment. The terms of this Agreement shall not be amended in any manner whatsoever except by written agreements signed by the parties.
15. Entire Agreement. This Agreement constitutes the entire agreement between the parties. There are no oral understandings, side agreements, representation or warranties, expressed or implied, not specified in this Agreement.
16. Licenses. Consultant represents that Consultant and all agents and employees of Consultant are licensed by the state of California to perform all the services required by this Agreement. Consultant will maintain all licenses in full force and effect during the term of this Agreement.
17. Compliance with Law. Consultant agrees to perform the services contemplated by this Agreement in a professional and a competent manner and in compliance with all local, state and federal laws, and regulations governing the service to be rendered pursuant to this Agreement.
18. Board Approval. The parties agree that the effectiveness of the Agreement is contingent upon approval by the District's Board of Trustees.
19. Equipment and Materials. Consultant shall provide all equipment, materials, and supplies necessary for the performance of this Agreement. This provision may be negotiable as to the needs of specific children.
20. Non-discrimination. Consultant shall not engage in unlawful discrimination in the employment of persons because of race, color national origin, age, ancestry, religion, sex, marital status, medical condition, physical handicap, or other bias prohibited by state or federal law.
21. Copyright. Any product, whether in writing or maintained in any other form produced under this Agreement shall be the property of District. District shall have the right to secure a patent, trademark or copyright and the product or information may not be used in any manner without District's written permission.
22. In accordance with Education Code Section 39656, this contract is not valid or an enforceable obligation against the District until approved or ratified by motion of the Governing Board duly passed and adopted.

Madera Unified School District

by: Dr. Anthony A. Monreal  
Deputy Superintendent

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Consultant:  
Learning for Living

Julie Vincent

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Federal ID # \_\_\_\_\_  
or

SSN \_\_\_\_\_



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Request approval of Consultant Services Agreement between Madera Unified School District, Madera High School and The Ovation Company.

**Responsible Staff:** **Dr. Anthony A Monreal, Deputy Superintendent**  
Robert Chavez, Chief Academic Officer

**Agenda Placement:** Consent

**Background/rationale:**

- To increase graduation rates and to better the success of the students at Madera High School with S3-Grant funds.
- Stu Cabe's Keynote presentation can be summed up in two words; "Be Nice". No elaborate pillar structure, no "5 step program", no acronyms or clever play on words. Just...Be Nice. The brilliance of his message lies in the simple, tangible way it can be applied and recalled. Stu's ability to weave rich, vibrant and profound stories around his simple "be nice" concept is the sole reason his presentation has captivated hundreds of thousands of students nationwide. The measure of any good keynote is the "sticking power" it has in the wake of its delivery. It is not unusual for students to quote Stu's message months and years after seeing it.

**Financial impact:**

- \$2291.60 Madera High School S3 Grant

**Superintendent's recommendation:**

- The Superintendent recommends the Board approve the Consultant Services Agreement between Madera Unified School District, Madera High School and The Ovation Company.

**Supporting documents attached:**

- Consultant Services Agreement
- Presenter's information



## **MADERA UNIFIED SCHOOL DISTRICT**

### **CONSULTANT SERVICES AGREEMENT**

**This agreement is made and entered into this 27<sup>th</sup> day of August 2013, by and between Madera Unified School District ("District") and The Ovation Company. ("Consultant").**

1. Consultant agrees to provide the following specified services:  
Leadership training and development to the students enrolled in the Climate & Culture and Link Crews Classes.
2. Term. The Consultant's services described in Paragraph 1 shall commence on Friday, September 5, 2013 and shall end on Friday, September 6, 2013 unless earlier terminated pursuant to Paragraph 8.
3. Payment. District agrees to pay Consultant as follows:  
\$2291.60 payment upon completion of services. MHS S3 Grant.
4. Payroll Forms. Consultant agrees to complete the District's consultant payroll form. Consultant agrees that failure to properly complete this form in a timely manner may result in nonpayment to consultant.
5. Independent Contractor Status. Consultant and any and all agents and employees of Consultant are agreed to be independent contractors in their performance under this Agreement and are not officers, employees, or agents of the District. Consultant shall retain the right to perform services for others during the term of this Agreement.
6. Indemnity. Consultant shall indemnify, defend, and save and hold harmless the District, its Board of Trustees, officers, agents, and employees from any and all claims, damages, losses, causes of actions, and demands, including reasonable attorney's fees and costs, incurred in connection with the processing or defense of any matter, claim, lawsuit or contest arising out of Consultant's performance of or failure to perform the work required by this Agreement.
7. Insurance. Consultant agrees to purchase and maintain throughout the term of this Agreement a comprehensive general liability insurance policy to protect Consultant from damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from Consultant's responsibilities under this Agreement, whether such acts or omissions be by Consultant or anyone directly or indirectly employed by Consultant. This insurance shall name the District as additional insured and shall be written for not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) for property damage. A certificate of insurance shall be filed with the District and shall provide that no changes shall be made to such insurance without thirty (30) days prior written notice to the District.
8. Termination of Agreement. District may terminate this Agreement for any reason upon written notice to Consultant. In the event of early termination, Consultant shall be paid for satisfactory work performed to the date of termination. The District may then proceed with the work in any manner the district deems proper.
9. No Entitlement. Consultant agrees that it has no entitlement to any future contracts or work from District or to any employment or fringe benefits from the District.
10. Taxes. Payment to Consultant pursuant to this Agreement will be reported to federal and state taxing authorities as required on the IRS Form 1099. District will not withhold any money from compensation payable to Consultant. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions; and/or state or federal income tax or disability insurance. Consultant is independently responsible for the payment of all applicable taxes.
11. Governing Law and Venue. This Agreement shall be governed by and construed only in accordance with the laws of the State of California. If any action is initiated involving the application or interpretation of this Agreement, venue shall only lie in the appropriate state court in Madera County or federal court in Fresno County, California.

12. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Consultant, the District and their respective successors and assignees.
13. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a Court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision of this Agreement.
14. Amendment. The terms of this Agreement shall not be amended in any manner whatsoever except by written agreements signed by the parties.
15. Entire Agreement. This Agreement constitutes the entire agreement between the parties. There are no oral understandings, side agreements, representation or warranties, expressed or implied, not specified in this Agreement.
16. Licenses. Consultant represents that Consultant and all agents and employees of Consultant are licensed by the state of California to perform all the services required by this Agreement. Consultant will maintain all licenses in full force and effect during the term of this Agreement.
17. Compliance with Law. Consultant agrees to perform the services contemplated by this Agreement in a professional and a competent manner and in compliance with all local, state and federal laws, and regulations governing the service to be rendered pursuant to this Agreement.
18. Board Approval. The parties agree that the effectiveness of the Agreement is contingent upon approval by the District's Board of Trustees.
19. Equipment and Materials. Consultant shall provide all equipment, materials, and supplies necessary for the performance of this Agreement. This provision may be negotiable as to the needs of specific children.
20. Non-discrimination. Consultant shall not engage in unlawful discrimination in the employment of persons because of race, color national origin, age, ancestry, religion, sex, marital status, medical condition, physical handicap, or other bias prohibited by state or federal law.
21. Copyright. Any product, whether in writing or maintained in any other form produced under this Agreement shall be the property of District. District shall have the right to secure a patent, trademark or copyright and the product or information may not be used in any manner without District's written permission.
22. In accordance with Education Code Section 39656, this contract is not valid or an enforceable obligation against the District until approved or ratified by motion of the Governing Board duly passed and adopted.

Madera Unified School District

Consultant:  
The Ovation Company

by: Dr. Anthony A. Monreal  
Deputy Superintendent

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Federal ID # \_\_\_\_\_  
or

SSN \_\_\_\_\_



## About The Ovation Company

We are The Ovation Company... Taking a stand on Bullying.

Stu Cabe's Keynote presentation can be summed up in two words; "Be Nice". No elaborate pillar structure, no "5 step program", no acronyms or clever play on words. Just...Be Nice. The brilliance of his message lies in the simple, tangible way it can be applied and recalled. Stu's ability to weave rich, vibrant and profound stories around his simple "be nice" concept is the sole reason his presentation has captivated hundreds of thousands of students nationwide. The measure of any good keynote is the "sticking power" it has in the wake of its delivery. It is not unusual for students to quote Stu's message months and years after seeing it. We believe you will as well. All we need is your presence. No notes required.

First Name:

Last Name:

Email:

Phone:

Message:

Send

## OUR PRESENTERS

— Stu Cabe —



Stu is the CEO and founder of The Ovation Company based in Coeur D' Alene, Idaho. Stu is a specialist in promoting improved school climate and cultivating positive interactions with all who share the school environment. Stu has been a professional

presenter and trainer for over a decade and travels the country working with students and teachers alike to help build strong school communities and improve campus culture and climate. Stu is a national presenter for programs like Breaking Down the Walls with

— Geoff McLachlan —



Born into education as a third generation Washingtonian, Geoff McLachlan was destined to work with students. His mother is a kindergarten teacher and his father is a high school English teacher as well as track and cross country coach. With aunts, uncles, cousins and both sets of grandparents in education, Geoff had little choice in his

search for a rewarding career.

After two years at North Idaho College, Geoff began working at a local high school as an educational assistant in the special education program. It was then that Geoff decided to

The Ovation Company  
7507 Halleys Drive  
Littleton, CO 80125

Phone: 800-844-1979  
Fax: 303-904-0401

Learning for Living Corporation, LINK CREW/WEB and The Boom Boom Revolution through The Boomerang Project. Stu's break out sessions will focus on anti-bullying programs Connecting the Dots and 4Word Momentum (Play Fair, Be Nice) under the umbrella of The Ovation Company.

Besides being an educator, Stu has been a professional actor for over 20 years. Stu met his wife 17 years ago while performing in a production of "7 Brides for 7 Brothers". This promises to be an entertaining and informative keynote speech and breakout session. You will walk away with practical solutions to meet the needs of an ever-changing school environment.

embark on his journey as an educator. Geoff graduated from Eastern Washington University with a Bachelors degree in Education and endorsements in K-8 general education and K-12 in Reading with a minor in special education. While attending college, Geoff was heavily involved in theatre, both on and off the stage, and also worked with the Coeur d' Alene summer Theatre as the shop Forman and assistant Technical Director.

Since graduation from college in 2003, Geoff has had the opportunity to teach a broad spectrum of subjects and grade levels. He has taught Kindergarten, LAP/Title reading programs to 1-4th graders and Physical Education and woodworking as a shop teacher at Shaw middle school in Spokane, WA (and still has all his fingers and toes). With a proud Scottish heritage, a big red beard and an energy that is hard to equal, this self proclaimed goof ball finds that his strength and passion comes in working with Elementary and Middle school students. Geoff has a youthful approach to life coupled with an old world charm that makes speaking and teaching a good fit.

Some of Geoff's hobbies and interests include: avid karaoke singer, guitar player, martial artist, actor, fly fisherman, home remodeling enthusiast, dog trainer, hearty eater, brother, husband, son and friend too all. Geoff shares his life with his beautiful wife Danelle and his awesome K-9 Shamus.

"Rarely in education do you find a program as impactful as Connecting The Dots. If you really want to change your school climate, create bonds between students and have a sustainable shared dialogue with your staff and students based on a fabulous and meaningful shared experience you will book this program today! We have and we will each year."

- Martha Gustafson, Principal,  
Manhattan Middle School,  
Boulder, CO



The Ovation Company  
7507 Halleys Drive  
Littleton, CO 80125

Phone: 800-844-1979  
Fax: 303-904-0401

"Thank you for the great presentation. I have been an Activities Director for going on 15 years at the High School and Middle School level. By far one of the best messages and presentations I have seen. I like your use of teachable moments during the assembly, especially with the students who laughed during the Jewish comments. They happened to be my students. They are all wonderful young people, who really didn't get it until you called them on it. The lesson moved on to my class where we talked about the incident more. That was the best discussion our class has had in awhile. "

- Jeff Laiblin

Designed and developed by Knock - Marketing and Design





## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Issuance of Expulsion/Readmission Orders

**Responsible Staff:** Dr. Anthony Monreal, Deputy Superintendent  
Dr. J. Galen Wright, Interim Director of Student Services

**Agenda Placement:** Consent

**Background/rationale:**

The Governing Board is requested to adopt the findings, conclusions and recommendations related to the possible expulsion or readmission of pupils as these are presented to the board in one or more of the following forms of documentation:

- Reports(s) of Administrative hearing Panel(s)
- Expulsion Status Review Report(s) by the Superintendent's Designee
- Stipulated Expulsion Agreement(s)

The Governing Board is also requested to issue orders consistent with the above referenced findings, conclusions and recommendations related to the possible expulsion or readmission of pupils in the cases of the following students, herein identified by their district-assigned identification numbers: 603143, 301329, A-2013/14, 304090, 15770, 14357, 301793, 1001503, 14665, 602867, 401210, 301812, 7170, 7116, 1004857, 203027 and 16297.

**Financial impact:** None.

**Superintendent's recommendation:**

The Superintendent recommends adoption of the findings, conclusions and recommendations made by staff.

**Supporting documents attached:**

Confidential information regarding each student is provided to the Board under separate cover.





**AGENDA ITEM**  
**MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Approval of July 2013 Payroll Payment Order

**Responsible Staff:** Teri Bradshaw, Director of Fiscal Services

**Agenda Placement:** Consent

**Background/ rationale:**

Payroll warrants are processed monthly and subsequently sent to the Board for ratification. The payroll warrants processed are within the current Board Approved budget allocations.

**Financial impact:**

Financial impact of payroll warrants processed from 07/1/2013 through 07/31/2013:

	CURRENT YR 7/3/2013	CURRENT YR 7/16/2013	CURRENT YR 7/31/2013
FOR ALL FUNDS:	\$6,590.05	\$465,393.16	\$1,984,475.01
CANCELLED WARRANTS:	\$0.00	\$0.00	\$0.00
TOTAL:	\$6,590.05	\$465,393.16	\$1,984,475.01
 GRAND TOTAL	 \$2,456,458.22		

**Superintendent's recommendation:**

Superintendent recommends approval of the Payroll Payment Order.

**Supporting documents attached:**

- Payment Orders for Checks Processed on:
  - 7/03/2013
  - 7/16/2013
  - 7/31/2013

**PAYROLL PAYMENT ORDER  
TO THE  
COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
COUNTY AUDITOR OF MADERA COUNTY, CALIFORNIA**

SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

CHECK DATE: 7/3/2013

BOARD DATE: 8/27/2013

PAYROLL PRELIST IN REQUEST: July 2013 Supplemental Current Liability Run

**TOTAL REQUESTS BY FUND FOR PAYMENT:**

**TOTALS BY FUNDS:**

<b>83500</b>	<b>01 GENERAL FUND</b>	Gross - \$	5,522.44	Ret H/W -	PERS Red -	
		Fica - \$	342.40	H/W -	W/C - \$	90.52
		Medi - \$	80.08	PERS -	Docks -	
		SUI - \$	2.76	STRS -		\$ 6,038.20
<b>83510</b>	<b>11 ADULT ED</b>	Gross -		Ret H/W -	PERS Red -	
		Fica -		H/W -	W/C -	
		Medi -		PERS -	Docks -	
		SUI -		STRS -		\$ -
<b>83550</b>	<b>12 CHILD DEVELOPMENT</b>	Gross -		Ret H/W -	PERS Red -	
		Fica -		H/W -	W/C -	
		Medi -		PERS -	Docks -	
		SUI -		STRS -		\$ -
<b>83540</b>	<b>13 CAFETERIA</b>	Gross - \$	591.64	Ret H/W -	PERS Red -	
		Fica - \$	36.68	H/W -	W/C - \$	9.69
		Medi - \$	8.58	PERS -	Docks - \$	(95.04)
		SUI - \$	0.30	STRS -		\$ 551.85
<b>83530</b>	<b>25 DEVELOPER FEES</b>	Gross -		Ret H/W -	PERS Red -	
		Fica -		H/W -	W/C -	
		Medi -		PERS -	Docks -	
		SUI -		STRS -		\$ -
<b>83730</b>	<b>35 SCHOOL FACILITIES</b>	Gross -		Ret H/W -	PERS Red -	
		Fica -		H/W -	W/C -	
		Medi -		PERS -	Docks -	
		SUI -		STRS -		\$ -
<b>GRAND TOTAL:</b>						<b>\$ 6,590.05</b>

BY ORDER OF THE GOVERNING BOARD THE COUNTY SUPERINTENDENT OF SCHOOLS & THE AUDITOR OF MADERA COUNTY ARE HEREBY AUTHORIZED TO TRANSFER THE ABOVE LISTED FUNDS TO THE SCHOOLS WARRANT CHECKS TO THE CLAIMANTS OF SAID SCHOOL DISTRICT AS PER ATTACHED LISTING. PAYROLL REVOLVING FUND (E.C. 42546). THEY ARE FURTHER AUTHORIZED TO DRAW

APPROVED BY: Teri Bradshaw  
TERI BRADSHAW, DIRECTOR OF FISCAL SERVICES

DATE: 7-3-13

PAYMENT ORDER PREPARED BY: THERESA BROWN  
PAYROLL ACCOUNTING TECH V

\*\*\*\*\*FOR COUNTY SCHOOLS USE ONLY\*\*\*\*\*

AUDITED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Payroll Summary

Employer Summary for Payroll Dated : 7/3/2013 1:28:00 PM  
07/16/2013 8:50 am

EMPR	A	B	C	D	E	F	G	H	I	J	K	L	M
	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	HW Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks
		Ret. Base	Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben							
	5,522.44	88.87	0.00	342.40	80.08	0.00	2.76	0.00	0.00	0.00	0.00	90.52	0.00
		88.87	0.00	0.00	0.00	0.00							
	SUI Wages : 5,522.44												

Fund Totals :		General Fund	Number Of Employees:	4
		Documentation\FCOEI\PayrollSummary\Employer_v1_1.rpt		
		Rev. 1.1		

Payroll Summary

Employer Summary for Payroll Dated : 7/3/2013 1:28:00 PM

		A	B	C	D	E	F	G	H	I	J	K	L	M	
EMPR	Ext.Gross	Alt. Ret Ben	Gross/Rate	Fica Ben	Medi Ben	Sdi Ben	Oth4 Ben	Sui Ben	HW Ben	Pers Ben	Sts Ben	P/R Ben	WComp Ben	Docks	
		Oth1 Ben	Ret. Base	Oth2 Ben	Oth3 Ben										
	591.64	0.00	356.00	36.68	8.58	0.00	0.00	0.30	0.00	0.00	0.00	0.00	9.69	95.04	4
		0.00	56.07	0.00	0.00	0.00									5
SUI Wages : 588.28															

Fund Totals :	Cafeteria Fund	Number Of Employees:	2
\Documentation\FCOE\PayrollSummary\Emphyer_v1_1.rpt			
Rev. 1.1			

**Payroll Summary**  
Employer Summary for Payroll Dated : 7/3/2013 1:28:00 PM

EMPR	A	B	C	D	E	F	G	H	I	J	K	L	M	
	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks	
	Ret. Base		Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben								
	6,114.08	444.87	0.00	379.08	88.66	0.00	3.06	0.00	0.00	0.00	0.00	100.21	95.04	4
	144.94		0.00	0.00	0.00	0.00								5

SUI Wages : 6,110.72

\$	6,114.08	Gross
\$	379.08	Fica
\$	88.66	Medi
\$	3.06	SUI
\$	-	Ret H/W
\$	-	H/W
\$	-	PERS
\$	-	STRS
\$	-	PERS Red
\$	100.21	W/C
\$	(95.04)	Docks
\$	6,590.05	Total

District Totals:	MADERA UNIFIED	Number Of Employees:	5	Rev. 1.1
------------------	----------------	----------------------	---	----------



**PAYROLL PAYMENT ORDER  
TO THE  
COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
COUNTY AUDITOR OF MADERA COUNTY, CALIFORNIA**

SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

CHECK DATE: 7/16/2013

BOARD DATE: 8/27/2013

PAYROLL PRELIST IN REQUEST: July 2013 Mid-Month Current Liability Run

**TOTAL REQUESTS BY FUND FOR PAYMENT:**

**TOTALS BY FUNDS:**

<b>83500</b>	<b>01 GENERAL FUND</b>	<u>Gross</u> - \$	381,460.14	<u>Ret H/W</u> -		<u>PERS Red</u> - \$	15.94	
		<u>Fica</u> - \$	9,219.44	<u>H/W</u> -		<u>W/C</u> - \$	6,252.29	
		<u>Medi</u> - \$	5,471.21	<u>PERS</u> - \$	6,495.43	<u>Docks</u> -		
		<u>SUI</u> - \$	191.16	<u>STRS</u> - \$	17,010.52			\$ 426,116.13
<b>83510</b>	<b>11 ADULT ED</b>	<u>Gross</u> - \$	2,207.94	<u>Ret H/W</u> -		<u>PERS Red</u> -		
		<u>Fica</u> - \$	57.17	<u>H/W</u> -		<u>W/C</u> - \$	36.18	
		<u>Medi</u> - \$	32.02	<u>PERS</u> - \$	46.24	<u>Docks</u> -		
		<u>SUI</u> - \$	1.11	<u>STRS</u> - \$	106.09			\$ 2,486.75
<b>83550</b>	<b>12 CHILD DEVELOPMENT</b>	<u>Gross</u> - \$	524.68	<u>Ret H/W</u> -		<u>PERS Red</u> -		
		<u>Fica</u> - \$	32.53	<u>H/W</u> -		<u>W/C</u> - \$	8.60	
		<u>Medi</u> - \$	7.61	<u>PERS</u> -		<u>Docks</u> -		
		<u>SUI</u> - \$	0.26	<u>STRS</u> -				\$ 573.68
<b>83540</b>	<b>13 CAFETERIA</b>	<u>Gross</u> - \$	31,014.20	<u>Ret H/W</u> -		<u>PERS Red</u> -		
		<u>Fica</u> - \$	1,922.88	<u>H/W</u> -		<u>W/C</u> - \$	508.34	
		<u>Medi</u> - \$	449.69	<u>PERS</u> - \$	2,520.19	<u>Docks</u> - \$	(214.20)	
		<u>SUI</u> - \$	15.50	<u>STRS</u> -				\$ 36,216.60
<b>83530</b>	<b>25 DEVELOPER FEES</b>	<u>Gross</u> -		<u>Ret H/W</u> -		<u>PERS Red</u> -		
		<u>Fica</u> -		<u>H/W</u> -		<u>W/C</u> -		
		<u>Medi</u> -		<u>PERS</u> -		<u>Docks</u> -		
		<u>SUI</u> -		<u>STRS</u> -				\$ -
<b>83730</b>	<b>35 SCHOOL FACILITIES</b>	<u>Gross</u> -		<u>Ret H/W</u> -		<u>PERS Red</u> -		
		<u>Fica</u> -		<u>H/W</u> -		<u>W/C</u> -		
		<u>Medi</u> -		<u>PERS</u> -		<u>Docks</u> -		
		<u>SUI</u> -		<u>STRS</u> -				\$ -
<b>GRAND TOTAL:</b>								<b>\$ 465,393.16</b>

BY ORDER OF THE GOVERNING BOARD THE COUNTY SUPERINTENDENT OF SCHOOLS & THE AUDITOR OF MADERA COUNTY ARE HEREBY AUTHORIZED TO TRANSFER THE ABOVE LISTED FUNDS TO THE SCHOOLS WARRANT CHECKS TO THE CLAIMANTS OF SAID SCHOOL DISTRICT AS PER ATTACHED LISTING. PAYROLL REVOLVING FUND (E.C. 42546). THEY ARE FURTHER AUTHORIZED TO DRAW

APPROVED BY: Teri Bradshaw  
TERI BRADSHAW, DIRECTOR OF FISCAL SERVICES

DATE: 7-16-13

PAYMENT ORDER PREPARED BY: THERESA BROWN  
PAYROLL ACCOUNTING TECH V

\*\*\*\*\*FOR COUNTY SCHOOLS USE ONLY\*\*\*\*\*

AUDITED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Payroll Summary

Employer Summary for Payroll Dated : 7/16/2013 7:27:00 AM

EMPR	A	B	C	D	E	F	G	H	I	J	K	L	M	4	5
	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks		
		Ret. Base	Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben									
	381,460.14	25,671.52	0.00	9,219.44	5,471.21	0.00	191.16	0.00	6,495.43	17,010.52	15.94	6,252.29	0.00		
		8,724,537.84	0.00	0.00	0.00	0.00									
SUI Wages : 381,448.81															

Fund Totals :	General Fund	Number Of Employees:	360
\\Documentation\FCOE\PayrollSummary\Employer_v1_1.rpt			
Rev. 1.1			

EMPR	A	B	C	D	E	F	G	H	I	J	K	L	M
	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks
	2,207.94	102.13	0.00	57.17	32.02	0.00	1.11	0.00	46.24	106.09	0.00	36.18	0.00
		67,279.38	0.00	0.00	0.00	0.00							
									</				

SUI Wages : 2,207.94

Fund Totals :	Adult Education Fund	Number Of Employees:	6
---------------	----------------------	----------------------	---



## Payroll Summary

Employer Summary for Payroll Dated : 7/16/2013 7:27:00 AM

07/16/2013

8:53 am

EMPR	A	B	C		D	E	F	G	H	I	J	K	L	M
	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks	
		Ret. Base	Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben								
	524.68	85.68	0.00	32.53	7.61	0.00	0.26	0.00	0.00	0.00	0.00	8.60	0.00	
		85.68	0.00	0.00	0.00	0.00								
	SUI Wages : 511.47													

SUI Wages : 511.47

Fund Totals : Child Development Fund

Number Of Employees: 4

	A	B	C	D	E	F	G	H	I	J	K	L	M
EMPR	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks
		Ret. Base	Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben							
	31,014.20	1,955.27	0.00	1,922.88	449.69	0.00	15.50	0.00	2,520.19	0.00	0.00	508.34	214.20
		775.44	0.00	0.00	0.00	0.00							

SUI Wages : 31,006.60

**Payroll Summary**  
Employer Summary for Payroll Dated : 7/16/2013 7:27:00 AM

EMPR	A	B	C	D	E	F	G	H	I	J	K	L	M	
	Ext. Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks	
	Ret. Base		Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben								
	415,206.96	27,814.60	0.00	11,232.02	5,960.53	0.00	208.03	0.00	9,061.86	17,116.61	15.94	6,805.41	214.20	4
	8,792,678.34		0.00	0.00	0.00	0.00								5

SUI Wages : 415,174.82

\$	415,206.96	Gross
\$	11,232.02	Fica
\$	5,960.53	Medi
\$	208.03	SUI
\$	-	Ret H/W
\$	-	H/W
\$	9,061.86	PERS
\$	17,116.61	STRS
\$	15.94	PERS Red
\$	6,805.41	W/C
\$	(214.20)	Docks
\$	465,393.16	Total

District Totals:	MADERA UNIFIED	Number Of Employees:	403
------------------	----------------	----------------------	-----

**PAYROLL PAYMENT ORDER  
TO THE  
COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
COUNTY AUDITOR OF MADERA COUNTY, CALIFORNIA**

SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

CHECK DATE: 7/31/2013

BOARD DATE: 8/27/2013

PAYROLL PRELIST IN REQUEST: July 2013 Regular Run

**TOTAL REQUESTS BY FUND FOR PAYMENT:**

**TOTALS BY FUNDS:**

<b>83500</b>	<b>01 GENERAL FUND</b>	Gross - \$ 1,574,789.23	Ret H/W - \$ 45,665.64	PERS Red - \$ 200.87	
		Fica - \$ 44,104.53	H/W - \$ 2,359.78	W/C - \$ 28,692.48	
		Medi - \$ 21,867.96	PERS - \$ 79,960.99	Docks - \$ (4,318.01)	
		SUI - \$ 786.17	STRS - \$ 71,145.29	-	\$ 1,865,254.93
<b>83510</b>	<b>11 ADULT ED</b>	Gross - \$ 12,071.58	Ret H/W - \$ 310.23	PERS Red -	
		Fica - \$ 246.57	H/W -	W/C - \$ 219.95	
		Medi - \$ 175.04	PERS - \$ 455.04	Docks -	
		SUI - \$ 6.02	STRS - \$ 667.81	-	\$ 14,152.24
<b>83550</b>	<b>12 CHILD DEVELOPMENT</b>	Gross - \$ 11,223.65	Ret H/W - \$ 290.10	PERS Red -	
		Fica - \$ 287.58	H/W -	W/C - \$ 204.50	
		Medi - \$ 162.74	PERS - \$ 530.71	Docks -	
		SUI - \$ 5.61	STRS - \$ 543.29	-	\$ 13,248.18
<b>83540</b>	<b>13 CAFETERIA</b>	Gross - \$ 68,413.26	Ret H/W - \$ 1,904.78	PERS Red -	
		Fica - \$ 4,241.67	H/W -	W/C - \$ 1,246.45	
		Medi - \$ 992.02	PERS - \$ 7,658.14	Docks - \$ (268.70)	
		SUI - \$ 34.23	STRS -	-	\$ 84,221.85
<b>83530</b>	<b>25 DEVELOPER FEES</b>	Gross - \$ 5,872.93	Ret H/W - \$ 150.93	PERS Red -	
		Fica - \$ 364.12	H/W -	W/C - \$ 107.01	
		Medi - \$ 85.16	PERS - \$ 671.98	Docks -	
		SUI - \$ 2.93	STRS -	-	\$ 7,255.06
<b>83730</b>	<b>35 SCHOOL FACILITIES</b>	Gross - \$ 277.45	Ret H/W - \$ 7.13	PERS Red -	
		Fica - \$ 17.20	H/W -	W/C - \$ 5.06	
		Medi - \$ 4.02	PERS - \$ 31.75	Docks -	
		SUI - \$ 0.14	STRS -	-	\$ 342.75
<b>GRAND TOTAL:</b>					<b>\$ 1,984,475.01</b>

BY ORDER OF THE GOVERNING BOARD THE COUNTY SUPERINTENDENT OF SCHOOLS & THE AUDITOR OF MADERA COUNTY ARE HEREBY AUTHORIZED TO TRANSFER THE ABOVE LISTED FUNDS TO THE SCHOOLS WARRANT CHECKS TO THE CLAIMANTS OF SAID SCHOOL DISTRICT AS PER ATTACHED LISTING. PAYROLL REVOLVING FUND (E.C. 42546). THEY ARE FURTHER AUTHORIZED TO DRAW

APPROVED BY: Teri Bradshaw  
TERI BRADSHAW, DIRECTOR OF FISCAL SERVICES

DATE: 7-31-13

PAYMENT ORDER PREPARED BY: THERESA BROWN  
PAYROLL ACCOUNTING TECH V

\*\*\*\*\*FOR COUNTY SCHOOLS USE ONLY\*\*\*\*\*

AUDITED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**Payroll Summary**  
Employer Summary for Payroll Dated : 8/6/2013 8:25:00 AM

EMPR	A	B	C	D	E	F	G	H	I	J	K	L	M	
	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks	
	Ret. Base		Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben								
	49,060.23	26,954.00	0.00	1,408.36	711.37	0.00	24.52	0.00	1,129.39	1,078.18	0.00	893.87	0.00	4
	57,423.37		0.00	0.00	147.59	0.00								5

SUI Wages : 49,060.23

Totals by type	
\$	49,060.23 Gross
\$	1,408.36 Fica
\$	711.37 Medi
\$	24.52 SUI
\$	147.59 Ret H/W
\$	- H/W
\$	1,129.39 PERS
\$	1,078.18 STRS
\$	- PERS Red
\$	893.87 W/C
\$	- Docks
\$	54,453.51 Total

District Totals:	MADERA UNIFIED	Number Of Employees:	15
------------------	----------------	----------------------	----



A	B	C	D	E	F	G	H	I	J	K	L	M	
EMPR	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Sirs Ben	P/R Ben	WComp Ben	Docks
	Ret. Base		Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben							
	21,402.37	0.00	1,408.36	630.87	0.00	21.74	0.00	1,129.39	620.17	0.00	792.71	0.00	
	46,320.11	0.00	0.00	147.59	0.00								
SUI Wages : 43,508.60													

Fund Totals :	General Fund	Number Of Employees:	14
I:\Documentation\FCOE\PayrollSummary\Employer_v1_1.rpt			
Rev. 1.1			

