

## Table of Contents

Agenda . . . . .	4
Request Approval of Regular Board Meeting Minutes of October 9, 2012	
Board Minutes 10-9-12 . . . . .	9
Request Adoption of Resolution No.17-2012/13: August 31, 2012 Budget & Expense Transfer Report	
Resolution #17-2012/13 Budget & Expense Transfer Report August 31, 2012. . . . .	20
Request Approval of the new Key Club at Madera South High School	
Agenda Item Cover . . . . .	27
Key Club Constitution. . . . .	28
Request Approval of the Spanish Indigenous Club at Madera South High School	
Agenda Item Cover . . . . .	37
Spanish Club Constitution. . . . .	38
Request Approval of the Alfred Society Club at Madera South High School	
Agenda Item Cover . . . . .	41
Alfred Society Club Constitution. . . . .	42
Request approval of Change Order #1 for the MSHS Paving Project.	
Agenda Item . . . . .	48
Request approval of Change Order #1 for the MSHS Paving Project. . . . .	49
Request Approval of the individual Single Plan for Student Achievement (SPSA) for Lincoln Elementary and Furman High School for the 2012-13 school year starting on August 1, 2012-June 30, 2013	
Agenda Item Cover . . . . .	51
FHS SPSA . . . . .	52
Lincoln SPSA . . . . .	56
Request approval to award RFP #080612 and contract with Paradigm Healthcare Services for Medi-Cal Administrative Activities (MAA) billing services.	
Agenda Item Cover . . . . .	60
Recap of Process. . . . .	61
Request Approval of August 31, 2012 Financial Report	
Agenda Cover and Financial Report August 31, 2012 . . . . .	62
Request Approval of August 31, 2012 Student Body Statement of Club Trust Accounts	
August 31, 2012 Student Body Statement of Club Trust Accounts . . . . .	69
Request Approval of Staffing List	
Staffing List . . . . .	79

Request Approval of Classified Job Description: Data Technician	
Agenda Item Cover . . . . .	80
Job Description: Data Technician. . . . .	81
Field Trips 10/23/12	
Student Overnight or Out of State Field Trips. . . . .	84
Employee Overnight or Out of StateTrips. . . . .	85
Second Reading and request Approval of Revised Board Policies and Administrative Regulations: BP 3511.1 Integrated Waste Management; AR 3511.1 Integrated Waste Management; AR 3550 Nutrition Standards for School Meals	
Agenda Item Cover . . . . .	86
BP 3511.1. . . . .	87
AR 3511.1. . . . .	89
AR 3550. . . . .	90
Second Reading and Request Approval of Revised Board Policy and Administrative Regulation 6178 (BP/AR 6178) Instruction - Career Technical Education	
Agenda Item Cover . . . . .	92
Board Policy 6178. . . . .	93
Administrative Regulation 6178. . . . .	99
Second Reading and Approval of New/Revised/Deleted Board Policies and Administrative Regulations	
Agenda Item Cover . . . . .	103
BP 5112_3 . . . . .	104
AR 5112_3 . . . . .	105
BP 5117. . . . .	107
AR 5117. . . . .	109
BP 5131_61. . . . .	112
BP 5141_33. . . . .	116
AR 5144_1 . . . . .	118
AR 6146_2 . . . . .	140
Second Reading and Request Approval of Revised Board Bylaw BB 9270 Conflict of Interest	
Agenda Item Cover . . . . .	143
BB 9270 Conflict of Interest. . . . .	144
First Reading of Revised Board Policy and Administrative Regulation	
Agenda Item Cover . . . . .	153
Board Policy 1312.3. . . . .	154
Administrative Regulation 1312.3. . . . .	158
Request Approval to apply for 21st Century Grant for Madera High, Madera South, Eastin Arcola, Adams, Alpha, Berenda, Howard, Lincoln, Millview, Monroe, Nishimoto, Parkwood, Sierra Vista and Thomas Jefferson	
Agenda Item Cover . . . . .	168
21st Century Program Description. . . . .	169

Request approval of Services Agreement between Madera Unified School District and Educational Resource Consultants (ERC) to assist in the preparation of grant proposals to California Department of Education for the period of October 9, 2012 through grant submission

Agenda Item Cover . . . . .	170
Services Agreement . . . . .	171
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:	
Agenda Item Cover . . . . .	172
Request Approval of Commercial Warrant Listing	
Agenda Item Cover and Warrant Listing . . . . .	173
Grant Writing Services	
Agenda Item Cover . . . . .	215