Payroll Summary

Employer Summary for Payroll Dated : 8/6/2013 8:25:00 AM  
08/06/2013 3:16 pm

EMPR	A	B	C	D	E	F	G	H	I	J	K	L	M	4	5
	Ext.Gross	Gross/Rate	Alt. Ret Ben	Fica Ben	Medi Ben	Sdi Ben	Sui Ben	H/W Ben	Pers Ben	Strs Ben	P/R Ben	WComp Ben	Docks		
		Ret. Base	Oth1 Ben	Oth2 Ben	Oth3 Ben	Oth4 Ben									
	5,551.63	5,551.63	0.00	0.00	80.50	0.00	2.78	0.00	0.00	458.01	0.00	101.16	0.00		
		11,103.26	0.00	0.00	0.00	0.00									
SUI Wages : 5,551.63															

Fund Totals :	Adult Education Fund	Number Of Employees:	1
I:\Documentation\FCOE\PayrollSummary\Employer_v1_1.rpt			
Rev. 1.1			

## HUMAN RESOURCES STAFFING LIST

### BOARD AGENDA – AUGUST 27, 2013

#### CERTIFICATED LEAVES OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Tracy Ylarregui	Teacher	Adams	2013/2014	Personal Leave

#### CERTIFICATED SEPARATIONS

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Employee #2053	-----	-----	07/01/13	Employment Release
2. Gaytha Parkinson	Teacher	Dixieland	08/14/13	Resignation
3. Lauren Gripenstraw	Teacher	Special Services	08/16/13	Resignation
4. Erin Dahlem	Teacher	Adams	06/08/13	Resignation
5. Theresa Jorgensen	Teacher	Special Services	06/08/13	Resignation
6. Eric Salomonson	Teacher	MSHS	08/15/13	Resignation
7. Miharu Nakamura	Teacher	Special Services	08/16/13	Resignation

#### CERTIFICATED NEW POSITION

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. One position	Teacher	Special Services	2013/2014	New Position (Special Ed. Funding)

#### CERTIFICATED EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Kimberly Berrin	Teacher	Special Services	2013/2014	Replacement
2. Kathleen Hogue	TSA	Millview	2013/2014	Replacement
3. Stephanie Reitz	Teacher	Special Services	2013/2014	Replacement
4. Kristi Starlin	Teacher	Special Services	2013/2014	Replacement
5. Amy Li	Teacher	Special Services	2013/2014	Replacement
6. Joe Linanes	Teacher	Special Services	2013/2014	Replacement
7. To Be Announced	Director of Special Services	District	2013/2014	Replacement

#### CERTIFICATED OTHER

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. One 1.00 FTE position	Associate Superintendent Educational Services	District	2013/2014	Non funded position
2. One 1.00 FTE position	Director of Student Services	District	2013/2014	Unfreeze position
3. Two .46% FTE positions	TSA's	Sierra Vista	2013/2014	Unfreeze position
4. One 1.00 FTE position	TSA	District	2013/2014	Freeze position
5. One 1.00 FTE position	TSA	Alpha	2013/2014	Non funded position
6. One .46% FTE position	TSA	Alpha	2013/2014	Non funded position
7. One 1.00 FTE position	TSA	Monroe	2013/2014	Non funded position
8. One 1.00 FTE position	TSA	Dixieland	2013/2014	Non funded position
9. One 1.00 FTE position	TSA	LaVina	2013/2014	Non funded position

#### CLASSIFIED LEAVES OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Desiree Fraker	Library Media Tech II	Desmond	08/16/13-01/13/14	Personal Leave
2. Sonya Holguin	Classroom Aide	MHS Calsafe	08/19/13-09/30/13	Personal Leave
3. Roxanne Montemayor	Health Services Asst.	Health Services	08/12/13-12/13/13	Personal Leave

#### CLASSIFIED SEPARATIONS

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Deborah Rodriguez	CN Assistant I	Child Nutrition	06/07/13	Resignation
2. Brittany Garcia	CN Assistant I	Child Nutrition	06/07/13	Resignation
3. David Weber	Paraprofessional Aide	Adams	06/07/13	Resignation



# HUMAN RESOURCES STAFFING LIST

## BOARD AGENDA – AUGUST 27, 2013

### **CLASSIFIED NEW POSITION**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Site</u></b>	<b><u>Effective Date(s)</u></b>	<b><u>Hours</u></b>	<b><u>Justification</u></b>
1. One position	Paraprofessional Aide Special Needs	Special Services	2013/2014	3.50	New Position (Special Ed. Funding)
2. One position	Paraprofessional Aide Asst. to Physically Impaired	Special Services	2013/2014	7.00	New Position (Special Ed. Funding)
3. One position	Paraprofessional Aide Asst. to Physically Impaired	Special Services	2013/2014	7.00	New Position (Special Ed. Funding)

### **CLASSIFIED EMPLOYMENT**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Site</u></b>	<b><u>Effective Date(s)</u></b>	<b><u>Hours</u></b>	<b><u>Justification</u></b>
1. Marisa Melendez-Kelly	Classroom Aide	Preschool	2013/2014	3.50	Replacement
2. Rosie Gonzales	Classroom Aide	Preschool	2013/2014	3.00	New Position (Preschool Funding)
3. Diana Patlan	Classroom Aide	Preschool	2013/2014	3.00	Replacement
4. Rikki Mena	Health Services Asst.	Health Services	2013/2014	3.50	Replacement
5. Nadeen Carranza	Health Services Asst.	Health Services	2013/2014	3.50	Replacement
6. Hortencia Garcia	Clerk I	Adult Education	2013/2014	3.50	Replacement
7. Nayely Madrigal	Paraprofessional Aide Asst. to Physically Impaired	Special Services	2013/2014	7.00	New Position (Special Ed. Funding)
8. Amanda Mace	Paraprofessional Aide Special Needs	Special Services	2013/2014	3.50	Replacement
9. Cynthia Rodriguez	Paraprofessional Aide Asst. to Physically Impaired	Special Services	2013/2014	7.50	New Position (Special Ed. Funding)
10. Delia Galvan	Classroom Aide	Preschool	2013/2014	3.00	Replacement
11. Patricia Benard	Classroom Aide	Preschool	2013/2014	3.00	Replacement
12. Robin Pira	Bus Driver Trainer	Transportation	2013/2014	8.00	Replacement
13. Maria Chaidez	Secretary	Berenda	2013/2014	8.00	Replacement
14. Esperanza Cuevas	Secretary	Sierra Vista	2013/2014	8.00	Replacement
15. To Be Announced	Director of Information & Technology Support	District	2013/2014	8.00	Replacement

### **CLASSIFIED EMPLOYMENT - OTHER**

1. See Attached List

### **CLASSIFIED - OTHER**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Site</u></b>	<b><u>Effective Date(s)</u></b>	<b><u>Hours</u></b>	<b><u>Justification</u></b>
1. Two positions	Classroom Aides	Preschool	2013/2014	3.00	Unfreeze positions
2. One position	Paraprofessional Aide Special Needs	Special Services	2013/2014	6.00	Non funded position

### **COACHES**

None

## After School Program – Madera County Arts Council

Board Agenda

August 27, 2013

<b>Last Name</b>	<b>First Name</b>	<b>Site</b>	<b>Position</b>	<b>Year</b>
Dorris	Rick	Various Sites	Arts Council/Drama	2013/2014
Humes	James	Various Sites	Arts Council/Drama	2013/2014
Presley	Joel	Various Sites	Arts Council/Drama	2013/2014
Hughes	Timothy	Various Sites	Arts Council/Music	2013/2014
Blake	Anthony	Various Sites	Arts Council/Music	2013/2014
Wilson	Thomas	Various Sites	Arts Council/Music	2013/2014
Blake	Elaine	Various Sites	Arts Council/Art-Pastels	2013/2014
Arreola	Jorge	Various Sites	Arts Council/Art-Acrylic	2013/2014
Mena	Adam	Various Sites	Arts Council/Art-Sculpting	2013/2014
Latimer	Larry	Various Sites	Arts Council/Art-Ceramics	2013/2014
Flores	Michael	Various Sites	Arts Council/Dance-Theater	2013/2014
Hefner	Kirsten	Various Sites	Arts Council/Dance	2013/2014
Chaffin	Shari	Various Sites	Arts Council/Dance	2013/2014
Frances	Ramona	Various Sites	Arts Council/Photography	2013/2014
Lihosit	Larry	Various Sites	Arts Council/Writing	2013/2014
Howden	Katie	Various Sites	Arts Council/Animation	2013/2014



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Request Approval of Classified Job Description:  
Human Resources Supervisor

**Responsible Staff:** Tracie Green, Director of Human Resources

**Agenda Placement:** Consent

**Background/ rationale:** Under the supervision of the Director of Human Resources, this position will provide administrative support and assistance with the internal system and activities within the office of Human Resources. This position will perform complex and specialized work, research, train, assign or lead the work of assigned personnel, and oversee the administration of the day-to day operations of the HR department.

**Financial impact:** None

**Superintendent's recommendation:** The Superintendent recommends approval of this job description.

**Supporting documents attached:**  
Classified Job Description: Human Resources Supervisor

## **Madera Unified School District Classified Job Description**

### **Human Resource-Supervisor**

#### **Purpose Statement**

Under the direction of the Director of Human Resources; provide administrative support and assistance to plan, coordinate, organize, develop, implement, and analyze the internal systems, services, and activities within the office of Human Resources. Perform complex and specialized work, research, and assist with the efforts of various special projects as assigned; train, assign, or lead the work of assigned personnel, oversee the administration of the day-to-day operations of the Human Resources department, and performs other duties as assigned.

This job reports to Director of Human Resources.

---

#### **Essential Functions:**

- Provide complex and responsible administrative support to assist with the administration and coordination of various programs and activities of the district; perform duties requiring specialized or extensive knowledge of Human Resources and personnel management.
- Plan, direct and assign work of the day-to-day operation of the District Human Resource department; provide work direction and guidance to HR staff regarding personnel practices, and policy interpretation and implementation.
- Assist the Director of Human Resources to correct employee deficiencies and implementation of discipline procedures up to and including employee terminations, provide informational and technical assistance to management; recommend solutions to personnel problems; develop new procedures and evaluates current procedures.
- Assist the Director of Human Resources with internal investigations; resolution of employee issues and grievances when necessary.
- Participate in resolving difficult, sensitive, confidential, and controversial issues.
- Assist the Director of Human Resources in the certificated and/or classified layoff activities; determine and enforce personnel standards and practices.
- Conduct research, analyze, interpret information, and provide recommendations to the Director of Human Resources, including, but not limited to legal proceedings, Education Code, labor law, collective bargaining agreements, other confidential matters, and assist in the development of Human Resources policies and procedures.

- Compile information and data for reports and assist in the preparation of statistical and narrative reports; assist with developing and monitoring HR departmental goals and objectives.
- Prepare and maintain a variety of records, reports and files related to certificated personnel, credentials, salaries, transcripts and other assigned activities.
- Oversee and provide technical assistance in the areas of the Subfinder System, Human Resources website, electronic record retention system, Human Resources data management system, and other Human Resources related programs and computerized systems.
- Work with District and Personnel Commission staff in the coordination of classified employee employment.
- Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment, and confidentiality. Assume responsibility and exercise sound judgment.
- Train, assign, or lead the work of assigned personnel; evaluate the performance of assigned staff, complete or provide input into performance evaluations; participate in the recruitment/selection process as requested.
- Input and update a variety of employee, and other information in an assigned computer system; establish and maintain automated employee files and records; initiate queries and generate a variety of computerized lists, forms and reports; assure accuracy of input and output data.
- Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns; initiate and receive telephone calls. Coordinate communications and activities with other functional areas and personnel.
- Compose, distribute and respond to a variety of forms, letters, e-mails, notifications and other correspondence related to credentialing, hiring, certificated job vacancies and other assigned personnel functions.
- Attend local, state, and regional conferences and workshops and maintain current knowledge of theories, regulations, and requirements affecting related human resources services; interpret and communicate proposed and enacted legislation.
- Provide information and answer questions from employees, district personnel, and the general public regarding policies, procedures, and regulations; relay information, messages, and directives.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**OTHER DUTIES:**

Perform related duties as assigned.

**Job Requirements:****Skills Knowledge and Abilities****Skills:**

Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Operate standard office equipment; use pertinent software applications. Microsoft Office suite proficient.

**Knowledge of:**

Basic math, including calculations using fractions, percents, and/or ratios  
Planning, organization, and direction of the Human Resources services.  
Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies, and procedures related to public human resources/personnel administration.  
Principles and practices of collective bargaining and labor relations.  
Professional and legal methods of recruitment and selection, employee relations, and classification.  
Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management functions and activities.  
Methodologies and evaluation methods and techniques utilized in monitoring systems, procedures, and policies.  
Research and development strategies, processes, and techniques.  
English usage, spelling, punctuation, grammar, and business writing.  
Oral and written communication skills.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.

**Ability to:**

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.  
Analyze, interpret, and apply employee contracts, board and personnel policies, rules and regulations.  
Analyze, Interpret and apply provision of the State Education code and various regulatory agencies.  
Maintain current knowledge of laws, rules, regulations, requirements, restrictions and trends related to assigned areas.  
Gather, collate, and/or classify data  
Prepare and make clear and concise written and oral reports.  
Plan, organize and implement long-term and short-term projects and activities designed to augment human resources programs and services  
Train, supervise, and evaluate the performance of assigned staff.  
Schedule a number of activities, meetings, and/or events  
Communicate effectively both orally and in writing.  
Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action  
Establish and maintain effective working relationships with others  
Flexibility is required to work with others in a variety of circumstances  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment using a variety of standardized methods.

Analyze situations accurately and adopt an effective course of action and create action plans  
Read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare records and reports related to assigned activities  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Present a positive image of the Madera Unified School District.

### **Responsibility**

Responsibilities include: working under direct supervision and supervising HR staff; providing information and/ or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

### **Working Environment:**

#### **Environment:**

Office environment.  
Driving a vehicle to conduct work.

#### **Physical Demands:**

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.  
Work under stressful situations.  
Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time. Occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

### **Minimum Qualifications:**

**Education:** Bachelor of Arts Degree, from an accredited college or university with major course work in human resource management, public administration, or related field.

**Experience:** Four years of progressively responsible and successful professional level experience in Human Resources or a related field including the training, supervision, and evaluation of personnel.

#### **Licenses and Other Requirements:**

Possession of a valid California Class C driver's license.

**Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical exam

**Certificates****Clearances**

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance
- Physical Demands (A)

**FLSA Status**

**Classified Supervisory** Salary Range 9  
\$52,308-\$66,588

**Non Exempt**





## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** Request Approval of Certificated Management Job Description:  
Director of Student Services

**Responsible Staff:** Tracie Green, Director of Human Resources

**Agenda Placement:** Consent

**Background/ rationale:** This position will direct the development and implementation of the student services programs and services for the District in compliance with District, State, and Federal requirements.

**Financial impact:** None

**Superintendent's recommendation:** The Superintendent recommends approval of this job description.

**Supporting documents attached:**  
Certificated Management Job Description: Director of Student Services

# **MADERA UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT JOB DESCRIPTION**

## **DIRECTOR OF STUDENT SERVICES**

---

---

### **Overall Responsibilities**

Direct the development and implementation of the student services programs and services for the district in compliance with District, State, and Federal requirements. Has primary, shared or advisory responsibility to promote student welfare and academic achievement in a safe, positive school environment.

### **Specific Responsibilities**

1. Plan, organize, administer and supervise student services programs, services and staff for the district.
2. Serve as the Hearing Official for the district.
3. Recommend and administer Board policy in student service areas of responsibility.
4. Responsible for district-wide student discipline that involves involuntary removals such as suspension and expulsion, which are to be implemented in accordance with law.
5. Serves as the Chair of Administrative Panels, prepares the findings and recommendations of the Panels, and conveys these to the governing board for consideration, approval and adoption.
6. In-service school site administration on disciplinary due process procedures.
7. Oversees SARB process and enforces the compulsory school attendance laws as provided in the Education Code. Supervise the attendance offices and programs for the district.
8. Articulate Student Services Programs in the district and local service agencies.
9. Supervise the Program Manager in charge of Home/Hospital Instruction, Homeless Services, and Services to Foster Youth.
10. Supervise the Coordinator of Health Services and support District personnel who are responsible for pupil health and wellness services.
11. Oversees Campus Security, Safety and Gang prevention. In collaboration with other appropriate departments and community agencies, shall ensure the development and implementation of school safety plans in compliance with the School Safety and Violence Prevention Act.
12. Serve as the District Custodian of Pupil Records, supervise the work of the District Registrar, and support other District staff responsible for the collection, maintenance and transfer of pupil records.
13. Coordinate and serve as chair of appeals hearings in lieu of Board of Trustees hearings related to grade challenges.
14. School of Choice; ensures that pupils meet admission requirements and is responsible for administering inter-district and intra-district transfers in cooperation with Facilities and Planning.
15. Develop, coordinate and supervise the implementation of Positive Behavior and intervention programs (PBIS, RtI) that include instruction and inservice in the development of social/emotional skills.

**MADERA UNIFIED SCHOOL DISTRICT**

**Director of Student Services - Job Descriptions cont'd**

**Page 2 of 4**

16. Oversight of the Charter School Review process.
17. Maintain and monitor budgets in assigned areas.
18. Supervise the annual publication of district and site student/parent handbooks, insuring that all legally required notifications are provided.
19. Other related duties as assigned.

**Qualifications**

**Specific knowledge of:**

1. Specialization in principles and practices of California education school management. Supervisory and performance management techniques.
2. District policy and procedures related to education.
3. Advanced knowledge and skill in student development, discipline, assessment, behavioral management, and parent relations.
4. In-depth knowledge of District attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to compulsory attendance and due process procedures.
5. Knowledge of the principles and practices associated with and organization and management as applied to the administration, analysis, and evaluation of programs, policies, and operational needs.
6. Knowledge of budgeting practices and procedures.
7. Special skill at facilitating group processes, resolving problems with quantitative and qualitative dimensions, and optimizing actions with a diverse population of students.
8. Knowledge of and skill at accessing personal computer-based office productivity, specialized educational data management, and decision support applications.
9. Well-developed written language skills to prepare complex reports.
10. Well-developed human relations skills to communicate technical concepts to others.

**Specific Ability to:**

1. Contribute to the successful fulfillment of the District Mission.
2. Work cooperatively with district personnel, parents, and community representatives.
3. Conduct responsibilities of the position based on information and instructions provided in English.
4. Work cooperatively with others.
5. Conduct responsibilities of the position based on information and instructions provided in English.
6. Learn and appropriately apply District policies and procedures and other regulations related to the position.
7. Maintain appropriate confidentiality about the status of students, staff, school, and district activities.
8. Operate calculator, computer and data entry terminal.
9. Learn and apply current technology to assigned duties.

**MADERA UNIFIED SCHOOL DISTRICT**

**Director of Student Services - Job Descriptions cont'd**

**Page 3 of 4**

**Education:**

Master's Degree in administration, pupil personnel, psychology, or related fields, or a Bachelor's Degree with specialized training in pupil personnel services.

**Experience:**

1. Three years Site Administrative experience, or a valid PPS credential with background in child welfare and attendance.
2. Experience in student service related areas outlined in job description.

**License:**

1. Valid California Teaching Credential or PPS credential
2. Valid California Administrative Credential.
3. Valid California Driver's License.

**EMPLOYMENT INFORMATION**

Supervisor's Title: Deputy Superintendent

Unit Membership: Management/Confidential/Supervisory

Current Salary Schedule Placement: Range 32 (229 Duty Days)

**PHYSICAL DEMANDS IN THE WORK ENVIRONMENT**

These physical characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job safely.

1. Mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment.
2. Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including a telephone and a computer.
3. Flexibility and strength to reach with hands and arms, bend and stoop.
4. Ability to hear and understand speech at normal room levels.
5. Ability to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
6. Ability to see and read with or without vision aids, computer screen, equipment used in the work environment, instructional materials, training materials, directions, rules, policies, calendars, agendas, manuals, and other printed matter.
7. Physical strength and agility to push, pull, twist, turn, squat, lift, and carry bulky objects of up to 25 pounds with or without assistance.
8. Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
9. Ability to drive all district vehicles.
10. High tolerance for continuing stressful situations.

**MADERA UNIFIED SCHOOL DISTRICT**

**Director of Student Services - Job Descriptions cont'd**

**Page 4 of 4**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment. This environment may be expected to include: moderate noise level that is occasionally very noisy, frequent interruptions, and occasional movement from inside to outside with exposure to elements, stairs, children, and duty hours before sunrise or after sunset.

Revised 8/21/13

**Madera Unified School District  
Board of Trustees Meeting  
Student Overnight or Out of State Field Trip Request  
August 27, 2013**

<b>Date</b>	<b>School</b>	<b>Name</b>	<b>Field Trip – # Students</b>	<b>Location</b>	<b>Cost</b>	<b>Funding</b>	<b>Vehicle Type</b>
9/07/13 to 9/08/13	MHS	Murrieta	ASB to Leadership Retreat 38 students – 2 adults	Oakhurst, CA	\$800 Transportation \$3600 Lodging	MHS ASB MHS ASB	School Bus
9/07/13 to 9/08/13	MSHS	Larrivee	ASB/Leadership to Stallion Leadership Retreat 40 students—7 adults	Sanger, CA	\$700 Transportation \$3000 Lodging	MSHS ASB MSHS ASB	School Bus



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** First Reading of revised Board Bylaw 9320

**Responsible Staff:** Edward González, Superintendent

**Agenda Placement:** New Business

**Background/rationale:**

- Revisions are recommended by CSBA on this Bylaw

**Financial impact:**

- None.

**Superintendent's recommendation:**

- The Superintendent recommends approval of the First Reading of revised Board Bylaw 9320

**Supporting documents attached:**

- Revised Board Bylaw

# Madera USD

## Board Bylaw

### Governing Board Elections

BB 9220

#### Board Bylaws

Any person is eligible to be a Governing Board member, without further qualifications, if he/she is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. (Education Code 35107)

Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her position before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

To reduce costs associated with conducting elections, the Board may ~~Whenever possible, the Board shall~~ consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance with state and federal law.

(cf. 9110 - Terms of Office)

The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)

#### Campaign Conduct

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.



(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 9005 - Governance Standards)

#### Statement of Qualifications

The district shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

#### Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

#### Legal Reference:

##### EDUCATION CODE

1006 Qualifications for holding office, county board of education  
5000-5033 Elections  
5220-5231 Elections  
5300-5304 General provisions (conduct of elections)  
5320-5329 Order and call of elections  
5340-5345 Consolidation of elections  
5360-5363 Election notice  
5380 Compensation (of election officer)  
5390 Qualifications of voters  
5420-5426 Cost of elections

5440-5442 Miscellaneous provisions  
7054 Use of district property  
35107 Eligibility; school district employees  
35177 Campaign expenditures or contributions  
35239 Compensation of governing board member of districts with less than 70 ADA

#### ELECTIONS CODE

1302 Local elections, school district election  
2201 Grounds for cancellation  
4000-4004 Elections conducted wholly by mail  
10400-10418 Consolidation of elections  
10509 Notice of election by secretary  
10600-10604 School district elections  
13307 Candidate's statement  
13309 Candidate's statement, indigency  
20440 Code of Fair Campaign Practices

#### GOVERNMENT CODE

1021 Conviction of crime  
1097 Illegal participation in public contract  
12940 Nondiscrimination, Fair Employment and Housing Act  
81000-91014 Political Reform Act

#### PENAL CODE

68 Bribes  
74 Acceptance of gratuity  
424 Embezzlement and falsification of accounts by public officers  
661 Removal for neglect or violation of official duty

#### CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications  
Article 7, Section 7 Conflicting offices  
Article 7, Section 8 Disqualification from office

#### COURT DECISIONS

Randall v. Sorrell, (2006) 126 S.Ct. 2479

#### ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 49 (2002)  
83 Ops.Cal.Atty.Gen. 181 (2000)  
81 Ops.Cal.Atty.Gen. 98 (1998)  
69 Ops.Cal.Atty.Gen. 290 (1986)

#### Management Resources:

##### WEB SITES

California Secretary of State's Office: <http://www.ss.ca.gov>  
Fair Political Practices Commission: <http://www.fppc.ca.gov>  
Institute for Local Self Government: <http://www.islg.org>

Bylaw MADERA UNIFIED SCHOOL DISTRICT

adopted: December 13, 2011      Madera, California  
revised:



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** First Reading of revised Board Policies, Administrative Regulations, and Exhibits.

**Responsible Staff:** Dr. Anthony Monreal, Deputy Superintendent

**Agenda Placement:** New Business

**Background/rationale:**

- Revisions/New Language are recommended by CSBA on the following Board Policies, Administrative Regulations, and Exhibits:
  - BP 1312.3 – Community Relations – Uniform Complaint Procedure
  - AR 1312.3 - Community Relations – Uniform Complaint Procedure
  - E 1312.3 – Community Relations – Uniform Complaint Procedure (Eliminated by CSBA)
  - AR 1312.4 - Community Relations – Williams Uniform Complaint Procedures
  - BP 5030 – Student Wellness
  - BP 5131.2 - Bullying
  - BP 5145.3 – Nondiscrimination/Harassment
  - E 5145.6 – Parental Notifications
  - AR 5148 – Child Care and Development
  - BP 6112 – School Day
  - AR 6112 – School Day
  - BP 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education
  - AR 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education
  - BP 6163.1 –Library Media Centers
  - BP 6164.6 – Identification and Education Under Section 504
  - AR 6164.6 – Identification and Education Under Section 504
  - BP 6177 – Summer School Learning Programs
  - AR 6177 – Summer School (Eliminated by CSBA)

**Financial impact:**

- None.

**Superintendent's recommendation:**

- The Superintendent recommends approval of the first reading of the revised Board Policies, Administrative Regulations, and Exhibits.

**Supporting documents attached:**

- Revised Board Policies, Administrative Regulations and Exhibits.

## Madera Unified School District Uniform Complaint Procedure

### Community Relations

#### Uniform Complaint Procedure

The Governing Board recognizes that the District has the primary responsibility for complying with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying ~~and shall seek to resolve those complaints in accordance with the District's Uniform Complaint Procedure~~ uniform complaint procedures.

The District shall ~~follow~~ use the Uniform Complaint Procedures to resolve any complaint when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in against any protected group as identified under Education Code sections 200 and 220, Penal Code 422.55, or and Government Code section 11135, or based on association with a person or group with one or more of these actual or perceived characteristics, including those with actual or perceived characteristics such as, age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any District program or activity that receives or benefits from state financial assistance.

*(cf. 0410 Nondiscrimination in District Programs and Activities)*

*(cf. 4030 Nondiscrimination in Employment)*

*(cf. 4031 Complaints Concerning Discrimination in Employment)*

*(cf. 5131.2 Bullying)*

*(cf. 5145.3 Nondiscrimination/Harassment)*

*(cf. 5145.7) Sexual Harassment*

The Uniform Complaint Procedure shall also be used ~~when addressing~~ to address any complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education career/technical education and training programs, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

## BP 1312.3(b)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facility conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the District's Williams uniform complaint procedure (AR 1312.4).

~~(cf. 0410 Nondiscrimination in District Programs and Activities)~~  
~~(cf. 0450 Comprehensive Safety Plan)~~  
~~(cf. 1312.1 -Complaints Concerning District Employees)~~  
~~(cf. 1312.2 Complaints Concerning Instructional Materials)~~  
~~(cf. 3260 Fees and Charges)~~  
~~(cf. 1312.4 Williams Uniform Complaint Procedures)~~  
~~(cf. 3320 Claims and Actions Against the District)~~  
~~(cf. 3553 Free and Reduced Price Meals)~~  
~~(cf. 3555 Nutrition Program Compliance)~~  
~~(cf. 4031 Complaints Concerning Discrimination in Employment)~~  
~~(cf. 5141.4 Child Abuse Prevention and Reporting)~~  
~~(cf. 5148 Child Care and Development)~~  
~~(cf. 6159 Individualized Education Program)~~  
~~(cf. 6171 Title I Programs)~~  
~~(cf. 6174 -Education for English Language Learners)~~  
~~(cf. 6175 Migrant Education Program)~~  
~~(cf. 6178 Vocational Education)~~  
~~(cf. 6178.1 Work-Based Learning)~~  
~~(cf. 6178.2 Regional Occupational Center/Program)~~  
~~(cf. 6200 Adult Education)~~

### Preference for Early Informal Resolution of Complaints

The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board believes that the community is more efficiently served by authorizing the site principal or program manager to address complaints informally and promptly. The public is also accustomed to express their concerns to this level of management. Site principals and program managers are readily familiar with applicable local circumstances, can personally conduct or closely coordinate any necessary investigation, can directly and quickly implement appropriate remedies insofar as they have direct control of staff and programs. Site principals or program managers can monitor compliance with directives and compel compliance if necessary. Therefore, a complainant shall be given the option of pursuing an informal resolution of her/his complaint at the site level.

If the complainant does not wish to pursue an informal resolution of her/his complaint at the site level, or in instances in which the complainant is dissatisfied with the findings, conclusions, or response of the site principal or of the program manager when handled informally, the complainant may file a complaint in accordance with the Uniform Complaint Procedures. ~~as found in the corresponding regulation (see AR 1312.3).~~

## BP 1312.3(c)

In those circumstances in which the site principal or program manager has become a subject of the complaint, the ~~site principal's or program manager's~~ direct supervisor shall oversee the informal resolution of the complaint.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignment
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

*(cf. 1312.4 Williams Uniform Complaint Procedures)*

### Confidentiality

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

~~The Board acknowledges and respects every individual's right to privacy. Complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.~~

*(cf. 4119.23/4219.23/4319.23 Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 Student Records)*  
*(cf. 9011 Disclosure of Confidential/Privileged Information)*

### Protection from Retaliation

The Board prohibits retaliation in any form for participating in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant or any individual associated with the complainant.



### Third Party Mediation

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties to a dispute. In accordance with the Uniform Complaint Procedure, whenever all parties to a complaint agree to try and resolve a complaint through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

### Availability of Complaint Forms

Complaint forms are available at the following locations in these District Offices: Chief Academic Office, Human Resources, Educational Services, Student Services, State and Federal Projects, Business Services, and Maintenance and Operations. Forms are also available at all school sites. A complaint may be written and submitted without the use of the form. The completed form must be turned in to the Office of the Chief Academic Officer for processing.