**MADERA UNIFIED SCHOOL DISTRICT**  
**Every Child, Every Day, Whatever it Takes!**

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

**Regular Meeting**

**Tuesday, October 23, 2012**

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. Anticipated Litigation pursuant to subdivision (b) of Section 54954.9
  - E. Superintendent's Evaluation
  - F. Adjournment of Closed Session

**7:00 PM – Public Meeting Begins**

2. **Reconvene Public Session**



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

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:** Enrique Quintanilla

**Madera High:** Rida Qaiser

7. **Communications**

A. Student and Staff Recognition

- o Play It Safe Poster Contest Winners – Sierra Vista Elementary

B. 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 October 9, 2012  
[Board Minutes 10-9-12](#)

2. Request Adoption of Resolution No.17-2012/13: August 31, 2012 Budget & Expense Transfer Report  
[Resolution #17-2012/13 Budget & Expense Transfer Report August 31, 2012](#)

3. Request Approval of the new Key Club at Madera South High School  
[Agenda Item Cover](#)  
[Key Club Constitution](#)

4. Request Approval of the Spanish Indigenous Club at Madera South High School  
[Agenda Item Cover](#)  
[Spanish Club Constitution](#)

5. Request Approval of the Alfred Society Club at Madera South High School  
[Agenda Item Cover](#)  
[Alfred Society Club Constitution](#)
  6. Request approval of Change Order #1 for the MSHS Paving Project  
[Agenda Item](#)  
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  7. Request Approval of the individual Single Plan for Student Achievement (SPSA) for Lincoln Elementary and Furman High School for the 2012-13 school year starting on August 1, 2012-June 30, 2013  
[Agenda Item Cover](#)  
[FHS SPSA](#)  
[Lincoln SPSA](#)
  8. Request approval to award RFP #080612 and contract with Paradigm Healthcare Services for Medi-Cal Administrative Activities (MAA) billing services  
[Agenda Item Cover](#)  
[Recap of Process](#)
  9. Request Approval of August 31, 2012 Financial Report  
[Agenda Cover and Financial Report August 31, 2012](#)
  10. Request Approval of August 31, 2012 Student Body Statement of Club Trust Accounts  
[August 31, 2012 Student Body Statement of Club Trust Accounts](#)
- B. Human Resources Items
1. Request Approval of Staffing List  
[Staffing List](#)
  2. Request Approval of Classified Job Description: Data Technician  
[Agenda Item Cover](#)  
[Job Description: Data Technician](#)
- C. Field Trip/Employee Conference Requests
1. Field Trips 10/23/12  
[Student Overnight or Out of State Field Trips](#)  
[Employee Overnight or Out of State Trips](#)

## **9. Old Business**

- A. Second Reading and request Approval of Revised Board Policies and Administrative Regulations: BP 3511.1 Integrated Waste Management; AR 3511.1 Integrated Waste Management; AR 3550 Nutrition Standards for School Meals  
[Agenda Item Cover](#)  
[BP 3511.1](#)  
[AR 3511.1](#)  
[AR 3550](#)
- B. Second Reading and Request Approval of Revised Board Policy and Administrative Regulation 6178 (BP/AR 6178) Instruction - Career Technical Education  
[Agenda Item Cover](#)

[Board Policy 6178](#)  
[Administrative Regulation 6178](#)

- C. Second Reading and Approval of New/Revised/Deleted Board Policies and Administrative Regulations  
[Agenda Item Cover](#)  
[BP 5112 3](#)  
[AR 5112 3](#)  
[BP 5117](#)  
[AR 5117](#)  
[BP 5131 61](#)  
[BP 5141 33](#)  
[AR 5144 1](#)  
[AR 6146 2](#)
- D. Second Reading and Request Approval of Revised Board Bylaw BB 9270 Conflict of Interest  
[Agenda Item Cover](#)  
[BB 9270 Conflict of Interest](#)

**10. New Business**

- A. First Reading of Revised Board Policy and Administrative Regulation  
[Agenda Item Cover](#)  
[Board Policy 1312.3](#)  
[Administrative Regulation 1312.3](#)
- B. Request Approval to apply for 21st Century Grant for Madera High, Madera South, Eastin Arcola, Adams, Alpha, Berenda, Howard, Lincoln, Millview, Monroe, Nishimoto, Parkwood, Sierra Vista and Thomas Jefferson  
[Agenda Item Cover](#)  
[21st Century Program Description](#)
- C. Request approval of Services Agreement between Madera Unified School District and Educational Resource Consultants (ERC) to assist in the preparation of grant proposals to California Department of Education for the period of October 9, 2012 through grant submission  
[Agenda Item Cover](#)  
[Services Agreement](#)
- D. 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: 995320, 987586, 997484, 5440, 997174, 986945, 202429, 701422, 202653, 200080, 7116, and 201882.