#### Legal Reference:

##### *EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*8200-8498 Child care and development programs*

*8500-8538 Adult basic education*

*18100-18203 School libraries*

*32289 School safety plan, uniform complaint procedures*

*35186 Williams uniform complaint procedures*

*37254 Intensive instruction and services for students who have not passed exit exam*

*41500-41513 Categorical education block grants*

*48985 Notices in language other than English*

##### *49010-49013 Student Fees*

*49060-49079 Student records*

*49490-49590 Child nutrition programs*

*52160-52178 Bilingual education programs*

*52300-52490 Career technical education*

*52500-52616.24 Adult schools*

*52800-52870 School-based program coordination*

*54000-54028 Economic impact aid programs*

*54100-54145 Miller-Unruh Basic Reading Act*

*54400-54425 Compensatory education programs*

*54440-54445 Migrant education*

*54460-54529 Compensatory education programs*

*56000-56867 Special education programs*

*59000-59300 Special schools and centers*

*64000-64001 Consolidated application process*

##### *GOVERNMENT CODE*

*11135 Nondiscrimination in programs or activities funded by state*

*12900-12996 Fair Employment and Housing Act*



*PENAL CODE*

*422.6 Interference with constitutional right or privilege*

*CODE OF REGULATIONS, TITLE 5*

*3080 Application of section*

*4600-4687 Uniform complaint procedures*

*4900-4965 Nondiscrimination in elementary and secondary education programs*

*UNITED STATES CODE, TITLE 20*

*6301-6577 Title I basic programs*

*6601-6777 Title II preparing and recruiting high quality teachers and principals*

*6801-6871 Title III language instruction for limited English proficient and immigrant students*

*7101-7184 Safe and Drug-Free Schools and Communities Act*

*7201-7283g Title V promoting informed parental choice and innovative programs*

*7301-7372 Title V rural and low-income school programs*

**Management Resources:**

*WEB SITES*

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

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

*U.S. Department of Education, Office for Civil Rights:*

*<http://www.ed.gov/about/offices/list/ocr>*

Policy MADERA UNIFIED SCHOOL DISTRICT

adopted: November 13, 2012 Madera, California

## **Madera Unified School District Uniform Complaint Procedure**

### **Community Relations**

#### **Uniform Complaint Procedures**

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 Complaints Concerning District Employees

(cf. 1312.2 Complaints Concerning Instructional Materials

(cf. 1312.4 Williams Uniform Complaint Procedures)

(cf. 4031 Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 Parental Notification)

#### **Applicability of the Uniform Complaint Procedure**

The Governing Board recognizes that there are many areas of concern. The Uniform Complaint Procedure (UCP) is intended to address two classes of those concerns:

1. ~~Allegations of failure to comply with state and/or federal laws in specified programs. The specified programs to which the Uniform Complaint Procedure is applicable are those "programs/services" that are enumerated below in the section entitled, "Compliance Officers".~~
2. ~~Allegations of discrimination, harassment, intimidation or bullying against persons including those with actual or perceived characteristics such as, age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation.~~

### **Routing Complaints**

~~Because there are many forms of complaints and multiple procedures designed to address them, complainants must be afforded guidance through what can be perceived as a very complex system.~~

The following general principles are to be followed to ensure that complainants are connected with the appropriate District personnel and to ensure that the appropriate procedures are used:

1. Employees or community members shall contact site principals and program managers with concerns of any kind. ~~Site principals and program managers are responsible for informally resolving all complaints, including those in which the Uniform Complaint Procedures is applicable.~~
2. Employees or community members shall direct complainants to the Chief Academic Officer when complainants register their concerns at the District Office.
3. In all cases in which the Uniform Complaint Procedures is ~~is~~ applicable, site principals, program managers, and the Office of the Chief Academic Officer shall take the following actions:
  - a. Advise the complainant of her/his right to invoke the formal Uniform Complaint Procedure, including those instances in which successful resolution at the informal level appears likely.
  - b. Provide complainants with a copy of the Uniform Complaint Procedures form and offer assistance in filling out the form as needed.
  - c. Advise complainants that all Uniform Complaint Procedures forms are submitted to the Office of the Chief Academic Officer.
4. The Office of the Chief Academic Officer is responsible for all of the following activities:
  - a. Intake and logging of complaints.
  - b. Assignment of the complaints to the appropriate compliance officer ~~case carriers, such as Program Managers (cases alleging noncompliance with laws governing program operations), Director of Human Resources (allegations of discrimination by District personnel, including failure to adequately protect students), or the Director of Student Services (student on-student discrimination).~~
  - c. Monitoring cases through their resolution, including any possible appeals.
  - d. Maintenance of all records pertaining to each case.

**Compliance Officers**

~~The Governing Board designates the following compliance officers to directly receive complaints from complainants or to indirectly receive complainants through the Office of the Chief Academic Officer. The following compliance officer(s) are authorized to~~ shall receive ~~and~~ investigate complaints and ~~to~~ shall ensure district compliance with law in the following programs/services:

Adult Education

~~Director~~ Coordinator of Adult Education/CTE/ROP  
~~26355 Avenue 13~~ 1902 Howard Road, Madera, CA 93637  
~~559-6754425~~ 559-675-4500

Consolidated Categorical Aid Programs –~~State and Federal Projects~~

Director of Categorical Programs/English Learners  
1902 Howard Road, Madera, CA 93637  
~~559-675-4500, Ext. 203~~

Migrant Education

Director of Migrant Education -Merced County Office of Education  
632 W. 13th Street, Merced, CA 95340  
209-381-6600

~~Vocational Education~~ Career Technical and Technical Education and Training Programs

~~Associate Superintendent Educational Services~~ Coordinator of Adult Education/CTE/ROP  
1902 Howard Road, Madera, CA 93637  
~~559-675-4500, Ext. 223~~

Child Care and Developmental Programs

~~Associate Superintendent Educational Services~~ Director of PreSchool  
1902 Howard Road, Madera, CA 93637  
~~559-675-4500, Ext. 223~~

~~Preschool Educational Specialist~~

~~525 E. Yosemite Avenue, Madera, CA 93638~~  
~~559-675-4003~~

Child Nutrition Programs

Director of Child Nutrition ~~Programs~~  
769 South Pine, Madera CA 93637  
559-675-4546

Special Education Programs

Director of Special Services  
1902 Howard Road, Madera, CA 93637  
~~559-675-4500, Ext. 266~~

Federal School Safety Planning Requirements  
~~Deputy Superintendent~~ Director of Student Services  
1902 Howard Road, Madera, CA 93637  
559-675-4500, Ext. 269

Sufficiency of Text Books and Instructional Materials  
(Williams Agreement, See AR 1312.4)  
~~Associate Superintendent of Educational Services~~  
~~1902 Howard Road, Madera, CA 93637~~  
~~559-675-4500, Ext. 223~~

~~Emergency or Urgent Facilities Conditions Posing a Threat to Health and Safety~~  
(Williams Agreement, See AR 1312.4)  
~~Deputy Superintendent~~  
~~1902 Howard Road, Madera, CA 93637~~  
~~559-675-4500, Ext. 269~~

~~Teacher Vacancy or Misassignment (Williams Agreement, See AR 1312.4)~~  
~~Director of Human Resources~~ 1902 Howard Road, Madera, CA 93637  
~~559-675-4500, Ext. 275~~

The Governing Board designates the following compliance officer(s) to directly receive or to indirectly receive complaints through the Office of the Chief Academic Officer and to investigate complaints regarding unlawful discrimination:

Incidents Involving Discrimination by Certificated and Classified Staff  
Director of Human Resources  
1902 Howard Road, Madera, CA 93637  
559-675-4500, Ext. 275

Incidents Involving Discrimination by Students  
Director of Student Services  
1902 Howard Road, Madera, CA 93637  
559-675-4500, Ext. 235

### **Knowledge Regarding Laws and Programs**

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated Such employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 Attorney)

## Notification

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. meet the notification requirements of Title 5, California Code of Regulations, Section 4622, including the annual dissemination of District complaint procedures and information about the applicability of the Uniform Complaint Procedure to students, employees, parents/guardians, District advisory committees, school advisory committees, appropriate private school officials or representatives, and other interested parties. The Superintendent or designee shall make available copies of the District's Uniform Complaint Procedure free of charge. (Education Code 262.3, 49013; 5 CCR 4622)

(cf. 0420 School Plans/Site Councils)

(cf. 1220 Citizen Advisory Committees)

(cf. 3260 Fees and Charges)

(cf. 4112.9/4212.9/4312.9 Employee Notifications)

(cf. 5145.6 Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process ~~pursuant to Education Code section 263.3, including if applicable,~~ the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
  - a. The district is has the primarily responsible responsibility to ensure for compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging An unlawful discrimination, harassment, intimidation, or bullying complaint must be filed not later than six months from the date it occurred the alleged discrimination occurs, or six months from the date the complainant first obtained obtains knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.

## AR 1312.3(f)

- d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision.
- e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- f. Copies of the district's uniform complaint procedures are available free of charge.

### Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

~~If the complainant initially pursues an informal resolution at the site level in lieu of filing a formal complaint and the attempt to obtain an informal procedure fails to result in a satisfactory resolution of the complaint, the complainant may file a formal complaint according to the following timelines and procedures. The timeline begins when the complainant subsequently formally files her/his written complaint but the complaint must be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.~~

~~Within 60 calendar days from receipt of the complaint, the District shall complete the investigation in accordance with the following procedures. The 60-calendar day time period may be extended by written agreement of the complainant.~~

#### Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. by the district. (5 CCR 4630)

A complaint concerning alleging unlawful discrimination, harassment, intimidation, and or bullying, may be filed only by a person who alleges that he/she person suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

## AR 1312.3(g)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

~~Complaints alleging unlawful discrimination, harassment, intimidation, and bullying, may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.~~

The complaint shall be presented to the ~~properly designated~~ compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy or other disabilities, district staff shall assist help him/her in the filing of the complaint. (5 CCR 4600) ~~to file the complaint. Additionally, the complaint may be in writing without using the attached form.~~

### Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with ~~the complainant~~ all the parties the possibility of using mediation. If the ~~complainant parties~~ agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, ~~complaint~~, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, ~~complaint~~, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.  
(5 CCR 4631)

### Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.



~~The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to present the complaint orally.~~

~~The complainant and/or his/her representative and the District's representatives shall also have an opportunity to present evidence, or information leading to evidence to support or refute the allegations in the complaint.~~

~~To ensure that all pertinent facts are made available, the compliance office/investigator will determine appropriate procedures for each investigation that will ensure an unbiased investigation and that all pertinent information is collected. These may include: individual interviews or meetings with the complainant, District staff members, students, or persons identified as witnesses; joint meetings with relevant persons; and review of District documents or documents provided by complainants or other persons.~~

~~A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)~~

~~In accordance with law, the district shall provide the investigator~~ The District's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint and shall not in any way obstruct the investigation. ~~or its Failure or refusal of the district to cooperate in the investigation or its engagement in any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)~~

#### Step 4: ~~Written Report~~ Response

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

~~Within 35 days of receiving the complaint, the compliance officer shall prepare and send to the complainant and to the Superintendent a written report of the District's investigation and decision.~~

The district's decision ~~The compliance officer's report shall be written in English and, when required by Education Code 48985, in the in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant .~~

For all complaints, the decision ~~This report shall include: (5 CCR 4631)~~

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint ~~The disposition of each issue raised by the complaint and the investigation, and the rationale for such disposition.~~
4. Rationale for such disposition
5. Corrective actions, if any are warranted ~~The corrective actions for each issue and finding, if any.~~
- 5- 6. Notice of the complainant's right to appeal to the district's decision within 15 calendar days ~~Districts' Governing Board or to the California Department of Education and the procedures to be followed for initiating such an appeal.~~

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state laws shall include a 6.— ~~For discrimination complaints notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)~~

If an investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

~~If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.~~

If the complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

#### Step 5: Appeals

##### Appeals to the Governing Board

~~If the complainant is dissatisfied with the compliance officer's decision (findings), he/she may, within five days, file his/her appeal in writing with the Governing Board. The complainant must specify the reason or reasons for the appeal and a suggested remedy, if any, to the complaint.~~

~~The Governing Board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the 60 day time limit within which the complaint must be answered. The Governing Board may decide not to hear the complaint, in which case the compliance officer's decision is final. The Board may, in its discretion, determine whether to hear from the complainant and other relevant parties or make a determination from the administrative records.~~

~~If the Governing Board hears the complaint, the compliance officer shall send the Governing Board's decision to the complainant within 60 days of the District's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. If the Governing Board does not hear the appeal, the compliance officer/investigator will notify the complainant and inform the complainant that the compliance officer's/investigator's decision is final.~~

##### Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49012; 5 CCR 4632)

~~If dissatisfied with the District's decision, The complainant may shall file his/her appeal in writing to the California Department of Education within 15 days of receiving the district's decision and the appeal. When appealing to the California Department of Education, the complainant must shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by include a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)~~

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE:  
(5 CCR 4633)

1. A copy of the original complaint.
2. A copy of the district's decision.
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision.
4. A copy of the investigation file, including but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the district's uniform complaint procedures.
7. Other relevant information requested by the CDE.

#### ~~Additional Information~~

#### ~~Direct Intervention by the Department of Education~~

~~The California Department of Education may directly intervene in the a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when In addition, the California Department of Education may also intervene in those cases where the District has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)~~

~~Persons who believe the District has discriminated against them based on a protected class and in any activity conducted by the District that receives or benefits from any Federal financial assistance may also file a complaint with the U.S. Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA, 94105, (415) 486-5555. District employees may also file a complaint with the California Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.~~

#### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination complaints, harassment, intimidation, and bullying based on state law, however, a complainant shall ~~must~~ wait until 60 calendar days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies, provided ~~The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The~~

AR 1312.3(I)

moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (*Education Code 262.3*)

~~Williams Uniform Complaint Procedures~~

~~Administrative Regulation 1312.4 creates a "supplemental" Uniform Complaint Procedure to investigate complaints filed pursuant to Education Code 35186.~~

~~Additional Information~~

~~For assistance regarding the filing of complaints under the Uniform Complaint Procedure, call the Office of the Chief Academic Officer, 675-4500 extension 246.~~

Regulation     MADERA UNIFIED SCHOOL DISTRICT  
approved: November 13, 2012     Madera, California

**NOTE: CSBA has eliminated E1312.3, and the language is now embedded into E1312.4.**

**E 1312.3**

## **Uniform Complaint Procedures**

### **Community Relations**

Madera Unified School District  
UNIFORM COMPLAINT PROCEDURE FORM  
FOR EDUCATION CODE 35186 COMPLAINTS

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

Response requested: ☐ Yes ☐ No

Name: (Optional) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Optional) Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Issue of complaint (please check all that apply):

1. ☐ Textbooks and Instructional Materials

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

☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.

☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. ☐ Facility Conditions

☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-

~~conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.~~

~~\_\_\_\_\_ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.~~

~~\_\_\_\_\_ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.~~

3. ~~\_\_\_\_\_ Teacher Vacancy or Misassignment~~

~~\_\_\_\_\_ Teacher vacancy — A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)~~

~~\_\_\_\_\_ Teacher misassignment — A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.~~

~~\_\_\_\_\_ Teacher misassignment — A teacher is assigned to teach a class for which the teacher lacks subject matter competency.~~

Date of Problem: \_\_\_\_\_

Location of Problem (School Name, Address, and Room Number or Location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

~~Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.~~

~~Please file this complaint at the following location: \_\_\_\_\_~~

~~Madera Unified School District  
1902 Howard Road  
Madera, CA 93637  
Attention: Chief Academic Officers~~

~~Exhibit~~MADERA UNIFIED SCHOOL DISTRICT  
version: May 22, 2012 \_\_\_\_\_ Madera, California



## Williams Uniform Complaint Procedures

### Community Relations

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Madera Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

### Types of Complaints

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred:  
(*Education Code 35186; 5 CCR 4681, 4682, 4683*)

#### 1. Textbooks and instructional materials

- a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other require instructional materials to use in class.
- b. A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- d. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(*cf. 6161.1 - Selection and Evaluation of Instructional Materials*)

#### 2. Teacher vacancy or misassignment

- a. A semester begins and a teacher vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

(*cf. 4112.22 - Staff Teaching pupils of Limited English Proficiency*)



- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

*(Education Code 35186; 5 CCR 4600)*

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. *(5 CCR 4600)*

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

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

### 3. Facilities

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

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

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

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

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

4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (*Education Code 35186*)

(*cf. 6162.52 - High School Exit Examination*)  
(*cf. 6179 - Supplemental Instruction*)

**Filing of Complaint**

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (*Education Code 35186; 5 CCR 4680*)

A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or school site and shall be immediately forwarded to the Superintendent or designee. (*Education Code 35186*)

**Investigation and Response**

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (*Education Code 35186; 5 CCR 4685*)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (*Education Code 35186; 5 CCR 4680, 4685*)

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

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

## AR 1312.4(d)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632.

*(Education Code 35186; 5 CCR 4687)*

All complaints and written responses shall be public records.

*(Education Code 35186; 5 CCR 4686)*

*(cf. 1340 - Access to District Records)*

### Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board of Education and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

*(Education Code 35186; 5 CCR 4686)*

### Forms and Notices

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

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

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.

*(Education Code 35186)*

### Legal Reference:

#### EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5 Restrooms, maintenance and cleanliness

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

*CODE OF REGULATIONS, TITLE 5*

*4600-4687 Uniform complaint procedures, especially:*

*4680-4687 Williams complaints*

Management Resources:

*WEB SITES*

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

*California County Superintendents Educational Services Association: <http://www.ccesa.org>*

*California Department of Education, Williams case:*

*<http://www.cde.ca.gov/eo/ce/wc/index.asp>*

*State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>*

Regulation     MADERA UNIFIED SCHOOL DISTRICT

approved: December 13, 2011     Madera, California

## Student Wellness

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for District students. The Superintendent or designee ~~shall build a coordinated school health system that supports and reinforces health literacy~~ coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, ~~health promotion for staff~~, and a safe and healthy school environment. ~~and parent/guardian and community involvement.~~ In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

The Governing Board also acknowledges the importance of diversity in the school environment to enrich the educational experience, promote personal growth and strengthen the community and workplace by ~~preparing students to become good citizens by fostering mutual respect and teamwork.~~ The Board acknowledges the relationship between respect for culture and improving the level of student achievement. Flexibility should be evident in the inventiveness and creativity used to help address student needs.

The goal of the District Wellness Policy is to ~~create an environment conducive to good health and learning.~~

*(cf. 1020 – Youth Services)*

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 3514 - Environmental Safety)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.27 – Food Allergies/Special Dietary Needs)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

*(cf. 5141.6 - Student Health and Social Services) School Health Services*

*(cf. 5142 – Safety)*

*(cf. 5146 – Married/Pregnant/Parenting Students)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)*

*(cf. 6164.2 - Guidance/Counseling Services)*

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information to parents/guardians through District or school newsletters, handouts, parent/guardian meetings, the District or school web

~~site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.~~

~~(cf. 1113 – District and School Web Sites)  
(cf. 6020 – Parent Involvement)~~

### **School Wellness Health Council/Committee**

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update the district's student wellness policy (42 USC 1758b)

The school wellness committee meets as part of the "~~Safe and Drug Free Schools Committee~~ Nutrition Committee." The committee ~~consisting~~ consists of parents/guardians of students, school food professionals, school administrators, Board representatives, members of the public, elementary physical education department, school nurses, and community members.

~~(cf. 1220 - Citizen Advisory Committees)  
(cf. 9140 - Board Representatives)~~

The wellness committee shall advise the District on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the council's charge(s) may include the planning and implementation of activities to promote health within the school or community.

### ~~Nutrition Education and Physical Activity Goals~~

### **Goals for Nutrition, Physical Activity, and Other Wellness Activities**

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities ~~that are designed to~~ that promote student wellness ~~in a manner that the District determines appropriate.~~ (42 USC 1751)

In compliance with The Alliance for a Healthier Generation guidelines, the Board directs that The Alliance for a Healthier Generation guidelines shall model all District wellness activities and procedures. The guidelines are inclusive as Exhibit 5030.

~~(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)~~

The District's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and

content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

*(cf. 6011 - Academic Standards)*

*(cf. 6142.7 – Physical Education and Activity)*

*(cf. 6142.8 – Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

The nutrition education program include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. ~~–shall be provided as part of the health education program in grades K–12~~ Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program. ~~Nutrition education also may be offered through before- and after-school programs,~~ summer learning programs, and school garden programs.

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6142.8 - Comprehensive Health Education)*

All students in grades K-12 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs, before- and/or after-school programs, and other structured and unstructured activities.

*(cf. 6142.7 – Physical Education)*

*(cf. 5142.2 – Safe Routes to School Program)*

*(cf. 6145 - Extracurricular and Co-curricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students’ access to opportunity for physical activity.

*(cf. 1330.1 – Joint Use Agreements)*

The Superintendent or designee may disseminate health information and/or the district’s student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

*(cf. 1100 – Communication with the Public)*

*(cf. 1112 – Media Relations)*

*(cf. 1113 – District and School Web Sites)*



(cf. 1114 – District-Sponsored Social Media)

(cf. 6020 – Parent Involvement)

The Superintendent or designee shall encourage staff to serve as positive role models. He/she shall promote and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. 1325 - Advertising and Promotion)

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition

(cf. 5131.2 – Bullying)

(cf. 5145.3 – nondiscrimination/Harassment)

### **Nutritional Guidelines for Foods Available at School**

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b).

~~The Board shall adopt nutritional guidelines for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity. (42 USC 1751)~~

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast programs and after-school snack programs, to the extent



possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3550 – Food Service/Child Nutrition Program)

(cf. 3553 – Summer Meal Program)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 5141.27 – Food Allergies/Special Dietary Needs)

(cf. 5148 – Child Care and Development)

(cf. 5148.3 – Preschool/Early Childhood Education)

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that all foods and beverages sold available to students at District schools, including those available outside the districts food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for food and beverages provided through ~~should support the health curriculum and promote optimal health. Nutritional standards adopted by the District for all foods and beverages sold to students, including foods and beverages provided through the District's food service program,~~ student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)

(cf. 3550 – Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5148 – Child Care and Development)

(cf. 6300 – Preschool/Early Childhood Education)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one such food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

## Guidelines for Reimbursable Meals

Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools. (42 USC 1751 Note)

In order to maximize the District's ability to provide nutritious meals and snacks, all District schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

*(cf. 3553 - Free and Reduced Price Meals)*

## Program Implementation and Evaluation

The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy (42 USC 175b). The Board shall establish a plan for measuring implementation of this policy. The Superintendent shall designate at least one person within the District and at each school who is charged with operational responsibility for ensuring that each school site implements this policy. (42 USC 1751)

*(cf. 0500 - Accountability)*

*(cf. 3555 – Nutrition Program Compliance)*

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every two years.

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy (42 USC 1758b)

The Board and the Superintendent or designee shall establish indicators that will be used to measure implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to: To determine whether the policy is being effectively implemented District wide and at each District school, the following indicators shall be used:

1. Descriptions of the District's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements.
2. Number of minutes of physical education instruction offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity

- ~~3. Number and type of exemptions granted from physical education~~
4. Results of the state's physical fitness test at applicable grade levels
5. An analysis of the nutritional content of meals and snacks served in all district programs, based on a sample of menus and production records.
6. Student participation rates in school meal programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program.
- ~~7. Any sales of non-nutritious foods and beverages in fundraisers or other venues outside of the District's meal programs~~
- ~~8. Feedback from food service personnel, school administrators, the school health council, parents/guardians, students, and other appropriate persons~~
9. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards.
10. Any other indicators recommended by the Superintendent and approved by the Board

The Superintendent or designee shall invite feedback on district and school wellness report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity.

### **Posting Requirements**

Each school shall post the District's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

### *Legal References:*

#### *EDUCATION CODE*

33350-33354 CDE responsibilities re: physical education  
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001  
49490-49494 School breakfast and lunch programs  
49500-49505 School meals  
49510-49520 Nutrition  
49530-49536 Child Nutrition Act  
49540-49546 Child care food program  
49547-49548.3 Comprehensive nutrition services  
49550-49561 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51795-51796.5 School instructional gardens

51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1751 ~~Note Local wellness policy~~

1758b Local wellness policy

1771-1791 Child Nutrition Act, ~~including: especially:~~

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Increasing Access to Drinking Water in Schools, Policy Brief, March 2013

Monitoring for Success: A Guide for Assessing and Strengthening Wellness Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007-April 2012

~~Food Safety Requirements, Fact Sheet, October 2007~~

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

~~Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007~~

~~Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007~~

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide*, rev. ~~April 2006~~ 2012

*School-Based Marketing of Foods and Beverages: Policy Implications for School Boards*, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~*Healthy Children Ready to Learn*, January 2005~~

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

*Physical Education Framework for California Public Schools, Kindergarten Through Grade 12, 1994-Twelve*, 2009

CALIFORNIA PROJECT LEAN PUBLICATIONS

*Policy in Action: A Guide to Implementing Your Local School Wellness Policy*, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

*Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Health Eating, Physical Activity and Food Security in Afterschool Programs*, March 2010.

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

*School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools*, 2004-2005

~~*Making It Happen: School Nutrition Success Stories*, 2005~~

FEDERAL REGISTER

*Rules and Regulations*, January 26, 2012, Vol. 77, Number 17, pages 4088-4167

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

*Fit, Healthy and Ready to Learn*, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

*Dietary Guidelines for Americans*, 2005

*Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action*, 2000

~~*Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action*, 2000~~

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services

Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions <http://www.ccscenter.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and

Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

*National Association of State Boards of Education: <http://www.nasbe.org>*

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

*School Nutrition Association: <http://www.schoolnutrition.org>*

*Society for Nutrition Education: <http://www.sne.org>*

*U.S. Department of Agriculture, Food Nutrition Service, wellness  
policy: [http://www.fns.usda.gov/tn/Healthy/wellnesspolicy\\_steps.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy_steps.html)*

Policy: MADERA UNIFIED SCHOOL DISTRICT  
adopted: December 13, 2011 Madera, California

## **Bullying**

### **Students**

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

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

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

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

*(cf. 5145.2 - Freedom of Speech/Expression)*

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

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 6020 - Parent Involvement)*

### **Bullying Prevention**

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

*(cf. 5137 - Positive School Climate)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

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

*(cf. 6163.4 - Student Use of Technology)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6142.94 - History-Social Science Instruction)*

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

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

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

### **Intervention**

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

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

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

### **Complaints and Investigation**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with ~~site-level grievance~~ the district's uniform complaint procedures specified in AR 5145.7—Sexual Harassment. AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*



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

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

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

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

## **Discipline**

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

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

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

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

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

### *Legal Reference:*

#### *EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*32282 Comprehensive safety plan*

*35181 Governing board policy on responsibilities of students*

*35291-35291.5 Rules*

*48900-48925 Suspension or expulsion*

*48985 Translation of notices*

#### *PENAL CODE*

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

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

*653.2 Electronic communication devices, threats to safety*

#### *UNITED STATES CODE, TITLE 47*

*254 Universal service discounts (e-rate)*

COURT DECISIONS

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

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

Management Resources:

CSBA PUBLICATIONS

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

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

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

*Bullying at School*, 2003

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

*Dear Colleague Letter: Harassment and Bullying*, October 2010

WEB SITES

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

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

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

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

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

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

Policy MADERA UNIFIED SCHOOL DISTRICT

adopted: August 28, 2012 Madera, California

revised:

## Nondiscrimination/Harassment

### Students

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6164.2 - Guidance/Counseling Services)*

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

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

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

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

*(cf. 5131—Conduct)*

*(cf. 5144 - Discipline)*

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

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

*(cf. 5145.2 - Freedom of Speech/Expression)*

## **Grievance Procedures**

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Human Resources  
1902 Howard Road  
Madera, CA 93637  
(559) 675-4500

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the ~~site-level grievance~~ district's uniform complaint procedures specified in ~~AR 5145.7—Sexual Harassment.~~ AR 1312.3 - Uniform Complaint Procedures.

~~(cf. 5145.7—Sexual Harassment)~~

~~Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.~~

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6163.4 - Student Use of Technology)*

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

*Legal Reference:*

*EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*48900.3 Suspension or expulsion for act of hate violence*

*48900.4 Suspension or expulsion for threats or harassment*

*48904 Liability of parent/guardian for willful student misconduct*

*48907 Student exercise of free expression*

*48950 Freedom of speech*

*48985 Translation of notices*

*49020-49023 Athletic programs*

*51500 Prohibited instruction or activity*

*51501 Prohibited means of instruction*

*60044 Prohibited instructional materials*

*CIVIL CODE*

*1714.1 Liability of parents/guardians for willful misconduct of minor*

*PENAL CODE*

*422.55 Definition of hate crime*

*422.6 Crimes, harassment*

*CODE OF REGULATIONS, TITLE 5*

*4600-4687 Uniform Complaint Procedures*

*4900-4965 Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

*1681-1688 Title IX of the Education Amendments of 1972*

UNITED STATES CODE, TITLE 42

*2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended*

*2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964*

CODE OF FEDERAL REGULATIONS, TITLE 34

*100.3 Prohibition of discrimination on basis of race, color or national origin*

*104.7 Designation of responsible employee for Section 504*

*106.8 Designation of responsible employee for Title IX*

*106.9 Notification of nondiscrimination on basis of sex*

COURT DECISIONS

*Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567*

*Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130*

Management Resources:

CSBA PUBLICATIONS

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

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

~~CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES~~

~~*California Student Safety and Violence Prevention—Laws and Regulations, April 2004*~~

FIRST AMENDMENT CENTER PUBLICATIONS

*Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006*

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

*Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004*

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

*Dear Colleague Letter: Harassment and Bullying, October 2010*

*Notice of Non-Discrimination, January 1999*

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendment.org>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

Policy: MADERA UNIFIED SCHOOL DISTRICT

adopted: August 28, 2012 Madera, California

revised:

## Parental Notifications

### Students

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the The Madera Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect these those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy. For further information, please contact the Superintendent or designee.