**Audio File No. 7 – 2012/13**

[Agenda Item Cover](#)

- E. Request Approval of Commercial Warrant Listing  
[Agenda Item Cover and Warrant Listing](#)

**11. Information and Reports**

- A. Grant Writing Services  
[Agenda Item Cover](#)
- B. Educational Services Report
  - Adequate Yearly Progress Report
  - Suspension Report
- C. Business and Operations Update
  - Williams Report
- D. Superintendent's Time
  - Upward Bound Presentation

**12. Announcements**

**13. Miscellaneous**

- A. Board Member Committee and Information Reports

**14. Advanced Planning**

**Next Regular Board Meeting**

Tuesday, November 13, 2012 at 7:00 p.m.

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

**15. Suggested Future Agenda Items**

**16. Adjournment**

<p><b>Board Room Accessibility:</b> 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; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).]</p>
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**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

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, October 9, 2012**, at 5:30 p.m.

**ROLL CALL**

Michael Salvador, Acting President  
Robert E. Garibay, Acting Clerk

Lynn Cogdill, Trustee  
Jose Rodriguez, Trustee  
Ray G. Seibert, Trustee  
Maria Velarde-Garcia, Trustee

Absent: Ricardo Arredondo, President

Kayla Martinez, acting Student Board Representative, Madera High School  
Enrique Quintanilla, Student Board Representative, Madera South High School

Gustavo Balderas, Superintendent  
Dr. Anthony Monreal, Deputy Superintendent  
Deborah A. Wood, Associate Superintendent, Educational Services  
Teri Bradshaw, Director, Fiscal Services  
Tracie Green, Director, Human Resources  
Janet Morgan, Senior Administrative Assistant

Absent: Robert Chavez, Chief Academic Officer

Joe Ayala, Network Administrator  
Angel Vargas, Translator  
Rosalind Cox, Director of Facilities Maintenance/Purchasing  
Sandra Perez, Director of Child Nutrition  
Janet Grossnicklaus, Director of Curriculum, Instruction and Assessment  
Alma DeLuna, Director of English Learners  
Paul Van Loon, Director of Special Services/Student Services  
Andy Beakes, Principal of Pershing Elementary  
Curtis Manganaan, Director of Maintenance and Operations

Kathy Horn, MUTA President

There were approximately 40 visitors/District employees in attendance.

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

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

- Kathy Horn, MUTA President; addressed rumors of hiring an outside consultant to write a 3<sup>rd</sup> grade music program; dismissal of percussion and specialized instrument instructors; flooded classroom at Howard; no response to prior questions.

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

Seeing no others come forward, Acting President Salvador 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. Pledge of Allegiance, Opening, Acknowledgement of Visitors and Media, and Invocation**

Acting President Salvador adjourned the Closed Session at 6:57 p.m. and reconvened the Regular Meeting by calling the Public Session to order at 7:05 p.m. Acting President Salvador announced that Trustee Garibay would be Acting Clerk this evening. Acting President Salvador welcomed the visitors and asked Trustee Velarde-Garcia to lead the flag salute. Acting President Salvador asked Reverend Felix Vigil, Executive Director of the Madera Rescue Mission to lead the invocation. Acting President Salvador asked Ms. Morgan to call the Roll of Trustees. Acting President Salvador explained the rules governing the Board meeting. The meeting was recorded on Audio File No. 06-2012/13.

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

Superintendent Balderas announced there were no reportable Closed Session actions.

**5. Adoption of Agenda – Motion No. 45-2012/13**

Acting President Salvador 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.

Superintendent Balderas asked that New Business Item 10A be pulled from the Agenda. Staff received new mandatory language for this Board Policy earlier today. The new language will be added to the Board Policy and brought back at the next Board meeting.

**It was moved by Trustee Velarde-Garcia, seconded by Trustee Seibert, and carried by majority to adopt the agenda as amended.**

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

Noes: None

Absent: President Arredondo

Abstained: None

**6. Student Board Representative Report**

Kayla Martinez, acting Student Board Representative for Madera High School, and Enrique Quintanilla, Student Board Representative for Madera South High School each presented highlights of activities at their respective school sites.

**7. Communications**

**7A. Public Hearing**

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

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

- John Seybold, MUTA First Vice President; addressed textbooks
- Kathy Horn, MUTA President; addressed textbooks as well; stated Diana Dell Jorgensen is the music program writer she referred to in remarks preceding Closed Session.

**8. Approval of Consent Agenda – Motion No. 46-2012/13**

Document Numbers 110-2012/13 through 115-2012/13

Staffing Changes, Exhibit B

Field Trip/Employee Conference Requests, Exhibit C

Prior to calling for a motion, Acting President Salvador opened the item for public comment.

- Kathy Horn, MUTA President; addressed on Fred Jones training

Seeing no others, Acting President Salvador returned the item to the Board for questions and comments prior to calling for a motion.

**It was moved by Acting Clerk Garibay, seconded by Trustee Rodriguez, and carried by majority to approve the Consent Agenda as amended.**

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

**8A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notices of Public Hearings, and Proclamations:**

**8A1.** Approval of Regular Board Meeting Minutes of September 25, 2012

**8A2.** Approval of Consultant Services Agreement between Madera Unified School District and Learning for Living, Inc. DOCUMENT NO. 110-2012/13

**8A3.** Approval of Miscellaneous Donations: \$66.54 donation to Pershing Elementary School by Target; \$174 donation to Pershing Elementary School by PG&E; \$100 donation to MHS Robotics Program by Gateway Travel; and \$3,000 donation to MHS Robotics Program by Madera Sunrise Rotary  
DOCUMENT NO. 111-2012/13

**8A4.** Approval of Consultant Services Agreement between Madera Unified School District and Fredric H. Jones & Associates, Inc. DOCUMENT NO. 112-2012/13

**8A5.** Approval of Change Order #4 for LaVina Paving Project  
DOCUMENT NO. 113-2012/13

**8B. Human Resources Items**

**8B1.** Approval of Staffing Changes and Coaches DOCUMENT NO. 114-2012/13

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

**8C. Field Trip/Employee Conference Requests**

**8C1. Approval of Field Trip/Employee Conference Requests**

DOCUMENT NO. 115-2012/13

Following approval of the Consent Agenda, Acting President Salvador recognized Dr. Elaine Liu as the incoming Coordinator of Special Programs and Gladys Wilson as the incoming Senior Administrative Assistant to the Superintendent.

**9. Old Business**

None

**10. New Business**

**10A. First Reading of Revised Board Policy and Administrative Regulation, BP 1312.3 and AR 1312.3**

**PULLED**

**10B. Approval 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:**

- Report(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: 302057, 15920, 401457, 2680, 977791, 977270, 976950, 301325, 2411, 997406, 402492, 6966, 14184, 5084, 201053, 301546, 15483, 303889, 401505, 202765, 16439, 16232, 15345, and 402356

Prior to calling for a motion, Acting President Salvador opened the item for public comment. Seeing no one come forward, Acting President Salvador returned the item to the Board for questions and comments prior to calling for a motion.

**It was moved by Trustee Seibert seconded by Acting Clerk Garibay, and carried by majority to approve the findings, conclusions and recommendations as stated above**

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

Noes: None

Absent: President Arredondo

Abstained: None

MOTION NO. 47-2012/13  
CONFIDENTIAL DOCUMENT NO. 116-2012/13

**10C. Approval of Commercial Warrant Listing  
Exhibit A, Motion No. 48-2012/13, Document No. 117-2012/13**

Prior to calling for a motion, Acting President Salvador opened the item for public comment.



**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

Seeing no one come forward, Acting President Salvador returned the item to the Board for questions and comments prior to calling for a motion.

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

**It was moved by Trustee Rodriguez, seconded by Trustee Seibert and carried by majority to approve the commercial warrant listing**

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

**11. Information and Reports**

**11A. Educational Services Report**

- PI Year 3 LEA Plan – Evidence of Progress (2011-12)  
Alma de Luna presented this report via a PowerPoint presentation.

**11C. Superintendent's Time**

- Superintendent Balderas discussed textbooks and the textbook weight limit in the state of California as it relates to textbook adoption. Mr. Balderas stated staff will research the cost of classroom sets but reminded everyone of the budget issues we are currently facing.
- This is the 9<sup>th</sup> week of school and it has been a great school year so far.
- The inaugural meeting of the Nutrition Committee meeting is next week as is the long range Facilities Planning Committee meeting.