**Cautionary Notice 2010-13:** AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Note: The following exhibit lists notices which the law requires be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. <u>Annually</u></b>			
Beginning of each school year	Education Code 17612, 48980.3	See AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
<del>Annually</del> By February 1	Education Code 35256	See BP 0510	School Accountability Report Card provided
Beginning of each school year	Education Code 35291, 48980	See BP AR 5144, See AR 5144.1	District and site discipline rules



<u>Beginning of each school year</u>	<u>46010.1</u>	<u>BP 5113</u>	<u>Absence for confidential medical services</u>
Beginning of each school year	<del>Education Code</del> 48980	See BP 6111	Schedule of minimum days
Beginning of each school year	<del>Education Code</del> 231.5, 48980; <u>5 CCR 4917</u>	See AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	<del>Education Code</del> 32255-32255.6, 48980	See AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	<del>Education Code</del> 35160.2, 35160.5, 48204, 46600-46611, 48980	See AR 5111.1, See AR 5116.1, See AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
Beginning of each school year, if Board <del>has adopted resolution allowing</del> <u>allows</u> such absence	<del>Education Code</del> 46014, 48980	See BP 5113, See AR 5113	Absence for religious <u>exercises or purposes</u>
Beginning of each school year	<del>Education Code</del> 48205, 48980	See AR 6154, <u>AR 5113, BP 5113</u>	<u>Excused absences</u> ; grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	<del>Education Code</del> 48206.3, 48207, 48208, 48980	See AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	<del>Education Code</del> 49403, 48980	See BP 5141.31	Consent to school immunization program
Beginning of each school year	<del>Education Code</del> 49423, 49480, 48980	See AR 5141.21	Administration of prescribed medication
Beginning of each school year	<del>Education Code</del> 49451, 48980; 20 USC 1232h	See AR 5141.3	Right to refuse consent to physical examination



Beginning of each school year	<del>Education Code</del> 49472, 48980	See BP 5143	Availability of insurance
<u>Annually Beginning of each school year</u>	49013; 5 CCR 4622	See AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies; <del>and identity of coordinator</del>
Beginning of each school year	<del>Education Code</del> 49063, 49070	See AR 5125, <del>See</del> AR 5125.3	Challenge, review and expunging of records
Beginning of each school year	<del>Education Code</del> 49063, 49068, 49069; 20 USC 1232g; 34 CFR 99.7	See AR 5125	Student records: Inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine <del>school official</del> legitimate educational interest, <u>course prospectus availability</u>
Beginning of each school year	<del>Education Code</del> 49063, 49073; <u>20 USC 1232g; 34 CFR 99.37</u>	See AR 5125.1	Release of directory information
Beginning of each school year	<del>Education Code</del> 49510-49520, 48980; 42 USC 1758; 7 CFR 245.5	See AR 3553	Free and reduced price meals
<u>Annually</u> Beginning of each school year	<del>Education Code</del> 56301	See BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	<del>Education Code</del> 58501, 48980	See AR 6181	Alternative schools
<u>Beginning of each school year</u>	<u>Health and Safety Code 104855</u>	<u>AR 5141.6</u>	<u>Availability of dental fluoride treatment; opportunity to accept or deny treatment</u>

Beginning of each school year	20 USC 1232h	See AR 5022, See BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities
<del>Beginning of each school year, For if districts receiving receives Title I funds, beginning of each school year</del>	20 USC 6311; 34 <u>CFR 200.61</u>	<del>See AR 4112.24, See AR 4222</del>	Right to request information re: professional qualifications of <del>their</del> child's teacher and paraprofessional
<u>Beginning of each school year, if any district school has been identified for program improvement or corrective action</u>	<u>20 USC 6316</u>	<u>AR 0520.2</u>	<u>Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers</u>
Beginning of each school year	20 USC 1681-1688, 42 USC 2000d-2000d-7, 34 CFR 106.9 104.8, 106.9	See BP 0410 See BP 6178	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Beginning of each school year <del>Annually</del> to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 40 <del>CFR</del> 763.93	<del>See AR 3514</del>	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
<del>Beginning of each school year if high school open campus</del>	Education Code 44808.5, 48980	<del>See AR 5112.5</del>	Open campus
Beginning of each school year	Education Code 48205, 48980	See BP 5113, See AR 5113	Absence for justifiable personal reasons
Beginning of each school year	Education Code 48980, 52244	See AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school year	Education Code 49063, 49091.14	See AR 5020, See AR 5125	Availability of course prospectus

## II. At Specific Times During the Student's Academic Career

<u>Beginning in grade 7, at least once prior to course selection and career counseling before counseling in grades 7 through 12</u>	<del>Education Code</del> 221.5, 48980	<del>See BP</del> <u>AR 6164.2</u>	Course selection and career counseling
When child first enrolls in a public school, if the school offers a fingerprinting program	<del>Education Code</del> 32390, 48980	<del>See</del> AR 5142.1	Fingerprinting program
Upon registration, <del>if in K-6, if</del> students have not previously been transported	<del>Education Code</del> 39831.5	<del>See</del> AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
<u>Beginning of each school year for high school students, if high school is open campus</u>	44808.5, 48980	<u>AR 5112.5</u>	<u>Open campus</u>
<u>Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement</u>	48980, 51225.3	<u>AR 6146.1</u>	<u>How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of district CTE courses that satisfy a-g course criteria</u>
<u>Beginning of each school year, for high school students</u>	48980, 52244	<u>AR 6141.5</u>	<u>Availability of state funds to cover costs of advanced placement exam fees</u>
Beginning of each school year in grades 9-12 and when high school student transfers into the district	<del>Education Code</del> 48980, 60850	<del>See</del> AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When students entering grade 7	<del>Education Code</del> 49452.7	<del>See</del> AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or <u>1st first</u> grade if not previously enrolled in public school	<del>Education Code</del> 49452.8	<del>See</del> AR 5141.32	Requirement for oral health assessment, explanation of law, importance of <del>teeth</del> <u>oral</u> health, agency contact, privacy rights

Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	See BP AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of <del>career technical education</del> CTE, and CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	Education Code 51938, 48980	See AR 6142.1	Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests	Education Code 60641, 5 CCR 863	See AR 6162.51	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health and Safety Code 124100	See BP AR 5141.32	Health screening examination
To students in grades 11- and 12, early enough to enable registration for <del>current</del> fall test	5 CCR 11523	See AR 6146.2	Notice of proficiency examination provided under Education Code 48412
<u>To secondary students, if district receives Title I funds</u>	<u>20 USC 7908</u>	<u>AR 5125.1</u>	<u>Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent</u>
Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners	Education Code 52164.1, 52164.3, 52173, 5 CCR 11303	See AR 6174	Program of education for English language learners
At beginning of each school year if student has been placed in structured English immersion program	Education Code 310, 5 CCR 11309	See AR 6174	Placement of child in program and opportunity to apply for parental exception waiver
Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety

To members of athletic teams	Education Code 32221.5	See AR 5143	Offer of insurance, no-cost and low-cost program options
Before presenting a course using live or dead animals or animal parts	Education Code 32255-32255.6	See AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each term for students who have not passed the exit exam by the end of grade 12	Education Code 37254	See AR 6179	Availability of intensive instruction and services for two consecutive academic years and right to file complaint
Beginning of each school year in grades 7-12	Education Code 46010.1	See BP 5113	Absence for confidential medical services
Before early entry to kindergarten, if offered	Education Code 48000	See AR 5111	Effects, advantages and disadvantages of early entry
Annually to each high school student	Education Code 66204	See BP 6143	Copy of list of courses offered Student that are certified by UC as meeting admission criteria
Prior student participation in gifted and talented program	5 CCR 3831	See AR 6172	Gifted and talented student program
Within 30 calendar days of receipt of CELDT results	5 CCR 11511.5	See AR 6174	CELDT test results
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	See AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

### III. When Special Circumstances Occur

Upon receipt of a complaint alleging discrimination	Education Code 262.3	See AR 1312.3	Civil law remedies available to <u>complaints complainants</u>
<u>When student has been placed in structured English immersion program</u>	<u>310-311; 5 CCR 11309</u>	<u>AR 6174</u>	<u>Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements</u>

<u>When determining whether an English learner should be reclassified as fluent English proficient</u>	<u>313; 5 CCR 11303</u>	<u>AR 6174</u>	<u>Description of reclassification process, opportunity for parent/guardian to participate</u>
<u>When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year</u>	<u>440; 20 USC 7012</u>	<u>AR 6174</u>	<u>Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program</u>
<u>Before high school student attends specialized secondary program on a university campus</u>	<u>17288</u>	<u>None</u>	<u>University campus buildings may not meet Educational Code requirements for structural safety</u>
At least 72 hours before use of pesticide product not included in annual list	<u>Education Code 17612</u>	<u>See AR 3514.2</u>	Intended use of pesticide product
<u>To members of athletic teams</u>	<u>32221.5</u>	<u>AR 5143</u>	<u>Offer of insurance; no-cost and low-cost program options</u>
If school has lost its WASC accreditation status	<u>Education Code 35178.4</u>	<u>See-BP 6190</u>	Loss of status, potential consequences
At least six months before implementing a schoolwide uniform policy	<u>Education Code 35183</u>	<u>See AR 5132</u>	Dress code policy requiring schoolwide uniform
<u>Beginning of each term, when student has not passed the exit exam by the end of grade 12</u>	<u>37254</u>	<u>AR 6179</u>	<u>Availability of intensive instruction and services for two consecutive academic years and right to file complaint</u>
Before implementing a year-round schedule	<u>Education Code 37616</u>	<u>See BP 6117</u>	Year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	<u>Education Code 46601</u>	<u>See AR 5117</u>	Appeal process
<u>Before early entry to kindergarten, if offered</u>	<u>48000</u>	<u>AR 5111</u>	<u>Effects, advantages and disadvantages of early entry</u>
When student identified as being at risk of retention	<u>Education Code 48070.5</u>	<u>See AR 5123</u>	Student at risk of retention

When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	<del>Education Code</del> 48213	<del>See</del> AR 5112.2, <del>See</del> BP 5141.33	Student has been excluded from school
Before <u>already admitted</u> student is excluded for lack of immunization	<del>Education Code</del> 48216; <u>17 CCR 6040</u>	<del>See</del> AR 5141.31	<del>Two weeks</del> <u>Need</u> to submit evidence of immunization or exemption <u>within 10 school days</u> ; referral to medical care
When a student is classified a truant	<del>Education Code</del> 48260.5, 48262	<del>See</del> AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	<del>Education Code</del> 48263	<del>See</del> AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment <del>Lost List</del>	<del>Education Code</del> 48354; 5 CCR 4702	<del>See</del> AR 5118	Student's opinion to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	<del>Education Code</del> 48357; 5 CCR 4702	<del>See</del> AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
Prior to involuntary transfer to continuation school	<del>Education Code</del> 48432.5	<del>See</del> AR 6184	Right to require meeting prior to involuntary transfer to continuation school
<u>When student is removed from class and teacher requires parental attendance at school</u>	<u>48900.1</u>	<u>BP 5144.1</u> <u>AR 5144.1</u>	<u>Parental attendance required; timeline for attendance</u>
Prior to withholding grades, diplomas, or transcripts	<del>Education Code</del> 48904	<del>See</del> AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	<del>Education Code</del> 48904.3	<del>See</del> AR 5125.2	Next school will continue withholding grades, diplomas or transcripts
When student is released to peace officer	<del>Education Code</del> 48906	<del>See</del> BP 5145.11	Release of student to peace officer
At time of suspension	<del>Education Code</del> 48911	<del>See</del> BP 5144.1, <del>See</del> AR 5144.1	Notice of suspension



When original period of suspension is extended	<del>Education Code 48911</del>	<del>See-AR 5144.1</del>	Extension of suspension
<u>At the time a student is assigned to a supervised suspension classroom</u>	<u>48911.1</u>	<u>AR 5144.1</u>	<u>The student's assignment to a supervised suspension classroom</u>
Before holding a <del>closes</del> <u>closed</u> session re: suspension	<del>Education Code 48912</del>	<del>See-AR 5144.1</del>	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	<del>Education Code 48915.1, 48918</del>	<del>See-AR BP 5119</del>	Hearing re: possible danger presented by expelled student
When readmission is denied	<del>Education Code 48916</del>	<del>See AR 5144.1</del>	Reasons for denial; determination of assigned program
When expulsion occurs	<del>Education Code 48916</del>	<del>See AR 5144.1</del>	Description of readmission procedures
10 calendar days before expulsion hearing	<del>Education Code 48918</del>	<del>See AR 5144.1</del>	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	<del>Education Code 48918</del>	<del>See AR 5144.1</del>	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	<del>Education Code 48980</del>	<del>See-BP 6111</del>	When minimum days are scheduled after <del>the</del> beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	<del>Education Code 48987</del>	<del>See-AR 5141.4</del>	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	<del>Education Code 49067</del>	<del>See-AR 5121</del>	Student in danger of failing a course
When student transfers from another district or private school	<del>Education Code 49068</del>	<del>See AR 5125</del>	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	<del>Education Code 49076</del>	<del>See-AR 5125</del>	Release of student record <del>information</del> to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition



Before release of information pursuant to court order or subpoena	<del>Education Code</del> 49077	<del>See</del> AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	<del>Education Code</del> 49452.5	<del>See</del> AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	<del>Education Code</del> 49456	<del>See</del> AR 5141.3	Vision or hearing test
<u>Annually to parents/guardians of student athletes before their first practice or competition</u>	<u>49475</u>	<u>AR 6145.2</u>	<u>Information on concussions and head injuries</u>
Before any test questioning personal beliefs	<del>Education Code</del> 51513	<del>See</del> AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	<del>Education Code</del> 51938	<del>See</del> AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	<del>Education Code</del> 51938	<del>See</del> AR 5022	Notice that the survey will be administered
<u>Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency</u>	<u>52164.1, 52164.3; 5 CCR 11511.5</u>	<u>AR 6174</u>	<u>Results of state test of English proficiency</u>
When migrant education program is established	<del>Education Code</del> 54444.2	<del>See</del> BP 6175, <del>See</del> AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857	<del>See</del> AR 5148	Parent right to enter facility
When sharing student immunization information with an immunization system	Health and Safety Code 120440	<del>See</del> AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	<del>See</del> AR 3515.2	Notice of hearing

<u>Prior to student participation in gifted and talented program</u>	<u>5 CCR 3831</u>	<u>AR 6172</u>	<u>Gifted and talented student program</u>
When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational programs	5 CCR 4631	See AR 1312.3	Appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	See AR 5148	Policies re: unexcused absences
When district substantively changes policy on student privacy rights	20 USC 1232h	See AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	See AR 4112.24	Timely notice to parent of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	See AR 0520.2	Notice of failure to parents of English language learners
<u>For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners</u>	<u>20 USC 6312</u>	<u>AR 6174</u>	<u>Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program</u>
When school identified for program improvement or corrective action	20 USC 6316	See AR 0520.2, See AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services
When district identified for program improvement	20 USC 6316	See AR 0520.3	Explanation of status, reasons for identification, how parents can participate in upgrading district

For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	See AR 6020	Notice of policy
<u>For districts receiving Title III funds, within 30 days of the release of state Title III accountability report</u>	<u>20 USC 7012</u>	<u>AR 6174</u>	<u>Notification of any failure to make progress on state's annual measurable achievement objectives for English learners</u>
When household is selected for verification of eligibility for free or reduced price meals	42 USC 1758; 7 CFR 246.6a <u>245.6a</u>	See AR 3553	Notice of need to submit verification information; any subsequent change in benefits; right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	See AR 5125	Right to review records
<del>At least 72 hours before use of pesticide product not included in annual list</del>	<del>Education Code 262.3</del>	<del>See AR 1312.3</del>	<del>Civil law remedies available to complaints</del>
<del>For districts with secondary students receiving Title I funds</del>	<del>20 USC 7908</del>	<del>See AR 5125.1</del>	<del>Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent</del>

#### IV. Special Education Notices

Prior to conducting initial evaluation	<del>Education Code</del> 56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502	See AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice
24 hours before IEP when district intending to record	<del>Education Code</del> 56341.1	See AR 6159	Intention to audio-record IEP meeting
<u>Early enough to ensure opportunity for parent to attend IEP meeting</u>	<u>56341.5; 34 CFR 300.322</u>	<u>AR 6159</u>	<u>Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate</u>

<u>When parent orally requests review of IEP</u>	<u>56343.5</u>	<u>AR 6159</u>	<u>Need for written request</u>
<u>When student is selected to be assessed with the California Modified Assessment</u>	<u>5 CCR 850</u>	<u>AR 6162.51</u>	<u>Notice that the student's achievement will be measured based on modified achievement standard</u>
<u>Before functional behavioral assessment begins</u>	<u>5 CCR 3052</u>	<u>AR 6159.4</u>	<u>Notification and consent</u>
<u>Before modification of behavioral intervention plan</u>	<u>5 CCR 3052</u>	<u>AR 6159.4</u>	<u>Notification and consent</u>
<del>Early enough to ensure opportunity for parent to atte</del> <u>Within one school day of emergency intervention or serious property damage</u>	5 CCR 3052	<del>See</del> AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, or placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	<del>See</del> AR 6159, <del>See</del> AR 6159.1	Prior written notice
Initial referral for evaluation	20 USC 1415(d); 34 CFR 300.503	<del>See</del> AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d); 34 CFR 300.504	<del>See</del> AR 615901 <u>6159.1</u>	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.530	<del>See</del> AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530	<del>See</del> AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	<del>See</del> AR 6159.1	Child's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	<del>See</del> AR 6164.6	<del>Procedural safeguards,</del> <u>District responsibilities, district actions, procedural safeguards</u>

For districts with schools that have been identified for program improvement or corrective action, annually	20 USC 6316	See AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
---	-------------	---------------	---

## V. Classroom Notices

In each classroom in each school	Education Code 35186	See AR/E 1312.4, See E 1312.4	Complaints rights re: sufficiency of instructional materials, teacher vacancy and or misassignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass the exit exam to receive intensive instruction after completion of grade 12
----------------------------------	----------------------	-------------------------------	--

Exhibit: MADERA UNIFIED SCHOOL DISTRICT  
version adopted: December 13, 2011 Madera, California  
revised: August 28, 2012  
revised:

## **Students**

### **Child Care And Development**

#### **Licensing**

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

#### **Program Components**

The district's child care and development program shall include the following components:

1. A developmental profile recording each child's physical, cognitive, social, and emotional development which shall be used to plan and conduct developmentally and age-appropriate activities (Education Code 8203.5; 5 CCR 18272)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program which complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.4 - Identification of Individuals for Special Education)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

*(cf. 6174 - Education for English Language Learners)*

3. A staff development program which complies with 5 CCR 18274

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

4. Parent/guardian involvement and education which comply with 5 CCR 18275 and involve parents/guardians through an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

*(cf. 6020 - Parent Involvement)*

5. A health and social services component which complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

*(cf. 1020 - Youth Services)*

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

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.6 - School Health Services)*

6. A community involvement component which complies with 5 CCR 18277

7. A nutrition component which ensures that children in the program have nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including at meal times (Health and Safety Code 1596.808; 42 USC 1766; 5 CCR 18278)

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 5030 - Student Wellness)*

*(cf. [5141.27](#) - Food Allergies/Special Dietary Needs)*

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

*(cf. 0500 - Accountability)*

9. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level

## **Staffing Ratios**

The district's child care and development program shall maintain at least the minimum adult-



child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

### **Enrollment**

The district's child care and development services shall be available to Preschool age children. Individuals with disabilities may be served through age 21 years in accordance with their individualized education program and Education Code 8208. (Education Code 8208, 8263.4)

Children who meet the criteria specified in Education Code 8250 and 8263 shall be eligible for subsidized child care and development services.

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

Second priority for enrollment shall be given equally to families who are income eligible, as defined in Education Code 8263.1. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

The district's decision to approve or deny services shall be communicated to the family through a written notice mailed or delivered within 30 days from the date the application is signed by the parent/guardian. If services are approved, the notice shall contain the basis of eligibility, daily/hourly fee, if applicable, duration of the eligibility, names of children approved to receive services, and the hours of service approved for each day. If services are denied, the notice shall contain the basis of denial and instructions on how the parents/guardians may request a hearing in accordance with the procedures specified in 5 CCR 18120 and 18121 if they do not agree with the district's decision. (5 CCR 18094, 18118)

After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with any other priorities established by the Governing Board.

The Superintendent or designee shall maintain a waiting list in accordance with admission priorities and shall contact applicants in order of priority from the waiting list as vacancies occur. (5 CCR 18106)

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services and records used to determine the child's eligibility and need. (5 CCR 18081)



## Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Education Code 8263.3)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

## Fees

Except when prohibited by law, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8250, 8263, 8447; 5 CCR 18108, 18109, 18110)

Families receiving services on the basis of having a child at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months. Families receiving services on the basis of having a child receiving child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. The cumulative period of exemption from these fees for these families shall not exceed 12 months. (Education Code 8263)

Fees shall be collected prior to providing services and shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (5 CCR 18114, 18115)

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for field trip expenses. This process also shall be used to determine whether to require parents/guardians to provide diapers. (Education Code 8263)

## Health Examination

A physical examination and evaluation, including age-appropriate immunization, shall be

required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

## **Attendance**

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

*(cf. 5145.6 - Parent Notifications)*

### **Rights of Parents/Guardians**

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

### **Records**

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by the CDE.

Regulation: MADERA UNIFIED SCHOOL DISTRICT  
approved: December 13, 2011 Madera, California  
revised: May 22, 2012  
revised:

## Instruction

### School Day

The Governing Board shall fix the length of the school day subject to the provisions of law.  
(Education Code 46100)

*(cf. 6111 - School Calendar)*

The length of the school day shall apply equally to students with disabilities unless otherwise specified in the student's individualized education program or Section 504 plan.

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall ~~schedule class periods giving~~ give consideration to course requirements and curricular demands, availability of school facilities, ~~the age and attention span of students,~~ and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

*(cf. ~~4131~~ - Staff Development)*

Prior to implementing a block schedule program in which secondary students attend class for fewer school days, the Board shall consult with the certificated and classified employees of the school in a good faith effort to reach agreement and shall also consult with parents/guardians of the students who would be affected by the change and the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

*(cf. 9320 - Meetings and Notices)*

### Legal Reference:

#### EDUCATION CODE

8970-8974 *Early primary program, including extended-day kindergarten*

37202 *Equal time in all schools*

37670 *Year-round schools*

46010 *Total days of attendance*

46100 *Length of school day*

46110-46119 Kindergarten and elementary schools, day of attendance  
46140-46147 Junior high school and high school, day of attendance  
46160-46162 Alternative schedule - junior high and high school  
46170 Minimum day - continuation schools  
46180 Opportunity schools, minimum day  
46190-46192 Adult school, day of attendance  
46200-46206 Incentives for longer instructional day and year  
48200 Compulsory attendance for minimum school day  
48663 Community day school, minimum school day  
48800-48802 Concurrent enrollment in community college  
51222 Physical education, instructional minutes  
51760-51769.5 Work experience education  
52325 Regional occupational center, minimum day

*Management Resources:*

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Kindergarten Information, June 7, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

The Uses of Time for Teaching and Learning, October 1996

Extending Learning Time for Disadvantaged Students, August 1995

WEST ED PUBLICATIONS

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

WEB SITES

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

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

State Board of Education:

<http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>"><http://www.cde.ca.gov>"><http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>

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

WestEd: <http://www.wested.org>

NATIONAL EDUCATION COMMISSION ON TIME AND LEARNING PUBLICATIONS

Prisoners of Time, April 1994

Policy: MADERA UNIFIED SCHOOL DISTRICT  
adopted: December 13, 2011 Madera, California  
revised:

## Instruction

### SCHOOL DAY

#### Kindergarten

Except as otherwise provided by law, the average school day established for kindergarten students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

~~The minimum school day for kindergarten students shall be 180 minutes, including recesses but excluding noon intermissions. (Education Code 46115, 46117)~~

~~The maximum school day for kindergarten students shall be four hours (240 minutes), excluding recesses. (Education Code 46111)~~

~~The maximum school day for kindergarten students may be longer than four hours under the following circumstances:~~

~~1. The maximum school day for multitrack year-round schools operating pursuant to Education Code 37670(a) shall be 265 minutes excluding recesses. (Education Code 46111)~~

~~2. The kindergarten school day may exceed four hours, excluding recess, if the district has established an early primary program pursuant to Education Code 8970-8974 and meets both of the following conditions: (Education Code 8973)~~

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board declares that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

#### **Elementary Schools-Grades 1-8**

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

~~The minimum school day for students in elementary schools shall be:~~



**AR 6112(b)**

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes. (Education Code 46112, 46142)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

~~For students in grades 1-8, the minimum school day excludes both noon intermissions and recesses. (Education Code 46115)~~

~~The above minimum days do not apply to situations in grades 1-3 in which the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions. (Education Code 46112, 46113)~~

**Secondary Schools Grades 9-12**

The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141, 46142)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

*(cf. 6184 - Continuation Education)*

2. Opportunity school or classes (Education Code 46141, 46180)

3. Regional occupational center (Education Code 46141, 52325)

*(cf. 6178.2 - Regional Occupational Center/Program)*

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

*(cf. 6178.1 - Work-Based Learning)*

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)

7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

*(cf. 6178 - Career Technical Education)*

8. Adult education classes (Education Code 46190)

*(cf. 6200 - Adult Education)*

~~The minimum school day for junior high and high school students shall be 240 minutes unless otherwise provided by law. (Education Code 46141, 46147)~~

~~The minimum school day shall be 180 minutes for students enrolled in a continuation high school, continuation education classes, opportunity school or classes, adult education classes, special day or Saturday vocational training program, or specified work experience program. (Education Code 46144, 46170, 46180, 46190)~~

~~*(cf. 6178.1 - Work Experience Education)*~~

~~*(cf. 6184 - Continuation Education)*~~

~~*(cf. 6200 - Adult Education)*~~

### **Alternative Block Schedule for Junior High and High Schools**

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

~~The Board may authorize any student to attend fewer school days in any district junior high or high school as long as the student attends classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period to accommodate career technical education, regional occupational center and program courses, or block or other alternative school class schedules. (Education Code 46160)~~



~~(cf. 6178—Vocational Education)~~

~~(cf. 6181—Alternative Schools)~~

~~Prior to implementing the block schedule program in which students attend class for fewer school days, the Board shall consult in good faith in an effort to reach agreement with the certificated and classified employees of the school, with the parents/guardians of the students who would be affected by the change, and with the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)~~

~~(cf. 9320—Meetings and Notices)~~

Regulation: MADERA UNIFIED SCHOOL DISTRICT

approved: December 13, 2011 Madera, California

revised:

## Instruction

### Nonpublic, Nonsectarian School And Agency Services for Special Education

~~The Governing Board may contract with state-certified nonpublic, nonsectarian schools or agencies to provide special education services or facilities when an appropriate public education program is not available.~~

The Governing Board recognizes its responsibility to provide all district students, including students with disabilities, a free appropriate public education in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency to meet the students' needs.

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)*

~~When entering into agreements with nonpublic, nonsectarian schools or agencies, the Board shall consider the needs of the individual student and the recommendations of the individualized education program (IEP) team. The IEP team shall remain accountable for monitoring the progress of students placed in nonpublic, nonsectarian programs towards the goals identified in each student's IEP.~~

In selecting nonpublic, nonsectarian schools or agencies with which the district may contract for the placement of any district student with disabilities, the Superintendent or designee shall follow the procedures specified in law and accompanying administrative regulation.

Prior to entering into a contract to place any student in a nonpublic, nonsectarian school or agency, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities in accordance with Education Code 56366. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any nonpublic, nonsectarian school with which the district has a contract to ensure that the school or agency's certification has not expired.

No district student shall be placed in a nonpublic, nonsectarian school or agency unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the nonpublic, nonsectarian school or agency placement is appropriate for the student. In accordance with law, any student with disabilities placed in a nonpublic, nonsectarian school or agency shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, the procedural safeguards, due process rights, and periodic review of his/her IEP. (Education Code 56195.8, 56342.1)

(cf. 6159 - Individualized Education Program)  
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)  
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

During the period when any student with disabilities is placed in a nonpublic, nonsectarian school or agency, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in his/her IEP.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

In accordance with Education Code 56366.2, the Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, 56366.3, and 56366.6.

(cf. 1431 - Waivers)

*Legal References:*

EDUCATION CODE

56034-56035 Definitions of nonpublic, nonsectarian school and agency  
56042 Placement not to be recommended by attorney with conflict of interest  
56101 Waivers  
56163 Certification  
56168 Responsibility for education of student in hospital or health facility school  
56195.8 Adoption of policies  
56342.1 Individualized education program; placement  
56360-56369 Implementation of special education  
56711 Computation of state aid  
56740-56743 Apportionments and reports  
56760 Annual budget plan; service proportions  
56775.5 Reimbursement of assessment and identification costs

FAMILY CODE

7911-7912 Interstate compact on placement of children

GOVERNMENT CODE

7570-7588 Interagency responsibilities for providing services to children with disabilities, especially:  
7572.55 Seriously emotionally disturbed child; out-of-state placement

WELFARE AND INSTITUTIONS CODE

362.2 Out-of-home placement for IEP  
727.1 Out-of-state placement of wards of court

CODE OF REGULATIONS, TITLE 5

3001 Definitions  
3061-3069 Nonpublic, nonsectarian school and agency services

UNITED STATES CODE, TITLE 20

1400-1487 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.129-300.148 Children with disabilities in private schools

COURT DECISIONS

*Agostini v. Felton*, (1997) 521 U.S. 203, 117 S.Ct. 1997

Management Resources:

CDE LEGAL ADVISORIES

~~0317.99 Nonpublic School/Agency Waivers and Reimbursement to Parents~~

FEDERAL REGISTER

*Rules and Regulations*, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

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

US Department of Education, Office of Special Education and Rehabilitative Services:

<http://www.ed.gov/offices/OSERS>

<http://www.ed.gov/about/offices/list/osers>

Policy: MADERA UNIFIED SCHOOL DISTRICT

adopted: December 13, 2011 Madera, California

revised:

## Instruction

### Nonpublic, Nonsectarian School And Agency Services For Special Education

#### Placement and Services

~~Procedures specified in law shall govern the selection of appropriate nonpublic school or agency services.~~

~~Contracts with a nonpublic school or agency shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student. Individual services agreements shall be for the length of time for which nonpublic, nonsectarian school services are specified in the student's individualized education program (IEP), not to exceed one year. Changes in educational instruction, services or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)~~

#### **Master Contract**

Every master contract with a nonpublic, nonsectarian school or agency shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student

~~The Each master contract shall specify the general administrative and financial agreements between the nonpublic, nonsectarian school or agency and the district to provide for the special education and designated instruction and services, including student-teacher ratios as well as transportation if specified in the student's Individualized Education Program (IEP). The administrative provisions of the contract shall ~~also~~ include procedures for recordkeeping and documentation, and the maintenance of school records by the ~~contracting~~ district to ensure that appropriate high school graduation credit is received by the student. The contract may allow for partial or full-time attendance at the nonpublic, nonsectarian school. (Education Code 56366)~~

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 3580 - District Records)*

*(cf. 5125 - Student Records)*

*(cf. 6146.1 - High School Graduation Requirements)*

The master contract shall include a description of the process being utilized by the district to oversee and evaluate placements in nonpublic, nonsectarian schools. This description shall include a method for evaluating whether each student is making appropriate educational progress. (Education Code 56366)

~~The district IEP team shall annually review the IEP of a student placed in a nonpublic, nonsectarian school or agency. The student's IEP and contract shall specify the review schedules. (5 CCR 3068)~~



With mutual agreement of the district and a nonpublic, nonsectarian school or agency, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in his/her individual services agreement. (Education Code 56366)

### **Placement and Services**

The Superintendent or designee of an elementary school district shall notify a high school district of all students placed in nonpublic school or agency programs prior to the annual review of the IEP for each student who may transfer to the high school district. (5 CCR 3068) shall develop an individual services agreement for each student to be placed in a nonpublic, nonsectarian school or agency based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the nonpublic, nonsectarian school services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

*(cf. 6159 - Individualized Education Program)*

The IEP team of a student placed in a nonpublic, nonsectarian school or agency shall annually review the student's IEP. The student's IEP and individual services agreement shall specify the review schedules. (5 CCR 3069)

Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in a nonpublic, nonsectarian school or agency. (5 CCR 3069)

When a special education student meets the district requirements for completion of prescribed course of study and adopted differential proficiency standards as designated in the student's IEP, the district which developed the IEP shall award the student a diploma of graduation. (5 CCR 3069 3070)

*(cf. 6146.4 - Differential Graduation and Competency Standards for Individuals with Exceptional Needs)*

### **Out-of-State Placements**

Before contracting with a nonpublic, nonsectarian school or agency outside California, the Superintendent or designee shall document the district's efforts to find an appropriate program offered by a nonpublic, nonsectarian school or agency within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the related costs, and the district's efforts to

**AR 6159.2(c)**

locate an appropriate public school or nonpublic, nonsectarian school or agency within California. (Education Code [56365](#))

If the district decides to place a student with a nonpublic, nonsectarian school or agency outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code [56365](#))

Regulation: MADERA UNIFIED SCHOOL DISTRICT  
approved: December 13, 2011 Madera, California  
revised:

## Library Media Centers

### Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Madera Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that school ~~libraries~~ library-media centers support the educational program by providing access to a variety of informational resources that can help raise the academic achievement of all students. To the extent funding is available, school libraries shall be stocked. ~~The Board desires to provide school libraries~~ with up-to-date books, reference materials, and electronic ~~information~~ resources ~~necessary to that~~ promote literacy, support ~~students in achieving~~ academic standards, and prepare students to become lifelong learners.

*(cf. 0440 - District Technology Plan)*

*(cf. 6011 - Academic Standards)*

*(cf. 6161 - Equipment, Books and Materials)*

*(cf. 6163.4 - Student Use of Technology)*

*(cf. 7110 - Facilities Master Plan)*

School libraries shall be open for use by students and teachers during the school day.  
*(Education Code 18103)*

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays ~~weekends~~. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. *(Education Code 18103)*

### District Plan

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries.  
*(Education Code 41572)*

*(cf. 0420 - School Plans/Site Councils)*



In developing the districtwide plan, the Superintendent or designee is encouraged to consult with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate.

The districtwide library plan shall describe the district's vision and goals for district libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

The districtwide library plan shall be regularly reviewed and updated.

### **Classroom Libraries for Grades K-4**

When state funding is available for classroom library materials in grades K-4, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (*Education Code 60242, ~~60422~~*)

*(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)*

*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

The districtwide library plan developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.

The Superintendent or designee is encouraged to consult with primary grade teachers and teacher librarians employed by the district and/or county office of education in the development of the K-4 classroom library plan and to consider selections from the list of books recommended by the California Department of Education (CDE). ~~State Librarian pursuant to Education Code 19336.~~

### **Selection and Evaluation of School Library Materials**

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Teacher librarians shall evaluate and select materials in accordance with law, Board policy, and administrative regulation and shall use professional selection aids and standards. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

*(cf. 6144 - Controversial Issues)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced.

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

*(cf. 1260 – Educational Foundation)*

*(cf. 3290 - Gifts, Grants and Bequests)*

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

### **Fees**

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. *(5 CCR 16042)*

*(cf. 3260 - Fees and Charges)*

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials. *(5 CCR 16042)*

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

### **Library Instruction**

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information

4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners.