**12. Announcements**

Acting President Salvador made the following announcements:

- The Madera County Office of Education will be hosting the annual Excellence in Education Awards ceremony on Thursday, October 11<sup>th</sup> at the Madera Municipal Golf Course. Being recognized for their nominations from Madera Unified are Brad Krause for Teacher of the Year and Eddie Martinez for Employee of the Year. If you haven't already RSVP'd for this event please contact Janet.
- Red Ribbon week will be celebrated at school sites throughout Madera Unified from October 22<sup>nd</sup> through November 2<sup>nd</sup>.

**13. Miscellaneous**

**A. Board Member Committee and Information Reports**

- Trustee Velarde-Garcia attended the California Latino School Board Association meeting
- Trustee Rodriguez commented on the dunk tank that he and Superintendent Balderas participated in during the Old Timers Day festivities in Courthouse Park

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

- Trustee Seibert reported on attending the Madera South High School Ag Farm Day for elementary students throughout Madera County. The event continues through tomorrow.
- Acting Clerk Garibay reported on the Budget & Finance committee meeting
- Acting President Salvador reminded the Board of the December CSBA

**14. Advanced Planning**

Acting President Salvador made the following announcement:

**Next Regular Board Meeting**

**Tuesday, October 23, 2012 at 7:00 p.m.**

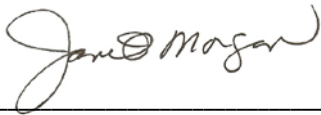
**Madera Unified School District Boardroom – 1902 Howard Road, Madera, CA 93637**

**15. Suggested Future Agenda Items**

There were none this evening.

**16. Adjournment – Motion No. 49-2012/13**

Acting President Salvador adjourned the Public Session at 8:05 p.m.



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Janet Morgan, Senior Administrative Assistant  
to the Superintendent and Board of Trustees

Dated: October 9, 2012

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

**MINUTES OF OCTOBER 9, 2012  
MOTION NO. 46-2012/13 and MOTION NO. 48-2012/13  
DOCUMENT NOs.110-2012/13 through 115-2012/13  
and DOCUMENT NO. 117-2012/13**

**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. 48-2012/13  
DOCUMENT NO. 117-2012/13**

<b>BUSINESS TRANSACTIONS</b>	
<b>APPROVAL OF COMMERCIAL WARRANTS</b>	
<b>BOARD DATE: October 09, 2012</b>	
<b>FUND</b>	<b>AMOUNT</b>
01 GENERAL FUND	\$3,102,289.69
11 ADULT EDUCATION	\$5,854.21
12 CHILD DEVELOPMENT	\$4,558.57
13 CAFETERIA	\$3,835.79
14 DEFERRED MAINTENANCE	\$47,982.87
15 PUPIL TRANS EQUIP	\$0.00
17 STONE SCHLRSHP TRUST	\$0.00
21 BUILDING FUND-BOND PROCEEDS 2003	\$0.00
25 DEVELOPERS' FEES	\$92,230.18
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	\$346.39
40 SPECIAL RESERVE	\$6,117.40
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>\$3,263,215.10</b>
<b>PAYROLL</b>	
<b>09/30/12 &amp; 10/04/12 PAYROLLS (INCL'S PD BENEFITS)</b>	
01 GENERAL	\$10,637,408.46
11 ADULT EDUCATION	\$69,106.32
12 CHILD DEVELOPMENT	\$131,797.78
13 CAFETERIA	\$380,993.25
25 DEVELOPER FEES	\$10,521.19
35 SCHOOL FACILITIES FUND	\$489.78
74 ATHLETIC FUND	\$0.00
<b>PAYROLL TOTAL ALL FUNDS</b>	<b>\$11,230,316.78</b>
<b>BY: MELANIE SERROS, ACCOUNTS PAYABLE</b>	
<b>10/2/2012</b>	
<b>BY: JANET PAVLOVICH, POSITION CONTROL</b>	
<b>10/12/2012</b>	

<p align="center"><b>MINUTE RECORD of Madera Unified School District Board of Education</b>  <b>REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012</b></p>
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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. 46 -2012/13**  
**DOCUMENT 114-2012/13**

**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>
None				

**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. Elaine Liu	Coordinator of Special Services	Special Services	2012/2013	New Position (Special Ed. Funding)

**CERTIFICATED OTHER**

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

<p align="center"><b>MINUTE RECORD of Madera Unified School District Board of Education</b>  <b>REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012</b></p>
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**EXHIBIT B – CLASSIFIED HUMAN RESOURCES ITEMS**  
**MOTION NO. 46 -2012/13**  
**DOCUMENT 114-2012/13**

**CLASSIFIED LEAVES OF ABSENCE**

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Lucia Santana	Paraprofessional Aide	Preschool	09/21/12-01/01/13	Personal Leave

**CLASSIFIED SEPARATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Justification</u>
1. Cathy Armentrout	CN Assistant I	Child Nutrition	09/15/12	Resignation
2. Richard Fernandez	Bus Driver	Transportation	09/24/12	Resignation

**CLASSIFIED NEW POSITION**

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

**CLASSIFIED EMPLOYMENT**

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Hours</u>	<u>Justification</u>
1. Guadalupe Estrada	Clerk I	Preschool	2012/2013	3.00	Replacement
2. Angelica Solis	CN Assistant I	Child Nutrition	2012/2013	3.00	Replacement
3. Dominique Neri	CN Assistant I	Child Nutrition	2012/2013	3.50	Replacement
4. Brittany Garcia	CN Assistant I	Child Nutrition	2012/2013	3.00	Replacement
5. Joseph Correa	CN Assistant I	Child Nutrition	2012/2013	3.50	Replacement
6. Summerlyn Marquez	Cashier	Child Nutrition	2012/2013	3.50	Replacement
7. Gladys Wilson	Senior Administrative Asst.	District (Superintendent)	2012/2013	8.00	Replacement

**CLASSIFIED OTHER**

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

**COACHES**

1. See Attached List

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

**EXHIBIT B – HUMAN RESOURCES ITEMS – COACHES  
MOTION NO. 46 -2012/13  
DOCUMENT 114-2012/13**

<b>Last Name</b>	<b>First Name</b>	<b>Site</b>	<b>Sport</b>	<b>Year</b>
Hinojos	Kelli	Pershing	Cross Country	2012/2013
Woods	Mike	Dixieland	Cross Country	2012/2013
Mckinney	Scott	MHS	Football	2012/2013
Low	Blaine	MHS	Football	2012/2013
Cunnings	Bonner	MHS	Football	2012/2013
Simons	Rayns	MHS	Football	2012/2013
Cordero	Dion	MHS	Football	2012/2013
DaSilva	Jimmy	MHS	Football	2012/2013
Eller	Dave	MHS	Football	2012/2013
Riche	Tim	MHS	Football	2012/2013
Coleman	Daryl	MHS	Football	2012/2013
Riche	Tim	MHS	Football	2012/2013
Hatfield	Kevin	MHS	Football	2012/2013
Cosgrove	Danny	MHS	Football	2012/2012
Mejia	Tim	MHS	Football	2012/2013
Kutz	Shawn	MHS	Football	2012/2013
Alvarez	German	MHS	Football	2012/2013
Smith	Joe	MHS	Football	2012/2013
Keune	Robyn	MHS	G. Volleyball	2012/2013
Salinas	Erica	MHS	G. Volleyball	2012/2013
Jefferson	Rhonda	MHS	G. Volleyball	2012/2013
Britton	Tammi	MHS	Gymnastics	2012/2013
Booth	Robert	MHS	Football	2012/2013
Giersch	Bernadette	MHS	Cheer Advisor	2012/2013
Hudson	Patrice	MHS	Cheer	2012/2013
Perkins	Crystal	MHS	Cheer	2012/2013
Day	Ashley	MHS	Cheer	2012/2013
Martines	Richard	MHS	B. Water Polo	2012/2013
Larrivee	Kevin	MHS	B. Water Polo	2012/2013
Baymiller	Eric	MHS	G. Water Polo	2012/2013
Tatro	Kevin	MHS	G. Water Polo	2012/2013
Dover	Coleen	MHS	G. Golf	2012/2013
Adams	Doug	MHS	G. Golf	2012/2013
Ramirez	Dave	MHS	G. Tennis	2012/2013
Brock	Jamie	MHS	G. Tennis	2012/2013
Stanford	Russ	MHS	Cross Country	2012/2013
Stanford	Maricela	MHS	Cross Country	2012/2013
Tackett	Mark	MHS	Cross Country	2012/2013

**MINUTE RECORD of Madera Unified School District Board of Education  
REGULAR BOARD MEETING HELD ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2012**