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6141 - Curriculum Development and Evaluation)*

**Report- Program Evaluation**

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of its school libraries for the preceding year ending June 30.  
*(Education Code 18122)*

**Legal Reference:**

**EDUCATION CODE**

*1703 Coordination of district library services by county superintendent*  
*1770-1775 Provision of library services by county superintendent*  
*18100-18203 School libraries*  
*18300-18571 Union high school district/unified school district library district*  
*19335-19336 Reading Initiative Program; recommended books*  
*41570-41573 School and Library Improvement Block Grant*  
*42605 Tier 3 categorical flexibility*  
*44868-44869 Qualifications and employment of library media teachers*  
*45340-45349 Instructional aides*  
*60119 Sufficiency of textbooks and instructional materials; public hearing*  
*60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials*  
*60420-60424 Instructional Materials Funding Realignment Program*  
**REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS**  
*18181 Districtwide library plan*  
*52012 Establishment of school site council*  
*52014-52015 School plans*  
**CODE OF REGULATIONS, TITLE 5**  
*16040-16043 School libraries*  
*80053 Library media service teaching credential*  
**UNITED STATES CODE, TITLE 20**  
*6383 Improving Literacy Through School Libraries grant program*

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**  
*School Library Program Standards, September 2010*

*School Library Standards for Students, September 2010*  
*Check It Out! Assessing School Library Media Programs, 1998*  
*Recommended Literature: Kindergarten Through Grade Twelve*  
CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS  
*Standards and Guidelines for Strong School Libraries, 2004*  
WEB SITES

*American Library Association: <http://www.ala.org>*  
*California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>*  
*California Library Association: <http://www.cla-net.org>*  
*California School Library Association: <http://www.csla.net>*

Policy MADERA UNIFIED SCHOOL DISTRICT  
adopted: December 13, 2011 Madera, California

**Instruction****Identification And Education Under Section 504**

The Governing Board ~~recognizes the need to identify and evaluate children with disabilities in order to provide them with the~~ believes that all children, including children with disabilities, should have an opportunity to learn in a safe and nurturing environment. The district shall work to identify children with disabilities who reside within its jurisdiction in order to ensure that they receive educational and related services required by law.

The Superintendent or designee ~~The district shall provide identified students with disabilities with a free appropriate public education, to students who reside within the district and who are classified as disabled as defined~~ under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.24 - Specialized Health Care Services)*

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

*(cf. 5141.24 - Administering Medication and Monitoring Health Conditions)*

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

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as



hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

*Legal Reference:*

EDUCATION CODE

49423.5 Specialized physical health care services

CODE OF REGULATIONS, TITLE 5

3051.12 Health and Nursing Services

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 Nondiscrimination on the basis of handicap, especially:

104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973

104.3 Definitions

104.33 Free appropriate public education

104.34 Educational setting

104.35 Evaluation and placement

104.36 Procedural safeguards

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

*Management Resources:*

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

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

Dear Colleague Letter; January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with

Disabilities Attending Public Elementary and Secondary Schools; January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights:

*<http://www2.ed.gov/about/offices/list/ocr>  
~~<http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>~~*

Policy: MADERA UNIFIED SCHOOL DISTRICT  
adopted: December 13, 2011 Madera, California  
revised:

**Instruction****Identification And Education Under Section 504**

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

Director of Special Services  
1902 Howard Road, Madera, CA 93637  
(559) 675-4500, ext. 266

**Definitions**

For the purpose of implementing Section 504 of the Rehabilitation Act of 1973, the following terms and phrases shall have only the meanings specified below:

*Free appropriate public education* (FAPE) under Section 504 of the Rehabilitation Act of 1973 means the provision of either regular or special education and related aids and services designed to meet the student's individual educational needs of a student with disabilities as adequately as the needs of nondisabled students are met, without cost to the student or his/her parent/guardian, except when a fee is imposed on nondisabled students. (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

*Student with a disability* means a student who has a physical or mental impairment which substantially limits one or more major life activities. (34 CFR 104.3)

Eligibility to receive FAPE under Section 504 means a student has a physical or mental impairment which substantially limits one or more major life activities. (34 CFR 104.33)

Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. (34 CFR 104.3)

*Physical or mental impairment* means any of the following:

1. physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal, special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitourinary; hemic and lymphatic; skin; and endocrine. (34 CFR 104.3)

2. Any *Mental impairment* means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (34 CFR 104.3)



Substantially limits major life activities means limiting a person's ability to perform functions such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Substantially limits shall be determined without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures include, but are not limited to, medications, prosthetic devices, assistive devices, learned behavioral, or adaptive neurological modifications which an individual may use to eliminate or reduce the effects of an impairment. (42 USC 12102; 34 CFR 104.3)

### **Referral, Identification, and Evaluation**

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. ~~Any student may be referred by A~~ parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability for consideration of eligibility as a disabled student under Section 504. This referral may be made to the principal or 504 Coordinator.

(cf. 6164.5 - Student Success Teams)

2. Upon receipt of a any such referral, ~~for eligibility~~, the principal, ~~or~~ 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards, available as described in the "Procedural Safeguards" section below.

3. If it is determined that a student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to initial placement ~~and before any significant change in placement.~~ (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide based solely on a single IQ score general intelligence quotient.
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her and do not reflect the student's impaired sensory, manual, or speaking skills unless the test is designed to measure these particular deficits except where those skills are the factors that the tests purport to measure

### Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.24 - Specialized Health Care Services)*

*(cf. 5141.26 - Tuberculosis Testing)*

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a disabled person under Section 504 and shall state the basis for the determination decision that no

special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.

4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)
5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame.
6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

*(cf. 5125 - Student Records)*

### **Review and Reevaluation**

~~1.~~ The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of nondisabled students. The team shall review the student's plan annually. In addition, ~~the student's eligibility~~ each student with a disability under Section 504 shall be reevaluated at least once every three years.

~~2.~~ A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

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

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

### **Procedural Safeguards**

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

Parents/guardians shall be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of students with disabilities or suspected disabilities. Notifications shall include a statement of their right to: (34 CFR 104.36)

1. Examine relevant records
2. Have an impartial hearing with an opportunity for participation by the parents/guardians and their counsel
3. Have a review procedure

Notifications shall also detail the parent/guardian's right to file a grievance with the district over an alleged violation of Section 504; have an evaluation that draws on information from a variety of sources; be informed of any proposed actions related to eligibility and plan for services; receive all information in the parent/guardian's native language and primary mode of communication; periodic reevaluations and an evaluation before any significant change in program/service modifications; an impartial hearing if there is a disagreement with the district's proposed action; be represented by counsel in the impartial hearing process; and appeal the impartial hearing officer's decision.

If a parent/guardian disagrees with any district action or decision decisions regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing in accordance with the following procedures: within 30 days of that action or decision.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, he/she may request a Section 504 due process hearing.

Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. Within 30 days after receipt of the district's decision with which the parent/guardian disagrees, the parent/guardian may request an administrative review of the decision. The 504 Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue. This review shall be held within 14 days of receiving the parent/guardian's request.

1. 2. If the parent/guardian chooses not to request an administrative review or if the review does not resolve the issue, The parent/guardian shall submit a written request to the Coordinator may request in writing a Section 504 due process hearing. The parent/guardian's

~~request for a hearing shall be made~~ within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of completion of the administrative review. The request for the due process hearing shall include:

- a. The specific nature of the decision with which he/she ~~the parent/guardian~~ disagrees
- b. The specific relief he/she ~~the parent/guardian~~ seeks
- c. Any other information he/she ~~the parent/guardian~~ believes is pertinent to resolving the disagreement

2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.

~~The 504 Coordinator shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any capacity other than that of hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.~~

3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.

4. ~~Any party~~ The parties to the hearing shall be afforded the right to:

- a. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of students ~~who are qualified as disabled~~ with disabilities under Section 504
- b. Present written and oral evidence
- c. Question and cross-examine witnesses
- d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

### **Notifications**

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

*(cf. 5145.6 - Parental Notifications)*

Regulation: MADERA UNIFIED SCHOOL DISTRICT  
approved: December 13, 2011 Madera, California  
revised:

## Summer School Learning Programs

### Instruction

The Governing Board recognizes that ~~summer school provides valuable opportunities for students to improve their skills and make academic progress. When the need is demonstrated and funds are available, the Superintendent or designee, with Board approval, shall establish summer school day and/or evening classes for purposes of remediation, enrichment, and/or acceleration. an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills and make academic progress.~~

Summer programs offered by the district shall be aligned with district goals and curriculum. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social/emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

*(cf. 0200 - Goals for the School District)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 5030 - Student Wellness)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5148 - Child Care and Development Program)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6153 - School-Sponsored Trips)*

### Enrollment Priorities

~~First priority to enroll in high school summer classes shall be given to district students who need course credit s in order to graduate by September or who do not demonstrate "sufficient progress" toward the statewide exit examination required for high school graduation. For students in the classes of 2000-2003, a student shall not demonstrate "sufficient progress" toward the statewide high school exit exam if the student was assessed as not meeting the District's adopted standards of proficiency in the basic skills.~~

*(cf. 6011 - Academic Standards)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

~~To the extent that space is available after district students have enrolled, remaining openings in high school summer school classes for core academic subjects shall be open to private school students.~~

### Attendance

~~Because summer courses cover extensive instructional content in a relatively short time period, consistent class attendance is crucial.~~



## **Rotation of School Sites**

### **Summer School**

When funds are available, the Superintendent or designee, with Board approval, shall establish summer school day and/or evening classes.

(cf. 5148.2 - Before/After School Program)

(cf. 6171 - Title I Programs)

(cf. 6175 - Migrant Education Program)

The district's summer school program may be used to provide supplemental instruction for students failing to meet academic requirements and/or students who desire enrichment in core academic subjects in accordance with law, Board policy, and administrative regulation. (Education Code 37252, 37252.2, 37252.8, 37253, 41505-41506; 5 CCR 11472)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6179 - Supplemental Instruction)

Priority to enroll in summer school programs shall be given to district students who:

1. Are eligible for supplemental instruction on the basis of retention or recommendation for retention pursuant to Education Code 37252.2
2. Are eligible for supplemental instruction on the basis of insufficient progress toward passing the state high school exit examination pursuant to Education Code 37252
3. Need course credits in order to graduate from high school before the beginning of the next school year

The remaining openings may be offered to district students on a first-come first-served basis.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

(cf. 5113 - Absences and Excuses)

(cf. 6154 - Homework/Make-Up Work)



Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to equalize long-term facility and maintenance needs. to accommodate the maintenance needs of district schools.

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population such as students from low-income families, students with disabilities, and English learners. In addition, he/she shall report on the extent to which students successfully achieved the academic outcomes established for the program.

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

(cf. 1020 - Youth Services)

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

(cf. 1700 - Relations Between Private Industry and the Schools)

Strategies to support summer learning may include, but are not limited to:

1. Gathering and providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations
2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity

(cf. 1330.1 - Joint Use Agreements)

3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training programs that include an academic component

(cf. 3260 - Fees and Charges)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

(cf. 6020 - Parent Involvement)

5. Assigning summer homework in core curricular subject(s) that is due at the beginning of the school year for extra credit
6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects
7. Arranging opportunities for community service

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 5116—School Attendance Boundaries)*

*Legal Reference:*

*EDUCATION CODE*

*8482-8484.6 After School Education and Safety Program*

*8484.7-8484.9 21st Century Community Learning Centers*

*37252-37254.1 Supplemental instruction*

*39837 Transportation to summer employment programs*

*41505-41508 Pupil Retention Block Grant*

*41976.5 Summer school programs, substantially disabled persons or graduating high school seniors*

*42238.8 Revenue limit for average daily attendance*

*42239 Summer school apportionments*

*48070-48070.5 Promotion and retention*

*51210 Areas of study for elementary schools*

*51220 Areas of study for grades 7-12*

*51730-51732 Powers of governing boards (authorization for elementary summer school classes)*

*54444.3 Summer program for migrant students*

*56345 Extended-year program for special education students*

*58700-58702 Credit towards summer school apportionments for tutoring and homework assistance program*

*58806 Summer school apportionments*

*60851 Supplemental instruction toward exit examination*

*REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS*

*53025-53032 Intensive reading instruction*

*53091-53095 Intensive algebra instruction*

*CODE OF REGULATIONS, TITLE 5*

*3043 Extended school year, special education students*

*11470-11472 Summer school*

*Management Resources:*

*WEB SITES*

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

Policy: MADERA UNIFIED SCHOOL DISTRICT  
adopted: August 8, 2000      Madera, California  
revised: May 22, 2012  
revised:

**NOTE: CSBA has eliminated AR 6177, and the language is now embedded into BP 6177.**

AR 6177

## Summer School

### Instruction

#### Elementary Program

~~At the elementary level, the District may offer instruction in any branches of study authorized and prescribed for elementary schools. (Education Code 51210, 51730;5 CCR 11472)~~

~~(cf. 6143—Course of Study)~~

~~(cf. 6146.5—Elementary Middle School Graduation Requirements)~~

~~Summer school may be used to provide direct, systematic and intensive supplemental instruction to students in grades 2 through 6 who have been retained at grade level, identified as being at risk of retention. Or or identified as having a deficiency in mathematics, reading or written expression based on the results of the statewide Standardized Testing and Reporting Program. (Education Code 37252.5)~~

~~(cf. 5123—Promotion/Acceleration/Retention)~~

~~(cf. 6162.5—Student Assessment)~~

#### Secondary Program

~~At the secondary level, the District may offer summer instructional programs for:~~

~~1.—— High school seniors who need courses for graduation prior to September. (Education Code 41976.5)~~

~~2.—— Students enrolled in grades 7 through 12 who do not demonstrate "sufficient progress", as defined in Governing Board policy, toward passing the statewide exit examination in language arts and mathematics required for high school graduation. (Education Code 37252)~~

~~(cf. 6146.1—High School Graduation Requirements)~~

~~a.—— For the purpose of this program, a student shall be considered to be enrolled in a grade immediately upon completion of the preceding grade. (Education Code 37252)~~

~~b.—— Students who were enrolled in grade 12 during the prior school year would be eligible for any offered, summer instructional programs. (Education Code 37252)~~

~~c.—— The curriculum of the program shall reflect state academic content standards to the extent that the District curriculum is aligned with those state standards, and shall be designed to assist students to succeed on the exit examination. (Education Code 60851)~~

~~(cf. 6011—Academic Standards)~~

~~Summer school may be used to provide direct, systematic and intensive supplemental instruction to students in grades 7 through 9 who have been retained at grade level. (Education Code 37252.5)~~

~~Secondary classes may be offered in mathematics, science, English, social sciences, foreign language, physical education, visual and performing arts, applied arts, vocational technical education and driver education. (Education Code 37253, 51220; 5 CCR 11472)~~

~~(cf. 6143—Courses of Study)~~

#### Attendance

~~Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for their summer session class(es).~~

~~(cf. 51113—Absences and Excuses)~~

~~(cf. 6154—Homework/Make-up Work)~~

~~Regulation—MADERA UNIFIED SCHOOL DISTRICT  
approved: August 8, 2000—Madera, California  
revised: May 22, 2012~~



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2013

**Subject:** **First Reading of Revised Board Policies and Administrative Regulations**

**Responsible Staff:** **Edward González, Superintendent**  
Teri Bradshaw, Director of Fiscal Services  
Rosalind Cox, Director of Facilities Planning & Purchasing  
Curtis Manganaan, Director of Maintenance & Operations

**Agenda Placement:** New Business

**Background/ rationale:**

Revisions and/or New Language is recommended by CSBA on the following Board Policies and Administrative Regulations:

- BP 1330 – Use of School Facilities
- AR 1330 – Use of School Facilities
- E 1330 – Use of School Facilities
- BP 3460 – Financial Reports and Accountabilities
- AR 3460 – Financial Reports and Accountabilities
- BP 3514.1 – Hazardous Substances
- AR 3514.1 – Hazardous Substances
- BP 3580 – District Records
- AR 3580 – District Records

**Financial impact:**

None

**Superintendent's recommendation:**

The Superintendent recommends First Reading of Revised Board Policies and Administrative Regulations.

**Supporting documents attached:**

Revised Board Policies and Administrative Regulations

# Madera USD

## Board Policy

### Use Of School Facilities

BP 1330

#### Community Relations

The Governing Board ~~recognizes~~ believes that ~~district~~ school facilities and grounds are a vital community resource which should be used to foster community involvement and development. ~~Therefore, the Board and authorizes the use of school facilities by district residents and community groups their use by community groups for purposes provided for specified in the Civic Center Act, to the extent that when such use does not interfere with school activities, or other school-related uses.~~

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall ~~be given~~ have priority in the use of facilities and grounds. ~~under the Civic Center Act. Other uses authorized under the Civil Center Act~~ Thereafter, the use shall be on a first-come, first-served basis.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and community.

(cf. 1330.1 – Joint Use Agreements)

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities on those days on which the school is closed. (Education Code 37220)

For effective management and control of school facilities and grounds, The the Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 – Advertising and Promotion.

(cf. 1325 – Advertising and Promotion)

#### Fees

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All ~~Other~~ other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs. ~~at least direct costs.~~ However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.

In determining direct costs to be charged for community use of school facilities or grounds, including, but not limited to, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts, the Superintendent or designee shall include a proportionate share of the costs of the following: (Education Code 38134)

1. Supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved

2. Maintenance, repair, restoration, and refurbishment of the school facilities or grounds

However, for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs, direct costs to be charged shall not include the cost of maintenance, repair, restoration, or refurbishment of the school facilities or grounds. (Education Code 38134)

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

#### Legal Reference:

##### EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes



## BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

## MILITARY AND VETERANS CODE

1800 Definitions

## UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

## COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

## ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

## Management Resources:

### CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

### ~~CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES~~

~~1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89~~

## WEB SITES

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

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

## Policy MADERA UNIFIED SCHOOL DISTRICT

adopted: Madera, California

# Madera USD

## Administrative Regulation

### Use Of School Facilities

AR 1330

### Community Relations

#### Application for Use of Facilities

Any persons applying for the use of any school ~~facility~~ facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

#### Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6300 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination

7. A community youth center

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

#### Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

(cf. 3513.3 - Tobacco-Free Schools)

The district may exclude certain school facilities from non-school use for safety or security reasons.

#### Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The district Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134) Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

Regulation      MADERA UNIFIED SCHOOL DISTRICT  
approved:      Madera, California

USE OF SCHOOL FACILITIES

**MADERA UNIFIED SCHOOL DISTRICT**

**FACILITIES USE STATEMENT**

The undersigned, \_\_\_\_\_, is duly authorized by \_\_\_\_\_ (*name of organization*) \_\_\_\_\_, to act on its behalf in requesting the use of school facilities, including, but not limited to, executing any agreement or undertaking required by law and district policy and regulations governing the use of the facilities.

The organization shall comply with all restrictions placed on the use of the school facilities by law or district policy or regulations.

The organization recognizes that, in accordance with Education Code 38134, it is liable for any damage to the school facilities or for any injury to any person due to the organization's negligence in using the school facilities.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Organization)

Exhibit  
version:

# Madera USD

## Board Policy

### Financial Reports And Accountability

BP 3460

#### Business and Noninstructional Operations

The Governing Board is committed to ensuring public accountability and the fiscal health of the district, and ~~providing public accountability~~. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3430 - Investing)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

~~The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.~~

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

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

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

~~Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:~~

- ~~1. Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)~~

~~2. Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)~~

~~3. Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)~~

~~4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)~~

~~The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.~~

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

#### **Unaudited Actual Receipts and Expenditures**

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

#### **Gann Appropriations Limit Resolution**

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

*(cf. 9322 - Agenda/Meeting Materials)*

#### **Interim Reports/Certification of Ability to Meet Fiscal Obligations**

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and



the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

### **Audit Report**

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)



To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

#### Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting

6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

Legal Reference:

EDUCATION CODE

1240 Duties of County superintendent of schools  
14500-14508 Financial and compliance audits  
17150-17150.1 Public disclosure of non-voter-approved debt  
17170-17199.5 California School Finance Authority  
33127 Standards and criteria for local budgets and expenditures  
33128 Standards and criteria; inclusions  
33129 Standards and criteria; use by local agencies  
35035 Powers and duties of superintendent  
41010-41023 Accounting system  
41326 Emergency apportionment  
41344 Repayment of apportionment significant audit exceptions  
41344.1 Appeals of audit findings  
41455 Examination of financial problems of local districts  
42100-42105 Requirement to prepare and file annual statement  
42120-42129 Budget requirements  
42130-42134 Financial reports and certifications  
42140-42142 Public disclosure of fiscal obligations  
42637 County Superintendent review of district's financial and budgetary conditions  
42652 Revocation or suspension of warrant authority  
48300-48316 Student attendance alternatives

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment  
7900-7914 Appropriations limit  
16429.1 Local agency investment fund  
53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure  
15070 Submission of reports using standardized account code structure  
15440-15451 Criteria and standards for school district budgets  
15453-15464 Criteria and standards for school district interim reports  
19810-19816.1 Audits

UNITED STATES CODE, TITLE 31  
7501-7507 Single audits of federal program funds

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

New Financial Reporting Requirements for Postemployment Benefits Other than Pensions,  
February 26, 2007

~~1208.00~~—Audit Resolution Process: Repayment Plans, December 8, 2000

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September  
2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits  
Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State  
and Local Governments, June 1999

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY  
AND EFFICIENCY (PCIE) PUBLICATIONS

Government Auditing Standards, 2011

Financial Audit Manual, revised 2008~~3~~

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits of States, Local Governments, and Non-Profit Organizations

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual  
publication)

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

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

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>



U.S. Government Accounting Office: <http://www.gao.gov>  
U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

Policy MADERA UNIFIED SCHOOL DISTRICT  
adopted: ~~December 13, 2011~~ Madera, California

# Madera USD

## Administrative Regulation

### Financial Reports And Accountability

AR 3460

#### Business and Noninstructional Operations

##### ~~Unaudited Actual Receipts and Expenditures~~

~~The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account-code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)~~

##### Gann Appropriations Limit Resolution

~~The Board shall adopt a resolution on or before September 15 of each year to identify, pursuant to Government Code 7900-7914, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)~~

##### Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. (Education Code 33128.3, 42130; 5 CCR 15453-15464)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3100 - Budget)

(cf. 3111 - Deferred Maintenance Funds)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

### Interim Reports

~~The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)~~

~~(cf. 1340 - Access to District Records)~~

~~Each interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on criteria and standards adopted by the State Board of Education (SBE) which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The report shall also provide supplemental information regarding contingent liabilities, use of one time revenues for ongoing expenditures, contingent revenues, contributions, long term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 42130, 42131; 5 CCR 15453-15466)~~

~~Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)~~

- ~~1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years~~
- ~~2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years~~
- ~~3. "Negative certification" indicating that the district will be unable to meet its financial~~



~~obligations for the remainder of the fiscal year or the subsequent fiscal year~~

~~The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)~~

~~If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)~~

~~Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.~~

~~Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with SBE-adopted criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)~~

~~If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)~~

## **Audit Report**

~~By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)~~

~~The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.~~

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

~~To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)~~

~~The Board shall not select any public accounting firm to provide audit services if the lead or~~

~~coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)~~

~~While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)~~

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)  
(cf. 3451 - Petty Cash Funds)  
(cf. 3452 - Student Activity Funds)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

~~The Superintendent or designee shall cooperate with the auditor to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).~~

~~By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)~~

~~(cf. 9322—Agenda/Meeting Materials)~~

~~To the extent possible, the Board's review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.~~

~~No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)~~



When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

### **Fund Balance**

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

### **Negative Balance Report**

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

## **Non-Voter-Approved Debt Report**

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

*(cf. 7214 – General Obligation Bonds)*

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and County Auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

## **Other Postemployment Benefits Report (GASB 45)**

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

## **Workers' Compensation Claims Report**

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Regulation MADERA UNIFIED SCHOOL DISTRICT  
approved: ~~December 13, 2011~~ Madera, California

**Business and Noninstructional Operations**

The Governing Board ~~recognizes that~~ desires to provide a safe school environment that protects students and employees from exposure to potentially hazardous substances ~~are~~ that may be used in the daily operations of our schools district's educational program and in the maintenance and operation of district facilities and equipment. ~~The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.~~

*(cf. 3514 - Environmental Safety)*

*(cf. 4119.42/4219.42/4219.42 – Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4157/4257/4357 - Employee Safety)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5142 – Safety)*

*(cf. 6161.3 - Toxic Art Supplies)*

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property, ~~and shall substitute less dangerous materials for hazardous substances.~~ When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

*(cf. 3510 – Green School Operations)*

*(cf. 3514.2 – Integrated Pest Management)*

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

**~~Hazard Communication Program~~**

The Superintendent or designee shall develop, implement and ~~monitor~~ maintain a written hazard communication program in accordance with ~~state law~~ 8 CCR 5194. ~~As part of this program, he/she and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed, and that material safety data sheets are readily accessible to them.~~

*(cf. 1240 – Volunteer Assistance)*

~~Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.~~

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

(cf. 6142.93 – Science Instruction)

*Legal Reference:*

*EDUCATION CODE*

*49340-49341 ~~Legislative findings~~ Hazardous substances education*

*49401.5 Legislative intent; consultation services*

*49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal*

*FOOD AND AGRICULTURAL CODE*

*12981 Regulations re pesticides and worker safety*

*HEALTH AND SAFETY CODE*

*25163 Transportation of hazardous wastes; registration; exemptions; inspection*

*25500-25520 Hazardous materials release response plans; inventory*

*LABOR CODE*

*6360-6363 Hazardous Substances Information and Training Act*

*6380-6386 List of hazardous substances*

*CODE OF REGULATIONS, TITLE 8*

*339 List of hazardous substances*

*3203 Illness and injury prevention program*

*3204 Records of employee exposure to toxic or harmful substances*

*5139-5230 Control of hazardous substances, especially*

*5154.1-5154.2 Ventilation*

*5161 Definitions*

*5162 Emergency eyewash and shower equipment*

*5163 Control of spills*

*5164 Storage of hazardous substances*

*5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan*

*5194 Hazard communication*

*CODE OF REGULATIONS, TITLE 22*

*67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities*

*Management Resources:*

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

*Science Safety Handbook for California Public Schools, 2012*

*WEB SITES*

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

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

*Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>*

**Hazardous Substances**

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339. (8 CCR 339, 5161)

**Storage and Disposal of Chemicals**

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.
2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.
4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

(cf. 3514 - Environmental Safety)

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed. (Education Code 49411)

**Hazard Communication Program**

The district's written hazard communication program shall include at least the components listed



below and shall be available upon request to all employees and their designated representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8 CCR 5194)

~~The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics intended for personal consumption by employees while in the workplace; and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agricultural Code 12981.~~

## 1. Container Labeling

~~Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, No container of hazardous substance, unless exempted by law, shall be accepted by schools or the district the district or any district school unless labeled, tagged, or marked by the supplier with the following information: identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.~~

a. ~~Identity of the hazardous substance(s)~~

b. ~~Hazard warning statements~~

c. ~~Name and address of the chemical manufacturer or importer~~

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

## 2. ~~Material~~ Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer, or importer, has ~~also~~ furnished a ~~Material~~ Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new MSDS from the manufacturer, or importer, ~~and shall notify~~ If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA). ~~if a complete MSDS is not received. (8 CCR 5194)~~

The Superintendent or designee shall maintain the required copies of the MSDS for all each hazardous substances and in the workplace and shall ensure that they are kept up to date and available to all affected employees it is readily accessible to employees in their work area during

working hours. ~~He/she shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to affected employees. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.~~

### 3. Employee Information and Training

Employees shall receive information and inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. ~~This~~ The information and training shall include but ~~is~~ are not limited to, the following topics: (8 CCR 5194)

- a. ~~An overview of~~ The requirements of California's Hazard Communication Regulation (8 CCR 5194), including employee rights described therein
- b. The location and availability ~~and content~~ of the district's written hazard communication program, including the list of hazardous materials and all SDS
- c. ~~Information as to~~ Any operations in the employees' work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. ~~Techniques and Methods of~~ and observations that may ~~determine~~ be used to detect the presence or release of hazardous substances in the work area
- f. ~~Methods by which employees can lessen or prevent~~ Measures that employees can take to protect themselves from exposure to these hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, use of emergency procedures, and personal protective equipment to be used and engineering controls
- g. ~~Steps the district has taken to lessen or prevent exposure to these substances~~ How to read and use the labels and SDS
- h. ~~Instruction on how to read labels and review the MSDS for appropriate information~~
- i. ~~Emergency and first aid procedures to follow if exposed to the hazardous substance(s)~~

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)



#### 4. List of Hazardous Substances

~~For specific information about~~ The written hazard communication program shall include a list of the hazardous substances known to be present in the workplace as a whole or for individual work areas. (8 CCR 5194) ~~district and schools, employees may consult the MSDS.~~

#### 5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance, ~~and the measures the district has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee.~~

#### 6. ~~Hazardous Substances in Unlabeled Pipes~~

~~Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.~~

(cf. 3514 – Environmental Safety)

#### 7. ~~Informing~~ 6. Information to Contractors

To ensure that outside contractors and their employees work safely in district ~~facilities, buildings and schools,~~ the Superintendent or designee shall inform ~~these~~ contractors of hazardous substances which are present on the site and precautions that ~~employees~~ they may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

### **Chemical Hygiene Plan**

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals
2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices

3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment
4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation
7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

Regulation     MADERA UNIFIED SCHOOL DISTRICT  
approved: December 13, 2011     Madera, California

# Madera USD

## Board Policy

### District Records

BP 3580

#### Business and Noninstructional Operations

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3440 - Inventories)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

In the event of any known or reasonable suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the

district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

### Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

### Legal Reference:

#### EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

49069 Absolute right to access

#### CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act

2031.010-2031.060 Civil Discovery Act, scope of discovery demand

2031.210-2031.320 Civil Discovery Act, response to inspection demand

#### GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

#### PENAL CODE

11170 Retention of child abuse reports

#### CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition

432 Varieties of student records

16020-16022 Records, general provisions

16023-16027 Retention of records  
UNITED STATES CODE, TITLE 20  
1232g Family Educational Rights and Privacy Act

Management Resources:

~~SECRETARY OF STATE PUBLICATIONS~~

~~Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999~~

WEB SITES

California Secretary of State: <http://www.ss.ca.gov/safeathome>

Policy MADERA UNIFIED SCHOOL DISTRICT  
adopted: Madera, California

# **Madera USD**

## **Administrative Regulation**

### **District Records**

AR 3580

#### **Business and Noninstructional Operations**

##### Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

##### Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
  - a. Official budget
  - b. Financial reports of all funds, including cafeteria and student body funds
  - c. Audit of all funds
  - d. Average daily attendance, including Period 1 and Period 2 reports
  - e. Other major annual reports, including:
    - (1) Those containing information relating to property, activities, financial condition, or transactions
    - (2) Those declared by Governing Board minutes to be permanent
- (cf. 3100 - Budget)  
(cf. 3452 - Student Activity Funds)  
(cf. 3460 - Financial Reports and Accountability)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)
2. Official Actions
  - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
  - b. The call for and the result of any elections called, conducted, or canvassed by the Board
  - c. Records transmitted by another agency pertaining to its action with respect to district reorganization
- (cf. 7214 - General Obligation Bonds)  
(cf. 9324 - Minutes and Recordings)
3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent) and the detailed records may then be classified as Class 3 (Disposable) records.



Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

#### 4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

#### 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

#### Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified Class 2 (Optional) pending further review and classification within one year. (5 CCR 16024)

#### Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages

are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

#### Electronically Stored Information

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Regulation approved: MADERA UNIFIED SCHOOL DISTRICT  
Madera, California



## AGENDA ITEM

### MADERA UNIFIED SCHOOL DISTRICT

**Date:** August 27, 2013

**Subject:** Approval of Commercial Warrant List

**Responsible Staff:** Teri Bradshaw, Director of Fiscal Services

**Agenda Placement:** New Business

**Background/ rationale:**

Commercial warrants are processed weekly and subsequently sent to the Board for ratification. The commercial warrants processed are within the current Board Approved budget allocations.

**Financial impact:**

Financial impact of commercial warrants processed from 8/7/2013 through 8/14/2013:

	Current Liabilities 8/7/203	Current Year 8/7/2013	Current Liabilities 8/14/2013	Current Year 8/14/2013
FOR ALL FUNDS:	\$482,992.44	\$1,324,417.27	\$83,733.55	\$680,507.03
CANCELLED WARRANTS:	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$482,992.44	\$1,324,417.27	\$83,733.55	\$680,507.03
<hr/>				
FOR ALL FUNDS:				
CANCELLED WARRANTS:				
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00
 GRAND TOTAL	 \$2,571,650.29			

**Superintendent's recommendation:**

Superintendent recommends approval of the Commercial Warrant List.

**Supporting documents attached:**

- Payment Orders for Checks Processed on:
  - 8/07/13
  - 8/14/13
  -

SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

BOARD DATE: 8/27/2013

R:

207

**COMMERCIAL PAYMENT ORDER  
TO THE  
COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
COUNTY AUDITOR OF MADERA COUNTY, CALIFORNIA**

<u>83630</u>	<u>26 PRISON MITIGATION</u>	-	-	\$	-
<u>83620</u>	<u>30 STATE SCHOOL BLDG.</u>	-	-		
	<u>LEASE PURCHASE</u>	-	-	\$	-
<u>83600</u>	<u>31 REFURBISHMENT</u>	-	-	\$	-
<u>83670</u>	<u>32 ROOF REPLACEMENT</u>	-	-	\$	-
<u>83730</u>	<u>35 SCHOOL FACILITIES</u>	-	-	\$	-
<u>83610</u>	<u>40 SPECIAL RESERVE</u>	-	-	\$	-
<u>83660</u>	<u>41 BUILDING FUND</u>	-	-	\$	-
<u>83690</u>	<u>42 AG FARM BLDG. FUND</u>	-	-	\$	-
<u>83650</u>	<u>43 C.O.P. PROCEEDS</u>	-	-	\$	-
	<u>SPECIAL RESERVE</u>	-	-	\$	-
<u>83710</u>	<u>49 REDEVELOPMENT</u>	-	-	\$	-
	<u>SPECIAL RESERVE</u>	-	-	\$	-
<u>88510</u>	<u>53 STATE SCHOOL LOAN</u>	-	-	\$	-
	<u>REPAY</u>	-	-	\$	-
<u>88610</u>	<u>54 LEASE PURCHASE</u>	-	-	\$	-
<u>83640</u>	<u>56 C.O.P. DEBT SERVICE</u>	-	-	\$	-
<u>83580</u>	<u>67 INSURANCE RESERVE</u>	-	-	\$	-
<u>83570</u>	<u>73 TRUST FUND</u>	-	-	\$	-
<u>83520</u>	<u>74 ATHLETIC FUND</u>	-	-	\$	-

**GRAND TOTAL: \$ 482,992.44**

BY ORDER OF THE GOVERNING BOARD THE COUNTY SUPERINTENDENT OF SCHOOLS & THE AUDITOR OF MADERA COUNTY ARE HEREBY AUTHORIZED TO TRANSFER THE ABOVE LISTED FUNDS TO THE SCHOOLS COMMERCIAL REVOLVING FUND (E.C. 21110). THEY ARE FURTHER AUTHORIZED TO DRAW WARRANT CHECKS TO THE CLAIMANTS OF SAID SCHOOL DISTRICT AS PER ATTACHED LISTING.

APPROVED BY:

DATE:

TERI BRADSHAW, DIRECTOR OF FISCAL SVCS

PAYMENT ORDER PREPARED BY: Carolyn M. Zaragosa (ACCOUNTS PAYABLE)

\*\*\*\*\*FOR COUNTY SCHOOLS USE ONLY\*\*\*\*\*

AUDITED BY:

DATE:

WARRANT NUMBERS FROM: TO:

SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

BOARD DATE: 8/27/2013

R:

209

**COMMERCIAL PAYMENT ORDER  
TO THE  
COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
COUNTY AUDITOR OF MADERA COUNTY, CALIFORNIA**

<u>83630</u>	<u>26 PRISON MITIGATION</u>	-	-		\$	-
<u>83620</u>	<u>30 STATE SCHOOL BLDG.</u>	-	-		\$	-
	<u>LEASE PURCHASE</u>	-	-		\$	-
<u>83600</u>	<u>31 REFURBISHMENT</u>	-	-		\$	-
<u>83670</u>	<u>32 ROOF REPLACEMENT</u>	-	-		\$	-
<u>83730</u>	<u>35 SCHOOL FACILITIES</u>	-	-		\$	-
<u>83610</u>	<u>40 SPECIAL RESERVE</u>	<u>58</u>	\$	615.60		615.60
<u>83660</u>	<u>41 BUILDING FUND</u>	-	-		\$	-
<u>83690</u>	<u>42 AG FARM BLDG. FUND</u>	-	-		\$	-
<u>83650</u>	<u>43 C.O.P. PROCEEDS</u>	-	-		\$	-
	<u>SPECIAL RESERVE</u>	-	-		\$	-
<u>83710</u>	<u>49 REDEVELOPMENT</u>	-	-		\$	-
	<u>SPECIAL RESERVE</u>	-	-		\$	-
<u>88510</u>	<u>53 STATE SCHOOL LOAN</u>	-	-		\$	-
	<u>REPAY</u>	-	-		\$	-
<u>88610</u>	<u>54 LEASE PURCHASE</u>	-	-		\$	-
<u>83640</u>	<u>56 C.O.P. DEBT SERVICE</u>	<u>58</u>	\$	862,884.38		862,884.38
<u>83580</u>	<u>67 INSURANCE RESERVE</u>	-	-		\$	-
<u>83570</u>	<u>73 TRUST FUND</u>	-	-		\$	-
<u>83520</u>	<u>74 ATHLETIC FUND</u>	-	-		\$	-
<b>GRAND TOTAL:</b>					<b>\$</b>	<b><u>1,324,417.27</u></b>

BY ORDER OF THE GOVERNING BOARD THE COUNTY SUPERINTENDENT OF SCHOOLS & THE AUDITOR OF MADERA COUNTY ARE HEREBY AUTHORIZED TO TRANSFER THE ABOVE LISTED FUNDS TO THE SCHOOLS COMMERCIAL REVOLVING FUND (E.C. 21110). THEY ARE FURTHER AUTHORIZED TO DRAW WARRANT CHECKS TO THE CLAIMANTS OF SAID SCHOOL DISTRICT AS PER ATTACHED LISTING.

APPROVED BY:

DATE:

\_\_\_\_\_  
TERI BRADSHAW, DIRECTOR OF FISCAL SVCS

PAYMENT ORDER PREPARED BY: Carolyn M. Zaragosa (ACCOUNTS PAYABLE)

\*\*\*\*\*FOR COUNTY SCHOOLS USE ONLY\*\*\*\*\*

AUDITED BY:

DATE:

\_\_\_\_\_  
WARRANT NUMBERS FROM: \_\_\_\_\_ TO: \_\_\_\_\_



## Commercial Warrant Listing

For Warrants Dated 08/08/2013 to 08/08/2013

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632368	R52	966800-1	GANDER PUBLISHING		
140220	01-0000-670-1200-1000-4310-0000-0				233.47
			<b>Warrant Total</b>		<b>\$233.47</b>
632369	R52	092125	Goodyear Car Connection Unlimited		
140079	01-8150-450-0000-8110-5640-0000-0				92.64
140079	01-8150-450-0000-8110-5640-0000-0				15.50
			<b>Warrant Total</b>		<b>\$108.14</b>
632370	R52	026076-1	GRAINGER		
140419	01-8150-450-0000-8110-4300-0000-0				1,865.29
140419	01-8150-450-0000-8110-4300-0000-0				384.14
140419	01-8150-450-0000-8110-4300-0000-0				138.93
140419	01-8150-450-0000-8110-4300-0000-0				47.61
140419	01-8150-450-0000-8110-4300-0000-0				129.14
140419	01-8150-450-0000-8110-4300-0000-0				77.15
140419	01-8150-450-0000-8110-4300-0000-0				120.18
140419	01-8150-450-0000-8110-4300-0000-0				639.05
140419	01-8150-450-0000-8110-4300-0000-0				164.54
140419	01-8150-450-0000-8110-4300-0000-0				94.28
140419	01-8150-450-0000-8110-4300-0000-0				73.36
140419	01-8150-450-0000-8110-4300-0000-0				115.61
140419	01-8150-450-0000-8110-4300-0000-0				59.06
140419	01-8150-450-0000-8110-4300-0000-0				812.91
140419	01-8150-450-0000-8110-4300-0000-0				33.24
140419	01-8150-450-0000-8110-4300-0000-0				11.34
			<b>Warrant Total</b>		<b>\$4,765.83</b>
632371	R52	028944	HOOVER HIGH SCHOOL		
140574	01-0000-490-1315-4200-5808-0000-0		ATTN C. NELSON		150.00
			<b>Warrant Total</b>		<b>\$150.00</b>
632372	R52	090080-1	HD SUPPLY FACILITIES MAINT., LTD		
140511	01-8150-450-0000-8110-4300-0000-0				552.96
140511	01-8150-450-0000-8110-4300-0000-0				487.72
140511	01-8150-450-0000-8110-4300-0000-0				31.34
140511	01-8150-450-0000-8110-4300-0000-0				22.25
			<b>Warrant Total</b>		<b>\$1,094.27</b>
632373	R52	890785-1	GRAYBAR ELECTRIC CO., INC.		
140420	01-8150-450-0000-8110-4300-0000-0				270.36
140420	01-8150-450-0000-8110-4300-0000-0				364.61
140420	01-8150-450-0000-8110-4300-0000-0				104.85
			<b>Warrant Total</b>		<b>\$739.82</b>
632374	R52	090259	KINGSBURG HIGH SCHOOL		
140586	01-0000-490-1315-4200-5808-0000-0		MADERA HI SOUTH		400.00
			<b>Warrant Total</b>		<b>\$400.00</b>
632375	R52	090187	KERMAN HIGH SCHOOL		
140587	01-0000-490-1315-4200-5808-0000-0		MADERA HI SOUTH		400.00
			<b>Warrant Total</b>		<b>\$400.00</b>

Report Date: 08/08/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632376	R52	092140	Jack's Refrigeration Inc.		
140350	01-0000-450-0000-8220-5800-0000-0				9,500.00
<b>Warrant Total</b>					<b>\$9,500.00</b>
632377	R52	980000	MADERA GLASS & MIRROR CO.		
140074	01-8150-450-0000-8110-4300-0000-0				13.62
140074	01-8150-450-0000-8110-4300-0000-0				120.48
140074	01-8150-450-0000-8110-4300-0000-0				246.26
<b>Warrant Total</b>					<b>\$380.36</b>
632378	R52	910434	MADERA POLICE DEPARTMENT		
140075	01-8150-450-0000-8110-5800-0000-0				50.00
<b>Warrant Total</b>					<b>\$50.00</b>
632379	R52	090061	Madera Small Engine & Marine Repair		
140201	01-8150-450-0000-8110-4300-0000-0				214.05
140201	01-8150-450-0000-8110-4300-0000-0				28.07
140201	01-8150-450-0000-8110-4300-0000-0				104.35
140201	01-8150-450-0000-8110-4300-0000-0				316.81
140201	01-8150-450-0000-8110-4300-0000-0				135.01
<b>Warrant Total</b>					<b>\$798.29</b>
632380	R52	090070-2	MWE		
140530	01-8150-450-0000-8110-4300-0000-0				321.11
140530	01-8150-450-0000-8110-4300-0000-0				135.34
140530	01-8150-450-0000-8110-4300-0000-0				83.50
<b>Warrant Total</b>					<b>\$539.95</b>
632381	R52	039206-3	MCGRAW-HILL EDUCATIONAL LLC		
140138	01-6300-260-1200-1000-4100-6220-0				3,123.80
<b>Warrant Total</b>					<b>\$3,123.80</b>
632382	R52	090385	MT. WHITNEY ATHLETICS		
140588	01-0000-490-1315-4200-5808-0000-0		MADERA HI SOUTH		350.00
<b>Warrant Total</b>					<b>\$350.00</b>
632383	R52	959600	MALLARD CREEK, INC.		
140163	01-8150-450-0000-8110-4300-0000-0				2,795.00
<b>Warrant Total</b>					<b>\$2,795.00</b>
632384	R52	092157	Gartrell, Jessica		
140718	01-9179-260-1300-1000-5890-0000-3				1,000.00
<b>Warrant Total</b>					<b>\$1,000.00</b>
632385	R52	090503	HORDER, MICHAEL A		
140407	01-0000-400-1355-1000-5801-2320-0				1,000.00
<b>Warrant Total</b>					<b>\$1,000.00</b>
632386	R52	092159	Horizon Intertainment LLC		
140726	01-3725-490-1300-1000-5800-0000-2				1,088.86
140726	01-3725-490-1300-1000-5800-0000-2				1,088.86
<b>Warrant Total</b>					<b>\$2,177.72</b>

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632387	R54	037775	MADERA TRIBUNE		
	01-0000-000-0000-0000-9509-0000-0		AFTR SCHOOL PRGRM		284.00
			<b>Warrant Total</b>		<b>\$284.00</b>
632388	R54	075208	MADERA UNIFIED PETTY CASH ACCT		
	01-0000-000-0000-0000-9509-0000-0		Business Office		11.61
	01-0000-000-0000-0000-9509-0000-0		Business Office		5.55
	01-0000-000-0000-0000-9509-0000-0		Business Office		5.22
	01-0000-000-0000-0000-9509-0000-0		Business Office		1.33
			<b>Warrant Total</b>		<b>\$23.71</b>
632389	R55	075208	MADERA UNIFIED PETTY CASH ACCT		
	11-0010-000-0000-0000-9509-0000-0		06/04/13		172.46
	11-0010-000-0000-0000-9509-0000-0		06/11/13		25.00
	11-0010-000-0000-0000-9509-0000-0		06/27/13		35.00
			<b>Warrant Total</b>		<b>\$232.46</b>
632390	R56	091927	Internal Med Assoc. of Madera		
131929	01-0000-000-0000-0000-9509-0000-0				200.00
131929	01-0000-000-0000-0000-9509-0000-0				200.00
131929	01-0000-000-0000-0000-9509-0000-0				200.00
131929	01-0000-000-0000-0000-9509-0000-0				200.00
131929	01-0000-000-0000-0000-9509-0000-0				200.00
			<b>Warrant Total</b>		<b>\$1,000.00</b>
632391	R56	919000-3	POCKET NURSE ENTERPRISES INC		
133599	01-3550-000-0000-0000-9509-0000-0				1,596.61
133599	01-3550-000-0000-0000-9509-0000-0				209.45
			<b>Warrant Total</b>		<b>\$1,806.06</b>
632392	R56	915490-1	PLATT		
130090	01-8150-000-0000-0000-9509-0000-0				27.11
			<b>Warrant Total</b>		<b>\$27.11</b>
632393	R56	939890	MADERA UNIFORM		
132654	01-0000-000-0000-0000-9509-0000-0				258.22
			<b>Warrant Total</b>		<b>\$258.22</b>
632394	R56	090590	MADERA COMMUNITY HOSPITAL		
132815	01-0000-000-0000-0000-9509-0000-0				53.50
132815	01-0000-000-0000-0000-9509-0000-0				53.50
			<b>Warrant Total</b>		<b>\$107.00</b>
632395	R56	091802	Global Web Technology LLC		
131125	01-6010-000-0000-0000-9509-0000-0				4,665.92
131125	01-6010-000-0000-0000-9509-0000-0				7,586.52
			<b>Warrant Total</b>		<b>\$12,252.44</b>
632396	R56	047550	PETERS BROS. NURSERY		
133795	01-9170-000-0000-0000-9509-0000-0		MADERA SO HI SCHL		1,954.80
			<b>Warrant Total</b>		<b>\$1,954.80</b>

Report Date: 08/08/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632397	R56	901890-1	GOTTSCHALK MUSIC CENTER		
130449	01-0000-000-0000-0000-9509-0000-0				1,187.47
<b>Warrant Total</b>					<b>\$1,187.47</b>
632398	R57	037780-1	CAL VALLEY PRINTING		
133751	01-0000-000-0000-0000-9509-0000-0				72.90
133602	01-0000-000-0000-0000-9509-0000-0				486.00
133583	01-0000-000-0000-0000-9509-0000-0				121.50
133738	01-0000-000-0000-0000-9509-0000-0				24.30
<b>Warrant Total</b>					<b>\$704.70</b>
632399	R57	092088-1	The Cosca Group		
133544	01-1100-000-0000-0000-9509-0000-0				8,166.66
<b>Warrant Total</b>					<b>\$8,166.66</b>
632400	R57	982961-1	CRMA		
133797	01-0000-000-0000-0000-9509-0000-0		wokers compensation report		381,862.72
<b>Warrant Total</b>					<b>\$381,862.72</b>
632401	R57	899370	DAVIS DEMOGRAPHICS & PLANNING		
130578	01-0000-000-0000-0000-9509-0000-0				850.00
<b>Warrant Total</b>					<b>\$850.00</b>
632402	R57	941530	ATKINSON, ANDELSON, LOYA,		
131677	01-0000-000-0000-0000-9509-0000-0		june 2013		25,265.80
131677	01-0510-000-0000-0000-9509-0000-0		june 2013		4,850.35
131677	01-6500-000-0000-0000-9509-0000-0		june 2013		50.00
<b>Warrant Total</b>					<b>\$30,166.15</b>
632403	R58	929350	ACCREDITING COMMISSION		
140151	11-0010-260-4110-2700-5300-0000-0		Adult school		810.00
<b>Warrant Total</b>					<b>\$810.00</b>
632404	R58	091420-1	AIRGAS USA LLC		
140106	01-0000-450-0000-8200-4300-5170-0				221.80
<b>Warrant Total</b>					<b>\$221.80</b>
632405	R58	971880-3	The Bank of New York Mellon Trust Company, N.A.		
140012	56-9125-260-0000-9100-7439-0000-0		cop debt service		210,291.00
140012	56-0000-260-0000-9100-7438-0000-0		cop debt service		407,884.38
140012	56-0000-260-0000-9100-7439-0000-0		cop debt service		244,709.00
<b>Warrant Total</b>					<b>\$862,884.38</b>
632406	R58	090043	ALLIED ELECTRIC MOTOR SERVICE		
140065	01-8150-450-0000-8110-4300-0000-0				130.24
140065	01-8150-450-0000-8110-4300-0000-0				956.46
140065	01-8150-450-0000-8110-4300-0000-0				14.70
140065	01-8150-450-0000-8110-4300-0000-0				99.62
<b>Warrant Total</b>					<b>\$1,201.02</b>
632407	R58	091480	American Printing House for the Blind, Inc.		
140086	01-6300-260-1300-1000-4100-6220-0				401.00
<b>Warrant Total</b>					<b>\$401.00</b>

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632408	R58	003457-1	APPLE COMPUTER, INC		
140315	01-0000-260-0000-7200-4485-6000-0				1,967.44
140315	01-0000-260-0000-7200-4485-6000-0				239.00
<b>Warrant Total</b>					<b>\$2,206.44</b>
632409	R58	092133	American Hospice Foundation		
140192	01-3725-490-1300-1000-4200-0000-2				163.30
<b>Warrant Total</b>					<b>\$163.30</b>
632410	R58	091866	Bavco		
140519	01-8150-450-0000-8110-4300-0000-0				65.15
140519	01-8150-450-0000-8110-4300-0000-0				153.70
<b>Warrant Total</b>					<b>\$218.85</b>
632411	R58	090241-1	BLACKBOARD		
140653	01-3010-260-0000-2150-5100-0000-4				33,425.00
<b>Warrant Total</b>					<b>\$33,425.00</b>
632412	R58	918030	BSK ASSOCIATES		
140066	01-8150-450-0000-8110-5800-0000-0				51.00
140066	01-8150-450-0000-8110-5800-0000-0				68.00
<b>Warrant Total</b>					<b>\$119.00</b>
632413	R58	893460	BUCHANAN HIGH SCHOOL		
140590	01-0000-490-1315-4200-5808-0000-0		harold young tournament		450.00
<b>Warrant Total</b>					<b>\$450.00</b>
632414	R58	091495	BURRITO KING		
140707	01-0595-260-0000-7150-5800-5600-0		CHARGE EVENT		1,080.00
<b>Warrant Total</b>					<b>\$1,080.00</b>
632415	R58	091788	Cartbarn		
140529	01-8150-450-0000-8110-4300-0000-0				116.73
<b>Warrant Total</b>					<b>\$116.73</b>
632416	R58	090118	CENTRAL VALLEY CASEWORK INC.		
140471	40-0000-490-0000-8510-6200-0000-0				615.60
140183	01-0010-260-0000-8110-5630-6010-0				6,399.00
<b>Warrant Total</b>					<b>\$7,014.60</b>
632417	R58	916950	CENTRAL VALLEY PRESORT		
140025	01-0000-260-0000-7200-5910-5600-0				396.35
140025	01-0000-260-0000-7200-5910-5600-0				879.06
140025	01-0000-260-0000-7200-5910-5600-0				765.54
<b>Warrant Total</b>					<b>\$2,040.95</b>
632418	R58	953370	CHAMPION CHEMICAL CO.		
140463	01-0000-000-0000-0000-9320-0000-0				4,712.26
<b>Warrant Total</b>					<b>\$4,712.26</b>
632419	R58	013903	CLOVIS HIGH SCHOOL		
140680	01-0000-490-1315-4200-5808-0000-0		clovis cross country		270.00
<b>Warrant Total</b>					<b>\$270.00</b>

## Commercial Warrant Listing

For Warrants Dated 08/08/2013 to 08/08/2013

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632420	R58	092088-1	The Cosca Group		
140447	01-1100-260-0000-7150-5800-6500-0				8,166.68
			<b>Warrant Total</b>		<b>\$8,166.68</b>
632421	R58	998621	DELL MARKETING L.P.		
140462	01-3550-490-1300-1000-4485-0000-0				1,096.23
140462	01-3550-400-1300-1000-4485-0000-0				72.73
140462	01-3550-260-1300-1000-4485-0000-0				160.54
140462	01-0000-490-1300-1000-4485-0000-0				294.81
			<b>Warrant Total</b>		<b>\$1,624.31</b>
632422	R58	998620-1	DELL MARKETING L.P.		
140120	01-0000-260-0000-7700-4485-5050-0				4,114.80
			<b>Warrant Total</b>		<b>\$4,114.80</b>
632423	R58	091092-1	Dcoms-SP		
140152	11-3913-260-4110-1000-4310-0000-0				650.00
140152	11-0010-260-4110-1000-4310-0000-0				650.00
			<b>Warrant Total</b>		<b>\$1,300.00</b>
632424	R58	092130	Edmentum		
140133	01-7090-400-1300-1000-5800-0000-0				12,600.00
140133	01-3010-570-3200-1000-5800-4250-4				9,000.00
140133	01-3010-350-3300-1000-5800-4250-4				1,800.00
140133	01-7090-350-3300-1000-5800-0000-0				1,800.00
140133	11-0610-260-4110-1000-5800-6260-0				10,800.00
140133	11-0610-260-4110-1000-5885-6260-0				600.00
140133	01-6300-260-1300-1000-5885-6220-0				126,659.60
140133	01-4124-570-3200-1000-5885-0740-0				12,250.00
140133	01-4124-490-1300-1000-5885-0740-0				12,250.00
140133	01-4124-400-1300-1000-5885-0740-0				12,250.00
140133	01-0000-490-1300-1000-5800-0000-0				18,000.00
			<b>Warrant Total</b>		<b>\$218,009.60</b>
632425	R58	933170-1	EDUCATORS OUTLET INC		
140548	01-7091-620-1200-1000-4310-0000-0				358.09
140548	01-7090-620-1200-1000-4310-0000-0				330.55
			<b>Warrant Total</b>		<b>\$688.64</b>
632426	R58	937140-1	ENVIROCLEAN SANITATION SUPPLY		
140156	01-8150-450-0000-8110-4300-0000-0				47.61
140156	01-8150-450-0000-8110-4300-0000-0				417.88
140156	01-8150-450-0000-8110-4300-0000-0				162.00
140156	01-8150-450-0000-8110-4300-0000-0				113.40
140156	01-8150-450-0000-8110-4300-0000-0				310.87
			<b>Warrant Total</b>		<b>\$1,051.76</b>
632427	R58	091535	ESTR Publications		
140174	01-6500-260-5770-1110-4310-0000-0				370.20
			<b>Warrant Total</b>		<b>\$370.20</b>

Report Date: 08/08/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632428	R58	021299-1	EWING IRRIGATION		
140157	01-8150-450-0000-8110-4300-0000-0				1,513.09
140157	01-8150-450-0000-8110-4300-0000-0				97.85
140157	01-8150-450-0000-8110-4300-0000-0				488.09
140157	01-8150-450-0000-8110-4300-0000-0				183.98
140157	01-8150-450-0000-8110-4300-0000-0				747.66
140157	01-8150-450-0000-8110-4300-0000-0				675.52
140157	01-8150-450-0000-8110-4300-0000-0				1,662.02
140157	01-8150-450-0000-8110-4300-0000-0				252.22
			<b>Warrant Total</b>		<b>\$5,620.43</b>
632429	R58	090052-1	FASTENAL COMPANY		
140159	01-8150-450-0000-8110-4300-0000-0				53.36
			<b>Warrant Total</b>		<b>\$53.36</b>
632430	R58	999790-2	FERGUNSON ENTERPRISES INC		
140160	01-8150-450-0000-8110-4300-0000-0				389.88
			<b>Warrant Total</b>		<b>\$389.88</b>
632431	R58	090474	FRESNO HIGH SCHOOL		
140578	01-0000-490-1315-4200-5808-0000-0		girls polo		275.00
140577	01-0000-490-1315-4200-5808-0000-0		boys polo		330.00
			<b>Warrant Total</b>		<b>\$605.00</b>
632432	R58	090051	FRESNO AIR CONDITIONING AND SUPPLY CO.		
140069	01-8150-450-0000-8110-4300-0000-0				63.96
			<b>Warrant Total</b>		<b>\$63.96</b>
632433	R58	984860-1	FOLLETT LIBRARY RESOURCES		
140449	01-3010-600-1200-1000-4200-4250-3				10,925.83
140449	01-7090-600-1200-1000-4200-0000-0				4,682.50
			<b>Warrant Total</b>		<b>\$15,608.33</b>
632434	R58	920562-1	FOLLETT SOFTWARE COMPANY		
140239	01-0000-260-1110-2130-4300-6220-0				3,257.67
			<b>Warrant Total</b>		<b>\$3,257.67</b>
632435	R58	937140-1	ENVIROCLEAN SANITATION SUPPLY		
140594	01-0000-490-0000-8210-4300-0000-0				433.08
			<b>Warrant Total</b>		<b>\$433.08</b>
632436	R58	090206	PG&E		
140289	01-7230-280-0000-3600-4345-6930-0		transportation		407.90
140289	01-7230-280-0000-3600-4345-6930-0		transportation		1,742.48
			<b>Warrant Total</b>		<b>\$2,150.38</b>
632437	R58	937140-1	ENVIROCLEAN SANITATION SUPPLY		
140594	01-0000-490-0000-8210-4300-0000-0				51.84
			<b>Warrant Total</b>		<b>\$51.84</b>
632438	R58	091778	Community Matters		
140719	01-3725-490-1300-1000-5800-0000-2				15,310.00
			<b>Warrant Total</b>		<b>\$15,310.00</b>



Report Date: 08/08/2013

## Commercial Warrant Listing

For Warrants Dated 08/08/2013 to 08/08/2013

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632439	R59	059174-1	SUBURBAN PROPANE		
	01-0000-490-1305-8200-5515-0000-0				460.37
			<b>Warrant Total</b>		<b>\$460.37</b>
632440	R59	046275-1	PG&E		
	01-0000-490-0000-8200-5520-0000-0				23,148.64
	01-0000-520-0000-8200-5520-0000-0				2,053.39
	01-0000-530-0000-8200-5520-0000-0				429.63
	01-0000-560-0000-8200-5520-0000-0				3,196.54
	01-0000-580-0000-8200-5520-0000-0				61.99
	01-0000-630-0000-8200-5520-0000-0				8.11
	01-0000-650-0000-8200-5520-0000-0				35.74
	01-7230-280-0000-3600-4345-6930-0		garage		4,187.69
	01-7230-280-0000-8200-5520-6930-0				62.62
	11-0010-260-4110-8200-5520-0000-0				31.66
	11-0010-260-4110-8200-5520-0000-0				471.59
	13-5310-260-0000-8200-5520-0000-0				2,888.71
	13-5310-520-0000-8200-5520-0000-0				46.42
	01-0000-670-0000-8200-5520-0000-0				5,928.21
	01-0000-670-0000-8200-5520-0000-0				31.48
	01-0000-460-0000-8200-5520-0000-0				36.46
	01-0000-470-0000-8200-5520-0000-0				2,500.42
	01-0000-290-0000-8200-5520-0000-0				3,316.55
	01-0000-300-0000-8200-5520-0000-0				1,702.26
	01-0000-350-0000-8200-5520-0000-0				471.59
	01-0000-400-1315-8200-5520-0000-0				710.95
	01-0000-260-0000-8200-5520-5600-0				4,251.33
			<b>Warrant Total</b>		<b>\$55,571.98</b>

Report Date: 08/08/2013

## Commercial Warrant Listing

For Warrants Dated 08/08/2013 to 08/08/2013

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632441	R60	899500	U.S. BANK		
	01-0000-000-0000-0000-9509-0000-0		JUNE13		145.77
	01-0000-000-0000-0000-9509-0000-0		JUNE13		97.50
	01-0000-000-0000-0000-9509-0000-0		JUNE13		20.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		3.99
	01-0000-000-0000-0000-9509-0000-0		JUNE13		73.43
	01-0000-000-0000-0000-9509-0000-0		JUNE13		55.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		30.00
	01-9170-000-0000-0000-9509-0000-0		JUNE13		423.36
	01-0000-000-0000-0000-9509-0000-0		JUNE13		2,100.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		30.00
	01-3010-000-0000-0000-9509-0000-3		JUNE13		-114.40
	01-3010-000-0000-0000-9509-0000-3		JUNE13		14.99
	01-3010-000-0000-0000-9509-0000-3		JUNE13		14.99
	01-3010-000-0000-0000-9509-0000-3		JUNE13		14.99
	01-3010-000-0000-0000-9509-0000-3		JUNE13		14.98
	01-0000-000-0000-0000-9509-0000-0		JUNE13		36.00
	01-3550-000-0000-0000-9509-0000-0		JUNE13		50.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		179.80
	01-0000-000-0000-0000-9509-0000-0		JUNE13		390.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		675.00
	01-9170-000-0000-0000-9509-0000-0		JUNE13		84.52
	01-0000-000-0000-0000-9509-0000-0		JUNE13		549.69
	01-8150-000-0000-0000-9509-0000-0		JUNE13		518.15
	01-8150-000-0000-0000-9509-0000-0		JUNE13		671.05
	01-9170-000-0000-0000-9509-0000-0		JUNE13		179.98
	01-0000-000-0000-0000-9509-0000-0		JUNE13		1,490.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		534.36
	01-0000-000-0000-0000-9509-0000-0		JUNE13		329.46
	01-9170-000-0000-0000-9509-0000-0		JUNE13		317.77
	01-0000-000-0000-0000-9509-0000-0		JUNE13		1,435.90
	12-6105-000-0000-0000-9509-0000-0		JUNE13		81.54
	12-6105-000-0000-0000-9509-0000-0		JUNE13		69.22
	12-6105-000-0000-0000-9509-0000-0		JUNE13		1.32
	12-6105-000-0000-0000-9509-0000-0		JUNE13		119.89
			<b>Warrant Total</b>		<b>\$10,638.25</b>

Report Date: 08/08/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632442	R60	899500	U.S. BANK		
	12-6105-000-0000-0000-9509-0000-0		JUNE13		119.89
	01-0000-000-0000-0000-9509-0000-0		JUNE13		461.61
	01-0000-000-0000-0000-9509-0000-0		JUNE13		489.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		462.30
	01-0000-000-0000-0000-9509-0000-0		JUNE13		54.11
	01-3725-000-0000-0000-9509-0000-2		JUNE13		204.00
	01-9170-000-0000-0000-9509-0000-0		JUNE13		228.68
	01-0000-000-0000-0000-9509-0000-0		JUNE13		38.25
	01-0000-000-0000-0000-9509-0000-0		JUNE13		5,965.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		794.04
	01-0000-000-0000-0000-9509-0000-0		JUNE13		54.97
	01-0000-000-0000-0000-9509-0000-0		JUNE13		171.41
	01-3725-000-0000-0000-9509-0000-2		JUNE13		240.00
	01-3725-000-0000-0000-9509-0000-2		JUNE13		111.51
	01-3725-000-0000-0000-9509-0000-2		JUNE13		154.79
	01-3725-000-0000-0000-9509-0000-3		JUNE13		25.92
	01-3725-000-0000-0000-9509-0000-3		JUNE13		29.13
	01-0000-000-0000-0000-9509-0000-0		JUNE13		109.75
	01-3725-000-0000-0000-9509-0000-3		JUNE13		132.82
	01-0000-000-0000-0000-9509-0000-0		JUNE13		313.60
	01-0010-000-0000-0000-9509-0000-0		JUNE13		103.87
	01-0000-000-0000-0000-9509-0000-0		JUNE13		17.52
	01-0000-000-0000-0000-9509-0000-0		JUNE13		249.00
	01-0000-000-0000-0000-9509-0000-0		JUNE13		181.37
	01-0000-000-0000-0000-9509-0000-0		JUNE13		144.75
	01-0000-000-0000-0000-9509-0000-0		JUNE13		30.00
			<b>Warrant Total</b>		<b>\$10,887.29</b>
632443	R60	910197-1	AT&T		
	01-0000-000-0000-0000-9509-0000-0				74.45
			<b>Warrant Total</b>		<b>\$74.45</b>
632444	R60	090161-1	Stanislaus County Office of Education		
	01-0000-000-0000-0000-9509-0000-0				345.00
			<b>Warrant Total</b>		<b>\$345.00</b>
632445	R60	905970	SMART E TOOLS, LLC		
	01-0000-000-0000-0000-9509-0000-0				4,450.00
			<b>Warrant Total</b>		<b>\$4,450.00</b>
632446	R61	938740-1	MERCED COUNTY OFFICE OF EDUCATION		
133696	01-3010-000-0000-0000-9509-0000-3				625.00
133696	01-3010-000-0000-0000-9509-0000-3				625.00
133696	01-3010-000-0000-0000-9509-0000-3				625.00
133696	01-3010-000-0000-0000-9509-0000-3				625.00
133696	01-3010-000-0000-0000-9509-0000-3				7,800.00
133696	01-3010-000-0000-0000-9509-0000-3				4,750.00
133696	01-3010-000-0000-0000-9509-0000-3				625.00
			<b>Warrant Total</b>		<b>\$15,675.00</b>

Report Date: 08/08/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632447	R62	108	ARLEEN M ALVES		
	01-0000-000-0000-0000-9509-0000-0				16.95
			<b>Warrant Total</b>		<b>\$16.95</b>
632448	R63	980880-2	California School Boards Association		
140629	01-0000-260-0000-7110-4300-5660-0				118.00
140628	01-0000-260-0000-7110-4300-5650-0				138.00
140627	01-0000-260-0000-7110-5200-5650-0				227.50
140627	01-0000-260-0000-7110-5200-5650-0				227.50
140627	01-0000-260-0000-7110-5200-5660-0				227.50
140627	01-0000-260-0000-7110-5200-5660-0				227.50
			<b>Warrant Total</b>		<b>\$1,166.00</b>
632449	R63	970120-1	SCHOOL SPECIALTY INC.		
140695	01-1100-320-1200-1000-4310-6500-0				2,607.12
140232	01-1100-290-1200-1000-4310-6500-0				9,051.05
140232	01-1100-290-1200-1000-4310-6500-0				1,591.92
140697	01-1100-620-1200-1000-4310-6500-0				3,360.79
			<b>Warrant Total</b>		<b>\$16,610.88</b>
632450	R63	962230	SPINITAR		
140214	01-0000-420-1200-1000-4310-0000-0				664.69
			<b>Warrant Total</b>		<b>\$664.69</b>
632451	R63	066640-1	WESTERN PSYCHOLOGICAL SERVICE		
140489	01-5640-260-0000-3120-4310-6640-4				403.92
			<b>Warrant Total</b>		<b>\$403.92</b>
632452	R63	066402-1	WESTERN BUILDING MATERIALS CO		
140526	01-8150-450-0000-8110-4300-0000-0				262.32
			<b>Warrant Total</b>		<b>\$262.32</b>
632453	R63	090068-1	UNIVERSAL SPECIALITIES INC		
140491	01-8150-450-0000-8110-4300-0000-0				42.99
140491	01-8150-450-0000-8110-4300-0000-0				2,383.64
			<b>Warrant Total</b>		<b>\$2,426.63</b>
632454	R63	933520-1	SHIFFLER EQUIPMENT SALES, INC.		
140504	01-8150-450-0000-8110-4300-0000-0				303.41
			<b>Warrant Total</b>		<b>\$303.41</b>
632455	R63	090472-1	UNITED RENTALS NORTHWEST, INC.		
140524	01-8150-450-0000-8110-5620-0000-0				41.80
140524	01-8150-450-0000-8110-5620-0000-0				186.06
140524	01-8150-450-0000-8110-5620-0000-0				279.18
140524	01-8150-450-0000-8110-5620-0000-0				187.41
140524	01-8150-450-0000-8110-5620-0000-0				179.15
140524	01-8150-450-0000-8110-5620-0000-0				185.13
			<b>Warrant Total</b>		<b>\$1,058.73</b>
632456	R63	055658	SHERWIN WILLIAMS PAINT CO.		
140503	01-8150-450-0000-8110-4300-0000-0				314.16
			<b>Warrant Total</b>		<b>\$314.16</b>

## Commercial Warrant Listing

For Warrants Dated 08/08/2013 to 08/08/2013

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632457	R63	090060	WESTERN AG & TURF		
140164	01-8150-450-0000-8110-4300-0000-0				67.32
140164	01-8150-450-0000-8110-4300-0000-0				1,013.99
140164	01-8150-450-0000-8110-4300-0000-0				101.33
140164	01-8150-450-0000-8110-4300-0000-0				55.47
140164	01-8150-450-0000-8110-4300-0000-0				21.14
			<b>Warrant Total</b>		<b>\$1,259.25</b>
632458	R63	090057	WILCO SUPPLY		
140494	01-8150-450-0000-8110-4300-0000-0				1,267.41
140494	01-8150-450-0000-8110-4300-0000-0				56.81
140494	01-8150-450-0000-8110-4300-0000-0				724.92
			<b>Warrant Total</b>		<b>\$2,049.14</b>
632459	R63	896960	SPARKLETTS		
140445	01-0000-260-0000-7200-5650-6000-0				124.66
			<b>Warrant Total</b>		<b>\$124.66</b>
632460	R63	901630	WESTERN BAND ASSOCIATION		
140619	01-0000-490-1355-4100-5808-2320-0				1,250.00
			<b>Warrant Total</b>		<b>\$1,250.00</b>
632461	R63	090304	Sanger High School		
140585	01-0000-490-1315-4200-5808-0000-0				275.00
			<b>Warrant Total</b>		<b>\$275.00</b>
632462	R63	091937	Tulare Union High School		
140580	01-0000-490-1315-4200-5808-0000-0				385.00
			<b>Warrant Total</b>		<b>\$385.00</b>
632463	R63	893590	SUNNYSIDE HIGH SCHOOL		
140579	01-0000-490-1315-4200-5808-0000-0				301.00
140576	01-0000-490-1315-4200-5808-0000-0				339.00
140575	01-0000-490-1315-4200-5808-0000-0				299.00
			<b>Warrant Total</b>		<b>\$939.00</b>
632464	R63	092037	Watsonville High School		
140573	01-0000-490-1315-4200-5808-0000-0				250.00
			<b>Warrant Total</b>		<b>\$250.00</b>
632465	R63	921228-1	SAN JOAQUIN IMPERIAL		
140048	01-0000-260-0000-7550-5640-5700-0				115.00
			<b>Warrant Total</b>		<b>\$115.00</b>
632466	R63	970120-1	SCHOOL SPECIALTY INC.		
140326	01-6500-260-5770-1110-4310-0000-0				201.20
			<b>Warrant Total</b>		<b>\$201.20</b>
632467	R64	092152	Aretaga, Crystal		
	01-0000-000-0000-0000-9509-0000-0				22.00
			<b>Warrant Total</b>		<b>\$22.00</b>
632468	R65	091113-2	U.S. BANK EQUIPMENT FINANCE, INC		
	01-0000-260-0000-7550-5620-5700-0		FINAL PYMNT		12,514.03
			<b>Warrant Total</b>		<b>\$12,514.03</b>

**Commercial Warrant Listing**  
**For Warrants Dated 08/08/2013 to 08/08/2013**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				

<b>District Totals</b>	<b>101 Warrants for</b>	<b>\$1,807,409.71</b>
------------------------	-------------------------	-----------------------

Fund Totals		Amount
01 - General Fund		\$926,337.03
11 - Adult Education		\$14,245.71
12 - Child Development		\$391.86
13 - Cafeteria		\$2,935.13
40 - Special Reserve - Cap Outlay		\$615.60
56 - Debt Service Fund		\$862,884.38
<b>Total</b>		<b>\$1,807,409.71</b>

SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

BOARD DATE: 8/27/2013

R: 67, 68, 74

R:

**TOTALS BY FUNDS:**

224

**COMMERCIAL PAYMENT ORDER  
TO THE  
COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
COUNTY AUDITOR OF MADERA COUNTY, CALIFORNIA**

<u>83630</u>	<u>26 PRISON MITIGATION</u>	-	-	\$	-
<u>83620</u>	<u>30 STATE SCHOOL BLDG.</u>	-	-		
	<u>LEASE PURCHASE</u>	-	-	\$	-
<u>83600</u>	<u>31 REFURBISHMENT</u>	-	-	\$	-
<u>83670</u>	<u>32 ROOF REPLACEMENT</u>	-	-	\$	-
<u>83730</u>	<u>35 SCHOOL FACILITIES</u>	-	-	\$	-
<u>83610</u>	<u>40 SPECIAL RESERVE</u>	-	-	\$	-
<u>83660</u>	<u>41 BUILDING FUND</u>	-	-	\$	-
<u>83690</u>	<u>42 AG FARM BLDG. FUND</u>	-	-	\$	-
<u>83650</u>	<u>43 C.O.P. PROCEEDS</u>	-	-	\$	-
	<u>SPECIAL RESERVE</u>	-	-	\$	-
<u>83710</u>	<u>49 REDEVELOPMENT</u>	-	-	\$	-
	<u>SPECIAL RESERVE</u>	-	-	\$	-
<u>88510</u>	<u>53 STATE SCHOOL LOAN</u>	-	-	\$	-
	<u>REPAY</u>	-	-	\$	-
<u>88610</u>	<u>54 LEASE PURCHASE</u>	-	-	\$	-
<u>83640</u>	<u>56 C.O.P. DEBT SERVICE</u>	-	-	\$	-
<u>83580</u>	<u>67 INSURANCE RESERVE</u>	-	-	\$	-
<u>83570</u>	<u>73 TRUST FUND</u>	-	-	\$	-
<u>83520</u>	<u>74 ATHLETIC FUND</u>	-	-	\$	-
<b>GRAND TOTAL:</b>				<b>\$</b>	<b>83,733.55</b>

BY ORDER OF THE GOVERNING BOARD THE COUNTY SUPERINTENDENT OF SCHOOLS & THE AUDITOR OF MADERA COUNTY ARE HEREBY AUTHORIZED TO TRANSFER THE ABOVE LISTED FUNDS TO THE SCHOOLS COMMERCIAL REVOLVING FUND (E.C. 21110). THEY ARE FURTHER AUTHORIZED TO DRAW WARRANT CHECKS TO THE CLAIMANTS OF SAID SCHOOL DISTRICT AS PER ATTACHED LISTING.

APPROVED BY:

DATE:

\_\_\_\_\_  
TERI BRADSHAW, DIRECTOR OF FISCAL SVCS

PAYMENT ORDER PREPARED BY: Linda K Wall (ACCOUNTS PAYABLE)

\*\*\*\*\*FOR COUNTY SCHOOLS USE ONLY\*\*\*\*\*

AUDITED BY:

DATE:

\_\_\_\_\_  
WARRANT NUMBERS

FROM:

TO:





**COMMERCIAL PAYMENT ORDER  
TO THE  
COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
COUNTY AUDITOR OF MADERA COUNTY, CALIFORNIA**

<u>83630</u>	<u>26 PRISON MITIGATION</u>	-	-		\$	-
<u>83620</u>	<u>30 STATE SCHOOL BLDG.</u>	-	-		\$	-
	<u>LEASE PURCHASE</u>	-	-		\$	-
<u>83600</u>	<u>31 REFURBISHMENT</u>	-	-		\$	-
<u>83670</u>	<u>32 ROOF REPLACEMENT</u>	-	-		\$	-
<u>83730</u>	<u>35 SCHOOL FACILITIES</u>	-	-		\$	-
<u>83610</u>	<u>40 SPECIAL RESERVE</u>	<u>80</u>	\$	507.50		
		-	-		\$	507.50
<u>83660</u>	<u>41 BUILDING FUND</u>	-	-		\$	-
<u>83690</u>	<u>42 AG FARM BLDG. FUND</u>	-	-		\$	-
<u>83650</u>	<u>43 C.O.P. PROCEEDS</u>	-	-		\$	-
	<u>SPECIAL RESERVE</u>	-	-		\$	-
<u>83710</u>	<u>49 REDEVELOPMENT</u>	-	-		\$	-
	<u>SPECIAL RESERVE</u>	-	-		\$	-
<u>88510</u>	<u>53 STATE SCHOOL LOAN</u>	-	-		\$	-
	<u>REPAY</u>	-	-		\$	-
<u>88610</u>	<u>54 LEASE PURCHASE</u>	-	-		\$	-
<u>83640</u>	<u>56 C.O.P. DEBT SERVICE</u>	-	-		\$	-
<u>83580</u>	<u>67 INSURANCE RESERVE</u>	-	-		\$	-
<u>83570</u>	<u>73 TRUST FUND</u>	<u>72</u>	\$	500.00		
		-	-		\$	500.00
<u>83520</u>	<u>74 ATHLETIC FUND</u>	-	-		\$	-
<b>GRAND TOTAL:</b>					<b>\$</b>	<b>680,507.03</b>

BY ORDER OF THE GOVERNING BOARD THE COUNTY SUPERINTENDENT OF SCHOOLS & THE AUDITOR OF MADERA COUNTY ARE HEREBY AUTHORIZED TO TRANSFER THE ABOVE LISTED FUNDS TO THE SCHOOLS COMMERCIAL REVOLVING FUND (E.C. 21110). THEY ARE FURTHER AUTHORIZED TO DRAW WARRANT CHECKS TO THE CLAIMANTS OF SAID SCHOOL DISTRICT AS PER ATTACHED LISTING.

APPROVED BY:

DATE:

TERI BRADSHAW, DIRECTOR OF FISCAL SVCS

PAYMENT ORDER PREPARED BY: Linda K Wall (ACCOUNTS PAYABLE)

\*\*\*\*\*FOR COUNTY SCHOOLS USE ONLY\*\*\*\*\*

AUDITED BY:

DATE:

WARRANT NUMBERS

FROM:

TO:

Fiscal Year: 2014  
 Report Date: 08/13/2013

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Page 1 of 20

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632693	R67	091148-1	RUSSELL SIGLER INC.		
	01-8150-000-0000-0000-9509-0000-0				189.68
			<b>Warrant Total</b>		<b>\$189.68</b>
632694	R68	091802	Global Web Technology LLC		
131132	01-6010-000-0000-0000-9509-0000-0				4,042.79
131133	01-6010-000-0000-0000-9509-0000-0				3,492.52
131133	01-6010-000-0000-0000-9509-0000-0				711.22
131133	01-6010-000-0000-0000-9509-0000-0				1,304.75
131133	01-6010-000-0000-0000-9509-0000-0				3,484.67
131134	01-6010-000-0000-0000-9509-0000-0				4,638.29
131134	01-6010-000-0000-0000-9509-0000-0				3,272.64
131134	01-6010-000-0000-0000-9509-0000-0				1,217.30
131136	01-6010-000-0000-0000-9509-0000-0				4,645.92
131138	01-6010-000-0000-0000-9509-0000-0				2,713.96
131138	01-6010-000-0000-0000-9509-0000-0				454.00
131139	01-6010-000-0000-0000-9509-0000-0				5,913.95
131139	01-6010-000-0000-0000-9509-0000-0				150.99
131140	01-6010-000-0000-0000-9509-0000-0				6,034.90
131141	01-6010-000-0000-0000-9509-0000-0				1,716.77
131142	01-6010-000-0000-0000-9509-0000-0				1,594.91
131143	01-6010-000-0000-0000-9509-0000-0				2,725.96
131143	01-6010-000-0000-0000-9509-0000-0				7,942.11
131127	01-6010-000-0000-0000-9509-0000-0				1,981.97
131127	01-6010-000-0000-0000-9509-0000-0				1,145.05
131128	01-6010-000-0000-0000-9509-0000-0				1,404.98
131130	01-6010-000-0000-0000-9509-0000-0				190.20
131131	01-6010-000-0000-0000-9509-0000-0				13,553.48
			<b>Warrant Total</b>		<b>\$74,333.33</b>
632695	R68	995890	IMAGE 2000		
133261	01-3550-000-0000-0000-9509-0000-0				1,621.08
			<b>Warrant Total</b>		<b>\$1,621.08</b>
632696	R69	966800-1	GANDER PUBLISHING		
140225	01-0000-630-1200-1000-4310-0000-0				1,935.67
			<b>Warrant Total</b>		<b>\$1,935.67</b>
632697	R69	090214-1	HANDWRITING WITHOUT TEARS		
140178	01-6500-260-5770-1110-4310-0000-0				252.05
			<b>Warrant Total</b>		<b>\$252.05</b>
632698	R69	029605	IDEAL SAW WORKS		
140423	01-8150-450-0000-8110-4300-0000-0				46.03
140423	01-8150-450-0000-8110-4300-0000-0				60.60
			<b>Warrant Total</b>		<b>\$106.63</b>
632699	R69	910247-1	L.A. GRINDING		
140050	01-0000-260-0000-7550-5640-5700-0				24.00
140050	01-0000-260-0000-7550-5640-5700-0				375.84
			<b>Warrant Total</b>		<b>\$399.84</b>

**For Warrants Dated 08/13/2013 to 08/13/2013**229

Report Date: 08/13/2013

## Commercial Warrant Listing

For Warrants Dated 08/13/2013 to 08/13/2013

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632707	R69	091038-1	NIMCO, INC		
140190	01-3725-490-1300-1000-4310-0000-2				164.45
			<b>Warrant Total</b>		<b>\$164.45</b>
632708	R69	091648-1	NORMAN S WRIGHT		
140508	01-8150-450-0000-8110-4300-0000-0				110.30
140508	01-8150-450-0000-8110-4300-0000-0				1,393.31
			<b>Warrant Total</b>		<b>\$1,503.61</b>
632709	R69	946860	PARC ENVIROMENTAL CONSTRUCTION		
140666	14-0010-570-0000-8110-5630-0000-0				6,975.00
			<b>Warrant Total</b>		<b>\$6,975.00</b>
632710	R69	047226	PECKS PRINTERY		
140208	01-8150-450-0000-8110-5800-0000-0				81.00
140208	01-8150-450-0000-8110-5800-0000-0				56.16
			<b>Warrant Total</b>		<b>\$137.16</b>
632711	R69	090067-1	PPG ARCHITECTURAL FINISHES		
140428	01-8150-450-0000-8110-4300-0000-0				91.47
140428	01-8150-450-0000-8110-4300-0000-0				72.15
140428	01-8150-450-0000-8110-4300-0000-0				83.43
140428	01-8150-450-0000-8110-4300-0000-0				151.21
140428	01-8150-450-0000-8110-4300-0000-0				380.05
140428	01-8150-450-0000-8110-4300-0000-0				88.82
140428	01-8150-450-0000-8110-4300-0000-0				403.44
140428	01-8150-450-0000-8110-4300-0000-0				180.84
140428	01-8150-450-0000-8110-4300-0000-0				64.62
140428	01-8150-450-0000-8110-4300-0000-0				53.84
140428	01-8150-450-0000-8110-4300-0000-0				38.93
140428	01-8150-450-0000-8110-4300-0000-0				39.66
140428	01-8150-450-0000-8110-4300-0000-0				61.41
140428	01-8150-450-0000-8110-4300-0000-0				92.11
140428	01-8150-450-0000-8110-4300-0000-0				127.18
140428	01-8150-450-0000-8110-4300-0000-0				54.65
140428	01-8150-450-0000-8110-4300-0000-0				220.06
140428	01-8150-450-0000-8110-4300-0000-0				635.30
140428	01-8150-450-0000-8110-4300-0000-0				199.90
140428	01-8150-450-0000-8110-4300-0000-0				83.45
140428	01-8150-450-0000-8110-4300-0000-0				14.90
140428	01-8150-450-0000-8110-4300-0000-0				69.79
140428	01-8150-450-0000-8110-4300-0000-0				275.57
140428	01-8150-450-0000-8110-4300-0000-0				301.84
140428	01-8150-450-0000-8110-4300-0000-0				19.58
140428	01-8150-450-0000-8110-4300-0000-0				281.89
140428	01-8150-450-0000-8110-4300-0000-0				281.56
140428	01-8150-450-0000-8110-4300-0000-0				301.84
140428	01-8150-450-0000-8110-4300-0000-0				34.89
			<b>Warrant Total</b>		<b>\$4,704.38</b>

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632712	R69	915490-1	PLATT		
140441	01-0000-450-0000-8200-4300-0000-0				182.83
140441	01-0000-450-0000-8200-4300-0000-0				185.59
140441	01-0000-450-0000-8200-4300-0000-0				64.80
140441	01-0000-450-0000-8200-4300-0000-0				29.26
			<b>Warrant Total</b>		<b>\$462.48</b>
632713	R69	936490-1	QUALITY PRODUCTS		
140219	01-0000-670-1200-1000-4310-0000-0				313.96
			<b>Warrant Total</b>		<b>\$313.96</b>
632714	R69	965210-1	ROCHESTER 100 INC		
140224	01-9170-630-1200-1000-4310-7384-0				201.25
			<b>Warrant Total</b>		<b>\$201.25</b>
632715	R69	091218	READ NATURALLY, INC.		
140226	01-0000-630-1200-1000-4310-0000-0				851.40
			<b>Warrant Total</b>		<b>\$851.40</b>
632716	R69	965210-1	ROCHESTER 100 INC		
140223	01-0000-670-1200-1000-4310-0000-0				1,035.00
			<b>Warrant Total</b>		<b>\$1,035.00</b>
632717	R69	890963-1	REFRIGERATION SUPPLIES DIST.		
140498	01-8150-450-0000-8110-4300-0000-0				51.73
140498	01-8150-450-0000-8110-4300-0000-0				82.75
140498	01-8150-450-0000-8110-4300-0000-0				153.60
140498	01-8150-450-0000-8110-5640-0000-0				19.20
140498	01-8150-450-0000-8110-5640-0000-0				10.34
140498	01-8150-450-0000-8110-5640-0000-0				6.47
			<b>Warrant Total</b>		<b>\$324.09</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632718	R69	948510-1	RENAISSANCE LEARNING, INC.		
140199	01-7090-290-1200-1000-5885-0000-0				440.96
140199	01-7090-290-1200-1000-5885-0000-0				432.62
140199	01-7090-290-1200-1000-5885-0000-0				1,100.40
140199	01-7090-290-1200-1000-5885-0000-0				868.00
140199	01-7090-420-1200-1000-5885-0000-0				870.76
140199	01-7090-420-1200-1000-5885-0000-0				1,103.89
140199	01-7090-420-1200-1000-5885-0000-0				433.99
140199	01-7090-420-1200-1000-5885-0000-0				442.37
140199	01-7090-390-1200-1000-5885-0000-0				440.99
140199	01-7090-390-1200-1000-5885-0000-0				1,121.70
140199	01-7090-390-1200-1000-5885-0000-0				884.80
140199	01-7090-390-1200-1000-5885-0000-0				449.50
140199	01-3010-620-1200-1000-5885-4200-4				1,121.49
140199	01-3010-620-1200-1000-5885-4200-4				2,207.54
140199	01-3010-620-1200-1000-5885-4200-4				2,798.58
140199	01-3010-620-1200-1000-5885-4200-4				1,100.25
140199	01-3010-420-1200-1000-5885-4200-4				442.37
140199	01-3010-420-1200-1000-5885-4200-4				870.76
140199	01-3010-420-1200-1000-5885-4200-4				1,103.89
140199	01-3010-420-1200-1000-5885-4200-4				433.99
			<b>Warrant Total</b>		<b>\$18,668.85</b>
632719	R69	091789-1	POWR-FLITE		
140509	01-8150-450-0000-8110-4300-0000-0				381.65
			<b>Warrant Total</b>		<b>\$381.65</b>
632720	R69	045436-1	ORIENTAL TRADING COMPANY, INC.		
140176	01-6500-260-5770-1110-4310-0000-0				68.99
			<b>Warrant Total</b>		<b>\$68.99</b>
632721	R69	029179	THE HORN SHOP		
140589	01-0000-490-1355-4100-5640-2320-0				2,300.02
140589	01-0000-490-1355-4100-5640-2320-0				111.35
140589	01-0000-490-1355-4100-5640-2320-0				588.63
140591	01-0000-490-1355-1000-4310-2320-0				1,585.03
140676	01-0000-490-1355-1000-4310-2320-0				1,188.00
			<b>Warrant Total</b>		<b>\$5,773.03</b>
632722	R69	043458-1	NATIONAL NOTARY ASSOCIATION		
140753	01-0000-260-0000-7390-5300-6950-0				52.00
			<b>Warrant Total</b>		<b>\$52.00</b>
632723	R69	092158	Imagine Easy Solution, LLC		
140720	01-0000-490-1300-1000-5885-0000-0				540.00
			<b>Warrant Total</b>		<b>\$540.00</b>
632724	R69	026076-1	GRAINGER		
140419	01-8150-450-0000-8110-4300-0000-0				57.50
140419	01-8150-450-0000-8110-4300-0000-0				100.66
140419	01-8150-450-0000-8110-4300-0000-0				82.25
			<b>Warrant Total</b>		<b>\$240.41</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632725	R69	890785-1	GRAYBAR ELECTRIC CO., INC.		
140420	01-8150-450-0000-8110-4300-0000-0				118.77
			<b>Warrant Total</b>		<b>\$118.77</b>
632726	R69	090079-1	GEARY PACIFIC CORP.		
140161	01-8150-450-0000-8110-4300-0000-0				959.69
			<b>Warrant Total</b>		<b>\$959.69</b>
632727	R69	025024-1	GEORGE'S AUTO SUPPLY, INC		
140071	01-8150-450-0000-8110-4300-0000-0				351.01
140071	01-8150-450-0000-8110-4300-0000-0				52.77
140071	01-8150-450-0000-8110-4300-0000-0				194.29
140071	01-8150-450-0000-8110-4300-0000-0				330.50
140071	01-8150-450-0000-8110-4300-0000-0				37.75
			<b>Warrant Total</b>		<b>\$966.32</b>
632728	R69	927300-1	HM RECEIVABLES CO LLC		
140470	01-6300-260-1200-1000-4100-6220-0				406.35
			<b>Warrant Total</b>		<b>\$406.35</b>
632729	R69	090080-1	HD SUPPLY FACILITIES MAINT., LTD		
140511	01-8150-450-0000-8110-4300-0000-0				418.21
140511	01-8150-450-0000-8110-4300-0000-0				54.97
140511	01-8150-450-0000-8110-4300-0000-0				58.16
			<b>Warrant Total</b>		<b>\$531.34</b>
632730	R69	090058	JOHNSTONE SUPPLY		
140427	01-8150-450-0000-8110-4300-0000-0				365.72
			<b>Warrant Total</b>		<b>\$365.72</b>
632731	R69	091110	KNORR SYSTEMS, INC.		
140516	01-8150-450-0000-8110-4300-0000-0				359.28
			<b>Warrant Total</b>		<b>\$359.28</b>
632732	R69	935660	LINCOLN EQUIPMENT		
140425	01-0000-450-0000-8200-4300-5170-0				113.94
			<b>Warrant Total</b>		<b>\$113.94</b>
632733	R69	091358	MADERA POWDER COATING, INC.		
140683	01-0000-450-0000-8200-4300-0000-0				2,440.40
			<b>Warrant Total</b>		<b>\$2,440.40</b>
632734	R69	091817	MICHCO		
140514	01-8150-450-0000-8110-4300-0000-0				234.09
			<b>Warrant Total</b>		<b>\$234.09</b>
632735	R69	915490-1	PLATT		
140441	01-0000-450-0000-8200-4300-0000-0				38.71
			<b>Warrant Total</b>		<b>\$38.71</b>
632736	R69	090067-1	PPG ARCHITECTURAL FINISHES		
140428	01-8150-450-0000-8110-4300-0000-0				34.89
140428	01-8150-450-0000-8110-4300-0000-0				79.34
140428	01-8150-450-0000-8110-4300-0000-0				34.89
			<b>Warrant Total</b>		<b>\$149.12</b>



Fiscal Year: 2014  
 Report Date: 08/13/2013

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Page 7 of 20

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632737	R69	980000	MADERA GLASS & MIRROR CO.		
140074	01-8150-450-0000-8110-4300-0000-0				2,333.92
140074	01-8150-450-0000-8110-5630-0000-0				495.00
			<b>Warrant Total</b>		<b>\$2,828.92</b>
632738	R69	092118	Hilly Howl, Inc.		
140464	25-9125-360-0000-8510-6200-0000-0				32,206.45
			<b>Warrant Total</b>		<b>\$32,206.45</b>
632739	R69	092126	IIlluminate Education, Inc.		
140118	01-0000-260-1110-1000-5800-6040-0				80,500.00
			<b>Warrant Total</b>		<b>\$80,500.00</b>
632740	R69	935660	LINCOLN EQUIPMENT		
140425	01-0000-450-0000-8200-4300-5170-0				1,201.01
140425	01-0000-450-0000-8200-4300-5170-0				1,092.50
140425	01-0000-450-0000-8200-4300-5170-0				898.94
140425	01-0000-450-0000-8200-4300-5170-0				760.26
			<b>Warrant Total</b>		<b>\$3,952.71</b>
632741	R69	980000	MADERA GLASS & MIRROR CO.		
140074	01-8150-450-0000-8110-4300-0000-0				201.02
140074	01-8150-450-0000-8110-5630-0000-0				115.00
			<b>Warrant Total</b>		<b>\$316.02</b>
632742	R69	092070-1	LIFE FITNESS		
140741	01-0000-400-1300-1000-4310-0000-0				4,444.42
140741	01-0000-400-1300-1000-4310-0000-0				5,464.90
140741	01-0000-400-1300-1000-4310-0000-0				3,425.85
140741	01-0000-400-1300-1000-4310-0000-0				33,319.67
140741	01-0000-400-1300-1000-4310-0000-0				1,017.81
			<b>Warrant Total</b>		<b>\$47,672.65</b>
632743	R69	092135	Guardian Fire Services		
140195	01-8150-450-0000-8110-5640-0000-0				11,795.00
140195	01-8150-450-0000-8110-5640-0000-0				13,500.00
140195	01-8150-450-0000-8110-5640-0000-0				1,188.00
			<b>Warrant Total</b>		<b>\$26,483.00</b>
632744	R70	092096	Molina, Tonya		
	01-9170-380-1200-1000-4310-0000-0		REIMBURSEMENT		22.16
	01-9170-380-1200-1000-4310-0000-0				17.31
	01-9170-380-1200-1000-4310-0000-0				45.45
	01-9170-380-1200-1000-4310-0000-0				60.48
	01-9170-380-1200-1000-4310-0000-0				25.62
	01-9170-380-1200-1000-4310-0000-0				71.80
	01-9170-380-1200-1000-4310-0000-0				6.49
	01-9170-380-1200-1000-4310-0000-0				117.51
	01-9170-380-1200-1000-4310-0000-0				26.64
	01-9170-380-1200-1000-4310-0000-0				2.16
	01-9170-380-1200-1000-4310-0000-0				44.73
	01-9170-380-1200-1000-4310-0000-0				5.40
			<b>Warrant Total</b>		<b>\$445.75</b>

Report Date: 08/13/2013

## Commercial Warrant Listing

For Warrants Dated 08/13/2013 to 08/13/2013

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632745	R70	075208	MADERA UNIFIED PETTY CASH ACCT		
	01-0000-000-0000-0000-9514-0000-0				151.92
	01-3060-260-4850-1000-5800-6560-0				490.00
	01-3060-260-4850-1000-5800-6560-0				1,125.25
	01-7230-280-0000-3600-5200-6930-0				900.00
	01-0000-000-0000-0000-9551-0000-0				2,510.64
			<b>Warrant Total</b>		<b>\$5,177.81</b>
632746	R71	091968	Madera Valley Water Company		
	01-0000-310-0000-8200-5530-0000-0		Berenda		93.96
			<b>Warrant Total</b>		<b>\$93.96</b>
632747	R71	944180-1	ALLIED WASTE SERV. #917		
	01-7230-280-0000-8200-5550-0000-0		July 2013		48.18
	01-0000-400-0000-8200-5550-0000-0		July 2013		248.81
	01-0000-400-1315-8200-5550-0000-0		July 2013		16.05
	13-5310-400-0000-8200-5550-0000-0		July 2013		8.13
			<b>Warrant Total</b>		<b>\$321.17</b>
632748	R71	944180-2	ALLIED WASTE SVCS #917		
	01-0000-400-1315-8200-5550-0000-0		July 2013		19.82
	01-0000-400-0000-8200-5550-0000-0		July 2013		307.01
	01-0000-450-0000-8200-5550-0000-0		July 2013		578.30
	01-7230-280-0000-8200-5550-0000-0		July 2013		59.45
	01-0000-620-0000-8200-5550-0000-0		July 2013		162.94
	01-0000-600-0000-8200-5550-0000-0		July 2013		162.92
	13-5310-260-0000-8200-5550-0000-0		July 2013		144.57
	13-5310-400-0000-8200-5550-0000-0		July 2013		10.03
			<b>Warrant Total</b>		<b>\$1,445.04</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632749	R71	944180	ALLIED WASTE SERVICES #917		
	01-0000-420-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-440-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-400-0000-8200-5550-0000-0		July 2013		250.12
	01-0000-260-0000-8200-5550-5600-0		July 2013		210.86
	01-0000-290-0000-8200-5550-0000-0		July 2013		199.54
	01-0000-300-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-310-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-320-0000-8200-5550-0000-0		July 2013		172.55
	01-0000-350-0000-8200-5550-0000-0		July 2013		21.45
	01-0000-360-0000-8200-5550-0000-0		July 2013		172.55
	01-0000-380-0000-8200-5550-0000-0		July 2013		172.55
	01-0000-460-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-560-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-580-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-520-0000-8200-5550-0000-0		July 2013		199.62
	01-0000-530-0000-8200-5550-0000-0		July 2013		51.69
	01-0000-540-0000-8200-5550-0000-0		July 2013		51.69
	01-0000-470-0000-8200-5550-0000-0		July 2013		339.56
	01-0000-650-0000-8200-5550-0000-0		July 2013		318.02
	11-0010-260-4110-8200-5550-0000-0		July 2013		21.45
	13-5310-440-0000-8200-5550-0000-0		July 2013		11.24
	13-5310-460-0000-8200-5550-0000-0		July 2013		11.24
	13-5310-520-0000-8200-5550-0000-0		July 2013		11.24
	13-5310-560-0000-8200-5550-0000-0		July 2013		11.24
	13-5310-580-0000-8200-5550-0000-0		July 2013		11.24
	13-5310-290-0000-8200-5550-0000-0		July 2013		11.32
	13-5310-300-0000-8200-5550-0000-0		July 2013		11.24
	13-5310-310-0000-8200-5550-0000-0		July 2013		11.24
	13-5310-320-0000-8200-5550-0000-0		July 2013		9.71
	13-5310-360-0000-8200-5550-0000-0		July 2013		9.71
	13-5310-380-0000-8200-5550-0000-0		July 2013		9.71
	13-5310-380-0000-8200-5550-0000-0		July 2013		17.90
	01-0000-570-0000-8200-5550-0000-0		July 2013		143.00
	13-5310-420-0000-8200-5550-0000-0		July 2013		11.24
			<b>Warrant Total</b>		<b>\$3,870.26</b>
632750	R71	944180	ALLIED WASTE SERVICES #917		
	01-0000-670-0000-8200-5550-0000-0		July 2013		210.86
	01-7230-280-0000-8200-5550-6930-0		July 2013		105.43
	11-0010-260-4110-8200-5550-0000-0		July 2013		31.27
	13-5310-260-0000-8200-5550-0000-0		July 2013		507.52
	01-0000-490-0000-8200-5550-0000-0		July 2013		291.80
	01-0000-630-0000-8200-5550-0000-0		July 2013		210.86
			<b>Warrant Total</b>		<b>\$1,357.74</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632751	R71	013706	CITY OF MADERA		
	11-0010-260-4110-8200-5530-0000-0				173.65
	01-7230-280-0000-8200-5530-6930-0				170.55
	01-7230-280-0000-8200-5530-6940-0				170.55
	13-5310-400-0000-8200-5530-0000-0				1,732.33
	01-0000-650-0000-8200-5530-0000-0				7.52
	01-0000-600-0000-8200-5530-0000-0				302.35
	01-0000-620-0000-8200-5530-0000-0				93.97
	01-0000-630-0000-8200-5530-0000-0				741.08
	01-0000-490-0000-8200-5530-0000-0				517.84
	01-0000-470-0000-8200-5530-0000-0				5,754.81
	01-0000-520-0000-8200-5530-0000-0				1,751.90
	01-0000-580-0000-8200-5530-0000-0				1,960.50
	01-0000-580-0000-8200-5530-0000-0				79.13
	01-0000-560-0000-8200-5530-0000-0				1,807.44
	01-0000-560-0000-8200-5530-0000-0				1,057.91
	01-0000-460-0000-8200-5530-0000-0				2,382.00
	01-0000-450-0000-8200-5530-0000-0				42.35
	01-0000-350-0000-8200-5530-0000-0				173.65
	01-0000-300-0000-8200-5530-0000-0				1,836.13
	01-0000-260-0000-8200-5530-5600-0				1,052.21
	01-0000-290-0000-8200-5530-0000-0				5,222.83
	01-0000-390-0000-8200-5530-0000-0				9,480.13
	01-0000-400-0000-8200-5530-0000-0				1,784.82
	01-0000-400-1315-8200-5530-0000-0				1,732.33
	01-0000-440-0000-8200-5530-0000-0				2,055.12
	01-0000-420-0000-8200-5530-0000-0				1,623.99
			<b>Warrant Total</b>		<b>\$43,707.09</b>
632752	R71	046275-1	PG&E		
	01-0000-620-0000-8200-5520-0000-0				2,852.82
	01-0000-600-0000-8200-5520-0000-0				5,880.04
	01-0000-390-0000-8200-5520-0000-0				8,408.09
	01-0000-460-0000-8200-5520-0000-0				1,820.43
	01-0000-490-0000-8200-5520-0000-0				518.86
	01-0000-495-0000-8200-5520-0000-0				325.35
	01-0000-400-0000-8200-5520-0000-0				13,259.65
	01-0000-400-1315-8200-5520-0000-0				12.57
	01-0000-310-0000-8200-5520-0000-0				2,559.73
	01-0000-570-0000-8200-5520-0000-0				1,513.10
			<b>Warrant Total</b>		<b>\$37,150.64</b>
632753	R72	091012-1	ALLSTATE SIGN & PLAQUE CORP		
140331	01-0000-600-1200-2700-5800-0000-0				113.35
			<b>Warrant Total</b>		<b>\$113.35</b>
632754	R72	924810	ANDY'S SPORTS		
140660	01-0595-260-0000-7150-5800-5600-0				2,267.03
			<b>Warrant Total</b>		<b>\$2,267.03</b>

## Commercial Warrant Listing

For Warrants Dated 08/13/2013 to 08/13/2013

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
632755 140227	R72 01-0000-630-1200-1000-4310-0000-0	892850	ANSMAR PUBLISHERS, INC.		3,577.06
Warrant Total					\$3,577.06
632756 140119 140119	R72 01-0000-260-0000-7700-4485-5050-0 01-0000-260-0000-7700-4485-5050-0	091974-1	Bear Data Solutions Inc.		68,966.91 8,490.89
Warrant Total					\$77,457.80
632757 140648	R72 01-0000-560-1227-1000-4310-0000-0	920492-1	B&H PHOTO-VIDEO		419.90
Warrant Total					\$419.90
632758 140883	R72 73-9170-260-0000-2490-5890-0000-0	092164	Bailey Britton	lorraine thompson	500.00
Warrant Total					\$500.00
632759 140618	R72 01-3010-260-0000-2150-4300-0000-4	934910-1	CDW GOVERNMENT, INC		226.75
Warrant Total					\$226.75
632760 140025	R72 01-0000-260-0000-7200-5910-5600-0	916950	CENTRAL VALLEY PRESORT		1,176.51
Warrant Total					\$1,176.51
632761 140882	R72 01-9179-260-1300-1000-5890-0000-3	092163	Gurtinder Chahal	jbt foodtech	1,000.00
Warrant Total					\$1,000.00
632762 140495 140495	R72 01-8150-450-0000-8110-4300-0000-0 01-8150-450-0000-8110-4300-0000-0	091102	Clovis Glass Inc.		757.80 3,602.56
Warrant Total					\$4,360.36
632763 140333	R72 01-6500-260-5770-1110-4310-0000-0	920367-1	DISCOUNT SCHOOL SUPPLY		196.66
Warrant Total					\$196.66
632764 140620	R72 01-0000-490-1355-1000-4310-2320-0	091800	Dorian Business Systems, Inc.		300.00
Warrant Total					\$300.00
632765 140614	R72 01-0000-260-0000-7510-5885-5100-0	091883-1	Environmental Systems Research Institute Inc		810.00
Warrant Total					\$810.00
632766 140157 140157	R72 01-8150-450-0000-8110-4300-0000-0 01-8150-450-0000-8110-4300-0000-0	021299-1	EWING IRRIGATION		976.19 -495.63
Warrant Total					\$480.56
632767 140024 140024	R72 01-0000-260-0000-7200-5910-5600-0 01-0000-260-0000-7200-5910-5600-0	021875	FEDERAL EXPRESS CORP.		39.91 87.81
Warrant Total					\$127.72

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632768	R72	021875-1	FED EX FREIGHT		
140866	01-0000-390-1200-2700-5910-0000-0				1,041.53
			<b>Warrant Total</b>		<b>\$1,041.53</b>
632769	R72	971300-1	First String Sports		
140532	01-0000-560-1215-2700-4300-0000-0				1,113.18
140532	01-0000-560-1215-2700-4300-0000-0				545.18
			<b>Warrant Total</b>		<b>\$1,658.36</b>
632770	R72	067330-1	FOLLETT EDUCATIONAL SERVICES		
140549	01-6300-260-1300-1000-4100-6220-0				11,734.21
			<b>Warrant Total</b>		<b>\$11,734.21</b>
632771	R72	090051	FRESNO AIR CONDITIONING AND SUPPLY CO.		
140069	01-8150-450-0000-8110-4300-0000-0				513.89
			<b>Warrant Total</b>		<b>\$513.89</b>
632772	R72	917010	CENTRAL VALLEY AIRLESS, INC.		
140067	01-8150-450-0000-8110-5640-0000-0				335.35
			<b>Warrant Total</b>		<b>\$335.35</b>
632773	R72	090048	CHARLES MC MURRY CO		
140515	01-8150-450-0000-8110-4300-0000-0				332.83
			<b>Warrant Total</b>		<b>\$332.83</b>
632774	R72	067330-1	FOLLETT EDUCATIONAL SERVICES		
140197	01-6300-260-1200-1000-4100-6220-0				26,078.38
140197	01-6300-260-1200-1000-4100-6220-0				26,048.57
140197	01-6300-260-1200-1000-4100-6220-0				3,240.00
			<b>Warrant Total</b>		<b>\$55,366.95</b>
632775	R72	918720-1	CRITICAL THINKING FOR LIFE		
140631	01-0000-470-1200-1000-4310-0000-0				118.60
			<b>Warrant Total</b>		<b>\$118.60</b>
632776	R72	920367-1	DISCOUNT SCHOOL SUPPLY		
140314	01-0000-650-1200-1000-4310-0000-0				77.71
			<b>Warrant Total</b>		<b>\$77.71</b>
632777	R72	020978-1	EMC/PARADIGM PUBLISHING		
140175	01-6500-260-5770-1110-4310-0000-0				1,113.99
			<b>Warrant Total</b>		<b>\$1,113.99</b>
632778	R74	013706	CITY OF MADERA		
133010	01-0000-000-0000-0000-9509-0000-0		695738		7,589.46
			<b>Warrant Total</b>		<b>\$7,589.46</b>
632779	R75	921129	SCHOOL LIBRARY JOURNAL		
140434	01-0000-400-1300-1000-4320-0000-0				103.99
			<b>Warrant Total</b>		<b>\$103.99</b>
632780	R75	936510-1	TIME FOR KIDS		
140186	01-0000-670-1200-1000-4310-0000-0				247.52
140186	01-0000-670-1200-1000-4310-0000-0				309.40
			<b>Warrant Total</b>		<b>\$556.92</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
632781 140647	R75 01-0000-000-0000-0000-9320-0000-0	994610-2	XPEDX		6,203.54
				<b>Warrant Total</b>	<b>\$6,203.54</b>
632782 140408	R75 01-0000-450-0000-8220-5800-0000-0	915780	WEST COAST ARBORISTS INC		1,920.00
				<b>Warrant Total</b>	<b>\$1,920.00</b>
632783 140860	R75 01-0000-490-1315-4200-4320-0000-0	892870-1	SCHEDULE STAR		300.00
				<b>Warrant Total</b>	<b>\$300.00</b>
632784 140632	R75 01-0000-490-1300-2700-5650-0000-0	948490-2	3M		1,098.00
				<b>Warrant Total</b>	<b>\$1,098.00</b>
632785 140503	R75 01-8150-450-0000-8110-4300-0000-0	055658	SHERWIN WILLIAMS PAINT CO.		340.85
				<b>Warrant Total</b>	<b>\$340.85</b>
632786 140494	R75 01-8150-450-0000-8110-4300-0000-0	090057	WILCO SUPPLY		416.29
				<b>Warrant Total</b>	<b>\$416.29</b>
632787 140433	R75 01-0000-450-0000-8220-4300-0000-0	090076	TARGET SPECIALTY PRODUCTS		334.67
				<b>Warrant Total</b>	<b>\$334.67</b>
632788 140329	R75 01-0000-600-1200-2700-4300-0000-0	090457	ULINE		1,166.68
				<b>Warrant Total</b>	<b>\$1,166.68</b>
632789 140312	R75 01-0000-650-1200-1000-4310-0000-0	931660-1	SEHI COMPUTER PRODUCTS INC		1,196.86
				<b>Warrant Total</b>	<b>\$1,196.86</b>
632790 140313	R75 01-0000-650-1200-1000-4310-0000-0	962230	SPINITAR		1,451.06
				<b>Warrant Total</b>	<b>\$1,451.06</b>
632791 140045 140045	R75 01-0000-260-0000-7550-4300-5700-0 01-0000-260-0000-7550-4300-5700-0	062585-1	UNISOURCE WORLDWIDE, INC.		62.53 2,419.74
				<b>Warrant Total</b>	<b>\$2,482.27</b>
632792 140349	R75 01-0000-450-0000-8220-4300-0000-0	064030	VALLEY IRON INC.		2,427.29
				<b>Warrant Total</b>	<b>\$2,427.29</b>
632793 140502	R75 01-8150-450-0000-8110-4300-0000-0	055248	SERVI-TECH CONTROLS, INC		200.07
				<b>Warrant Total</b>	<b>\$200.07</b>
632794 140595	R75 01-0000-490-0000-8210-5800-0000-0	091761	SteamRite Carpet and Upholstery Cleaning		3,160.00
				<b>Warrant Total</b>	<b>\$3,160.00</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632795	R75	090826-1	Think Social Publishing, Inc.		
140213	01-6500-260-5770-1110-4310-0000-0				118.68
			<b>Warrant Total</b>		<b>\$118.68</b>
632796	R75	060697	TECO PRODUCTS COMPANY		
140077	01-8150-450-0000-8110-4300-0000-0				22.03
140077	01-8150-450-0000-8110-4300-0000-0				43.47
140077	01-8150-450-0000-8110-4300-0000-0				55.35
140077	01-8150-450-0000-8110-4300-0000-0				74.13
140077	01-8150-450-0000-8110-4300-0000-0				177.61
140077	01-8150-450-0000-8110-4300-0000-0				113.56
140077	01-8150-450-0000-8110-4300-0000-0				28.03
140077	01-8150-450-0000-8110-4300-0000-0				119.96
140077	01-8150-450-0000-8110-4300-0000-0				99.73
140077	01-8150-450-0000-8110-4300-0000-0				45.31
140077	01-8150-450-0000-8110-4300-0000-0				28.03
			<b>Warrant Total</b>		<b>\$807.21</b>
632797	R75	970120-1	SCHOOL SPECIALTY INC.		
140167	01-0000-420-1200-1000-4310-0000-0				149.95
			<b>Warrant Total</b>		<b>\$149.95</b>
632798	R75	994120-1	SOUTHWEST SCHOOL & OFFICE SUPPLY		
140450	01-0000-000-0000-0000-9320-0000-0				2,902.00
			<b>Warrant Total</b>		<b>\$2,902.00</b>
632799	R75	090256	CETPA EVENT REGISTRATION		
140755	01-0000-260-0000-7700-5200-5050-0		5-REG		1,515.00
			<b>Warrant Total</b>		<b>\$1,515.00</b>
632800	R75	087124-1	ULINE		
140571	01-0000-360-0000-8210-4300-0000-0				537.04
			<b>Warrant Total</b>		<b>\$537.04</b>
632801	R75	066640-1	WESTERN PSYCHOLOGICAL SERVICE		
140659	01-5640-260-0000-3120-4310-6640-4				409.86
			<b>Warrant Total</b>		<b>\$409.86</b>
632802	R75	931660-1	SEHI COMPUTER PRODUCTS INC		
140007	01-1100-290-1200-1000-4310-6500-0				402.47
			<b>Warrant Total</b>		<b>\$402.47</b>
632803	R75	091761	SteamRite Carpet and Upholstery Cleaning		
140744	01-0000-260-0000-8210-5800-5600-0				3,152.00
			<b>Warrant Total</b>		<b>\$3,152.00</b>
632804	R76	910197-3	AT&T MOBILITY		
	01-0000-260-0000-7200-5920-5050-0		287251312682		100.92
			<b>Warrant Total</b>		<b>\$100.92</b>



**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632805	R76	910197-2	AT & T		
	01-0000-260-0000-7200-5920-5050-0				272.91
	01-0000-260-0000-7200-5920-5050-0				7.74
	01-0000-260-0000-7200-5920-5050-0				24.20
			<b>Warrant Total</b>		<b>\$304.85</b>
632806	R76	982001-1	VERIZON WIRELESS		
	01-0000-260-0000-7540-5925-5850-0				37.66
	01-0000-450-0000-8200-5925-0000-0				114.99
	01-0010-260-0000-3900-5925-2550-0				236.78
	01-0000-260-0000-7150-5925-6900-0				81.82
			<b>Warrant Total</b>		<b>\$471.25</b>
632807	R76	905910	CHEVRON AND TEXACO		
	01-7230-280-0000-3600-4344-6930-0				102.57
	01-7230-280-0000-3600-4344-6930-0				196.60
	01-7230-280-0000-3600-4344-6930-0				90.48
	01-0000-490-1300-2700-5200-0000-0				108.14
	01-0000-400-1315-4200-4344-0000-0				128.46
			<b>Warrant Total</b>		<b>\$626.25</b>
632808	R77	4687	DAN SANDS		
	01-0000-260-0000-7700-5200-5050-0				167.24
			<b>Warrant Total</b>		<b>\$167.24</b>
632809	R77	131	JACK LAWRENCE ANDERSON		
	01-0000-260-0000-7700-5200-5050-0				258.94
			<b>Warrant Total</b>		<b>\$258.94</b>
632810	R77	4791	RAY SEIBERT		
	01-0000-260-0000-7110-5200-5610-0				53.12
	01-0000-260-0000-7110-5200-5610-0				173.46
			<b>Warrant Total</b>		<b>\$226.58</b>
632811	R77	7768	JOHN PERRY DENNO		
	01-0000-570-3200-2700-5200-0000-0				175.15
			<b>Warrant Total</b>		<b>\$175.15</b>
632812	R77	9664	RACHHPAL KAUR		
	01-0000-400-1300-2700-5200-0000-0				446.35
			<b>Warrant Total</b>		<b>\$446.35</b>
632813	R77	9189	BERTA ALICIA CISNEROS		
	01-0000-440-1200-2700-5200-0000-0				138.69
			<b>Warrant Total</b>		<b>\$138.69</b>
632814	R77	9676	MARVIN WILLIAM BAKER		
	01-3010-600-1200-2700-5200-4250-2				986.85
			<b>Warrant Total</b>		<b>\$986.85</b>
632815	R77	7330	CHEYANNE M RALSTON		
	01-0000-260-0000-7700-5200-5050-0				40.12
			<b>Warrant Total</b>		<b>\$40.12</b>

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
632816	R77	108	ARLEEN M ALVES		
			01-0000-260-0000-7300-5200-5550-0		13.56
				<b>Warrant Total</b>	<b>\$13.56</b>
632817	R77	26002645	REBECCA BRAY		
			01-3725-490-1300-1000-5800-0000-2		174.45
				<b>Warrant Total</b>	<b>\$174.45</b>
632818	R77	10287	KEE VANG		
			01-0000-260-0000-7700-5200-5050-0		257.81
				<b>Warrant Total</b>	<b>\$257.81</b>
632819	R77	10214	FRANK JAVIER GUILLEN		
			01-0000-260-0000-7700-5200-5050-0		62.43
				<b>Warrant Total</b>	<b>\$62.43</b>
632820	R78	250	BRENDA ATKINS		
			13-5310-260-0000-3700-5230-0000-0		87.01
				<b>Warrant Total</b>	<b>\$87.01</b>
632821	R78	744	YVONNE NICOLE CANDIA		
			13-5310-260-0000-3700-5230-0000-0		6.78
				<b>Warrant Total</b>	<b>\$6.78</b>
632822	R78	1298	TERESA DELEIJA		
			13-5310-260-0000-3700-5230-0000-0		15.03
				<b>Warrant Total</b>	<b>\$15.03</b>
632823	R78	1848	DORA A GARCIA		
			13-5310-260-0000-3700-5230-0000-0		11.08
				<b>Warrant Total</b>	<b>\$11.08</b>
632824	R78	7850	KIMBERLY S. PEDROZA		
			13-5310-260-0000-3700-5230-0000-0		9.61
				<b>Warrant Total</b>	<b>\$9.61</b>
632825	R78	4342	MARGARITA RIVERA		
			13-5310-260-0000-3700-5230-0000-0		20.34
				<b>Warrant Total</b>	<b>\$20.34</b>
632826	R78	4415	ARLENE SAUCEDA		
			13-5310-260-0000-3700-5230-0000-0		32.21
				<b>Warrant Total</b>	<b>\$32.21</b>
632827	R78	5565	MICHAEL WILLIAMS		
			13-5310-260-0000-3700-5230-0000-0		13.68
				<b>Warrant Total</b>	<b>\$13.68</b>
632828	R79	951810	ACC BUSINESS		
140339			13-5310-260-0000-3700-5920-0000-0		50.29
				<b>Warrant Total</b>	<b>\$50.29</b>
632829	R79	092160	Auto-Chlor System of Fresno, Inc		
140804			13-5310-260-0000-8210-4300-0000-0		300.16
				<b>Warrant Total</b>	<b>\$300.16</b>

Fiscal Year: 2014  
 Report Date: 08/13/2013

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Page 17 of 20

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
632830 140345	R79 13-5310-260-0000-8110-5640-0000-0	090670	Case Parts Company		86.25
			<b>Warrant Total</b>		<b>\$86.25</b>
632831 140346 140346	R79 13-5310-260-0000-3700-4400-0000-0 13-5310-260-0000-3700-5650-0000-0	890180	CULLIGAN BOTTLED WATER		5,590.00 54.00
			<b>Warrant Total</b>		<b>\$5,644.00</b>
632832 140805	R79 13-5310-260-0000-8110-5640-0000-0	090222	Diamond Locksmiths		21.33
			<b>Warrant Total</b>		<b>\$21.33</b>
632833 140360	R79 13-5310-260-0000-3700-4705-0000-0	053414	EARTH GRAINS		860.10
			<b>Warrant Total</b>		<b>\$860.10</b>
632834 140806	R79 13-5310-260-0000-8110-5640-0000-0	090052	FASTENAL COMPANY		281.03
			<b>Warrant Total</b>		<b>\$281.03</b>
632835 140810	R79 13-5310-260-0000-8110-5640-0000-0	092143	Gempler's		718.19
			<b>Warrant Total</b>		<b>\$718.19</b>
632836 140363	R79 13-5310-260-0000-8110-5640-9260-0	024752	GENERAL BUILDERS SUPPLY CO.		188.65
			<b>Warrant Total</b>		<b>\$188.65</b>
632837 140811	R79 13-5310-260-0000-8200-5530-0000-0	026076	GRAINGERS		38.43
			<b>Warrant Total</b>		<b>\$38.43</b>
632838 140827	R79 13-5310-260-0000-8110-5640-0000-0	026322	GRAYLIFT INC		303.39
			<b>Warrant Total</b>		<b>\$303.39</b>
632839 140831	R79 13-5310-260-0000-3700-4400-0000-0	092161	J & E Restaurant Supply, Inc		14,037.02
			<b>Warrant Total</b>		<b>\$14,037.02</b>
632840 140384	R79 13-5310-260-0000-3700-4704-0000-0	037570	MADERA PRODUCE		15,483.00
			<b>Warrant Total</b>		<b>\$15,483.00</b>
632841 140367	R79 13-5310-260-0000-3700-5650-0000-0	037668	MADERA RADIO DISPATCH		142.00
			<b>Warrant Total</b>		<b>\$142.00</b>
632842 140369	R79 13-5310-260-0000-3700-4300-0000-0	044898	OFFICE DEPOT BUSINESS		857.53
			<b>Warrant Total</b>		<b>\$857.53</b>
632843 140832	R79 13-5310-260-0000-3700-5800-0000-0	047226	PECKS PRINTERY		21.60
			<b>Warrant Total</b>		<b>\$21.60</b>

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
632844	R79	048281	Pitney Bowes		
140371	13-5310-260-0000-3700-4300-0000-0				88.11
			<b>Warrant Total</b>		<b>\$88.11</b>
632845	R79	902080	The Platinum Packaging Group		
140374	13-5310-000-0000-0000-9320-0000-0				6,356.16
			<b>Warrant Total</b>		<b>\$6,356.16</b>
632846	R79	049233	PRODUCER'S DAIRY		
140385	13-5310-260-0000-3700-4701-0000-0				2,990.04
140385	13-5310-260-0000-3700-4702-0000-0				198.96
			<b>Warrant Total</b>		<b>\$3,189.00</b>
632847	R79	890963	REFRIGERATION SUPPLY DISTRIBUTOR		
140376	13-5310-260-0000-8110-5640-9260-0				135.52
140376	13-5310-560-0000-8110-5640-0000-0				370.73
140376	13-5310-260-0000-3700-4400-0000-0				8,704.80
			<b>Warrant Total</b>		<b>\$9,211.05</b>
632848	R79	091625	Ruckstell California Sales Co., Inc		
140863	13-5310-260-0000-8110-5640-0000-0				829.54
			<b>Warrant Total</b>		<b>\$829.54</b>
632849	R79	053990	SAVE MART OF MODESTO		
140377	13-5310-260-0203-3700-4700-0000-0				388.90
			<b>Warrant Total</b>		<b>\$388.90</b>
632850	R79	989070	STAPLES CREDIT PLAN		
140387	13-5310-260-0000-3700-4300-0000-0				431.89
			<b>Warrant Total</b>		<b>\$431.89</b>
632851	R79	945270	SYSCO FOODSERVICES OF MODESTO		
140380	13-5310-260-0203-3700-4700-0000-0				2,130.59
140380	13-5310-000-0000-0000-9320-0000-0				16,215.19
			<b>Warrant Total</b>		<b>\$18,345.78</b>
632852	R79	059888	TALKINGTON AIR COND.		
140383	13-5310-260-0000-8110-5640-0000-0				208.00
140383	13-5310-560-0000-8110-5640-0000-0				80.00
140383	13-5310-490-0000-8110-5640-0000-0				190.00
140383	13-5310-400-0000-8110-5640-0000-0				250.00
140383	13-5310-260-0000-8110-5640-9260-0				993.00
140383	13-5310-390-0000-8110-5640-0000-0				100.20
140383	13-5310-600-0000-8110-5640-0000-0				200.00
			<b>Warrant Total</b>		<b>\$2,021.20</b>
632853	R79	977780	Trimark Economy Restaurant Fixtures		
140857	13-5310-260-0000-3700-4371-0000-0				2,773.44
			<b>Warrant Total</b>		<b>\$2,773.44</b>
632854	R79	994970	UNISOURCE MAINT SUPPLY SYSTEMS		
140381	13-5310-000-0000-0000-9320-0000-0				11,478.31
			<b>Warrant Total</b>		<b>\$11,478.31</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
632855	R79	091784	Wallace Packaging, LLC		
140382	13-5310-000-0000-0000-9320-0000-0				4,347.00
			<b>Warrant Total</b>		<b>\$4,347.00</b>
632856	R80	910434	MADERA POLICE DEPARTMENT		
140075	01-8150-450-0000-8110-5800-0000-0				50.00
			<b>Warrant Total</b>		<b>\$50.00</b>
632857	R80	920558-1	PREMIUM PROCESSING		
140777	01-1100-260-1215-4200-5440-0000-0				2,400.00
			<b>Warrant Total</b>		<b>\$2,400.00</b>
632858	R80	037775	MADERA TRIBUNE		
140780	01-0000-260-0000-7150-4300-5500-0		ASSOC SUPRNTNDT		84.79
			<b>Warrant Total</b>		<b>\$84.79</b>
632859	R80	038086	MANGINI ASSOCIATES INCORPORATED		
140543	40-0000-260-0000-8100-5800-0000-0				507.50
			<b>Warrant Total</b>		<b>\$507.50</b>
632860	R80	091647	Madera Tractor		
140202	01-8150-450-0000-8110-5640-0000-0				328.26
140202	01-8150-450-0000-8110-4300-0000-0				328.27
140202	01-8150-450-0000-8110-4300-0000-0				38.75
140202	01-8150-450-0000-8110-5640-0000-0				38.75
140202	01-8150-450-0000-8110-5640-0000-0				400.01
140202	01-8150-450-0000-8110-4300-0000-0				400.01
140202	01-8150-450-0000-8110-4300-0000-0				9.27
140202	01-8150-450-0000-8110-5640-0000-0				9.26
140202	01-8150-450-0000-8110-5640-0000-0				70.72
140202	01-8150-450-0000-8110-4300-0000-0				70.73
			<b>Warrant Total</b>		<b>\$1,694.03</b>
632861	R80	987450-1	PROCESS SOFTWARE LLC		
140193	01-0000-260-0000-7700-5650-5050-0				635.00
			<b>Warrant Total</b>		<b>\$635.00</b>

Report Date: 08/13/2013

**Commercial Warrant Listing**  
**For Warrants Dated 08/13/2013 to 08/13/2013**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
632862	R80	054708-1	PEARSON EDUCATION INC		
140137	01-6300-260-1200-1000-4100-6220-0				1,094.99
140137	01-6300-260-1200-1000-4100-6220-0				20,838.49
			<b>Warrant Total</b>		<b>\$21,933.48</b>

**District Totals                      170 Warrants for                      \$764,240.58**

Fund Totals	Amount
01 - General Fund	\$617,815.32
11 - Adult Education	\$226.37
13 - Cafeteria	\$101,239.94
14 - Deferred Maintenance	\$6,975.00
25 - Capital Fac/Developer Fees	\$36,976.45
40 - Special Reserve - Cap Outlay	\$507.50
73 - Foundation Trust-Scholarship	\$500.00
<b>Total</b>	<b>\$764,240.58</b>