**EXHIBIT C – FIELD TRIPS/EMPLOYEE CONFERENCE REQUESTS  
MOTION NO. 46 -2012/13  
DOCUMENT 115-2012/13**

10/13/12 to 10/14/12	TJ	Cadaoas	Peer Helpers to Team Building Retreat 18 students—4 adults	Bass Lake, CA	\$0 Transportation \$750 Lodging	Peer Helpers Club	Personal Vehicles
11/30/12 to 12/1/12	MSHS	Gaeth-Pearce	Wrestling Team to Larry Nelson Classic 16 students—5 adults	Vacaville, CA	\$160 Transportation \$750 Lodging	MSHS Boosters MSHS Boosters	School Vans
12/20/12 to 12/23/12	MSHS	Gaeth-Pearce	Wrestling Team to Holiday Classic 16 students—5 adults	Visalia, CA	\$240 Transportation \$1500 Lodging	MSHS Boosters MSHS Boosters	School Vans
1/03/13 to 1/05/13	MSHS	Gaeth-Pearce	Wrestling Team to Doc Buchanan 16 students—5 adults	Clovis, CA	\$160 Transportation \$1500 Lodging	MSHS Boosters MSHS Boosters	School Vans
1/10/13 to 1/12/13	MSHS	Gaeth-Pearce	Wrestling Team to Kern County Invitational 16 students—5 adults	Bakersfield, CA	\$160 Transportation \$1500 Lodging	MSHS Boosters MSHS Boosters	School Vans
1/17/13 to 1/19/13	MSHS	Gaeth-Pearce	Wrestling Team to Mid Cals 16 students—5 adults	Gilroy, CA	\$160 Transportation \$1500 Lodging	MSHS Boosters MSHS Boosters	School Vans
1/25/13 to 1/26/13	MSHS	Gaeth-Pearce	Wrestling Team to Central Valley Invitational 16 students-5 adults	Visalia, CA	\$80 Transportation \$1500 Lodging	MSHS Boosters MSHS Boosters	School Vans
1/31/13 to 2/2/13	MSHS	Gaeth- Pearce	Wrestling Team to Mission San Jose Invitational 16 students—5 adults	Fremont, CA	\$160 Transportation \$1500 Lodging	MSHS Boosters MSHS Boosters	School Vans
2/22/13 to 2/23/13	MSHS	Gaeth-Pearce	Wrestling Team to Grand Masters 16 students—5 adults	Visalia, CA	\$80 Transportation \$750 Lodging	MSHS Boosters MSHS Boosters	School Vans
2/28/13 to 3/03/13	MSHS	Gaeth-Pearce	Wrestling Team to CA State Championships 16 students—5 adults	Bakersfield, CA	\$240 Transportation \$2000 Lodging	MSHS Boosters MSHS Boosters	School Vans



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Adoption of Resolution #17-2012/2013: Budget and Expense Transfer Reports

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

**Agenda Placement:** Consent

**Background/ rationale:**

During the month it became necessary to make budget and expense transfers in the normal operation of the District. The Budget and Expense Transfer reports aid the Board in making the necessary financial decisions to meet the goals of the District.

The budgetary transfers include updated information received regarding income and expense projections. The General Fund transfers represent minor adjustments made by principals and department heads within their accounts. All budgetary transfers are within budgeted amounts and fall within the parameters established by the Board.

Expense and loan transfers between funds represent the actual cash transfer activity between funds for supplies and services and temporary loans necessary for cash flow purposes.

**Financial impact:**

The budgetary transfer resolution represents a projected in income and expenses for all funds. See the Budgetary Transfer Resolution for details.

The expense and loan transfer resolution represents \$695,652.87 in expense transfers and \$110,000 loan transfers between funds.

**Superintendent's recommendation:**

Superintendent recommends adoption of this resolution.

**Supporting documents attached:**

Budgetary Transfers, Resolution #17-2012/2013

Income and Expense Budgetary Transfers, by Object, as of August 31, 2012

Interfund Expense and Loan Transfers, Resolution #17-2012/2013

Cash Transfer Activity August 1, 2012 to August 31, 2012



**MADERA UNIFIED SCHOOL DISTRICT**  
**Madera, California**  
**BUDGETARY TRANSFERS RESOLUTION #17-2012/13**

NOW, THEREFORE, BE IT RESOLVED that due to changes in priorities by various schools and departments (Support Services) the following Inter-budgetary and undistributed Reserve transfers from 8/1/12 to 8/31/12 are submitted for your approval:

(Worksheet 01)	FUND	07/01/12 Adjusted Beginning Balance	Previously Approved Revisions	Budget Adjusted for Revisions Apprvd to Date	August 31, 2012		Projected Fund Balance Given all Revisions	Breakdown of Projected June 30, 2013 Fund Balance				
					INCOME	EXPENSE		*Non- Spendable	Restricted	Committed	** Assigned	***Unassigned (includes 3% REU)
01 GENERAL	27,038,374	(418,627)	26,619,747	81,830	83,501	-	26,618,076	497,243	-	-	3,705,204	22,415,629
11 ADULT EDUCATION	188,637	37,596	226,233	76,375	28,749	-	273,859	1,509	-	272,349	-	-
12 CHILD DEVELOPMENT	77,151	(77,151)	(0)	-	-	-	(0)	-	-	-	-	-
13 CAFETERIA	6,731,909	-	6,731,909	48,377	460,020	-	6,320,266	156,514	6,163,752	-	-	-
14 DEFERRED MAINT.	553,229	(235,765)	317,464	-	44,153	-	273,311	-	-	273,311	-	-
17 SP RSVR-OTHER THAN CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-	-	-
21 BUILDING FUND - BOND PROCEEDS	13,719,470	(10,711,640)	3,007,830	-	-	-	3,007,830	-	3,007,830	-	-	-
25 DEVELOPER FEES	5,252,158	(604,443)	4,647,715	-	50,584	-	4,597,131	-	4,597,131	-	-	-
27 REDEVELOPMENT AGENCY	392,103	-	392,103	-	-	-	392,103	-	392,103	-	-	-
35 COUNTY SCHOOL FACILITIES	3,927,428	15,150,196	19,077,624	-	18,216,285	-	861,339	-	861,339	-	-	-
40 SP RESERVE-CAPITAL OUTLAY	972,467	(105,670)	866,797	-	26,881	-	839,916	-	839,916	-	-	-
41 SP RESERVE-BUILDING	274,147	-	274,147	-	-	-	274,147	-	274,147	-	-	-
56 DEBT SERVICE FUND	609,995	-	609,995	-	-	-	609,995	-	609,995	-	-	-
73 FOUNDATION TRUST-SCHOLAR.	76,941	(38,291)	38,650	-	-	-	38,650	-	38,650	0	-	-
75 FOUNDATION TRUST-MEM SCHLR	2,339	-	2,339	-	-	-	2,339	-	2,339	-	-	-
TOTAL ALL FUNDS	59,816,348	2,996,205	62,812,553	206,582	18,910,173		44,108,962	655,265	16,787,204	545,661	3,705,205	22,415,629
**G.A.S.B. 16 Vacation Accrual & 3% Reserve for Economic Uncertainties (REU)												
*Stores, Revolving Cash, Prepaid Expenses												

\*Stores, Revolving Cash, Prepaid Expenses      \*\*G.A.S.B. 16 Vacation Accrual & 3% Reserve for Economic Uncertainties (REU)

PASSED AND ADOPTED by the Governing Board of the Madera Unified School District this 23th day of October, 2012 by the following votes:

**MADERA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

AYES: **ABSENT:**

NOES: **ABSTAINED:**

ATTEST: \_\_\_\_\_  
**Gustavo Balderas, Superintendent**

**AUGUST INCOME & EXPENSE BUDGETARY TRANSFERS**  
**PERIOD ENDING 08/31/12**

**INCOME BUDGET TRANSFERS**

Jrnl.	Description	Unrestr.	Restr.	Total	Fund 01	Fund 11	Fund 12	Fund 13	Fund 14	Fund 17	Fund 21	Fund 25
8010-8099	Revenue Limit Sources	-	-	-	-	-	-	-	-	-	-	-
8100-8299	Federal Revenues	-	(3)	(3)	(3)	-	-	-	-	-	-	-
8300-8599	Other State Revenues	-	15,351	15,351	15,351	47,625	-	48,377	-	-	-	-
8600-8799	Other Local Revenues	35,174	31,308	66,482	66,482	28,750	-	-	-	-	-	-
8910-8929	Interfund Transfers In	-	-	-	-	-	-	-	-	-	-	-
8930-8979	Other Sources	-	-	-	-	-	-	-	-	-	-	-
8980-8999	Contributions	-	-	-	-	-	-	-	-	-	-	-
<b>AUGUST TOTAL FROM RESERVE</b>												
		35,174	46,656	81,830	81,830	76,375	-	48,377	-	-	-	-
<b>YEAR-TO-DATE TOTALS</b>												
		(335,494)	6,550,066	6,214,572	6,214,572	83,020	35,149	48,377	-	-	4,438,556	-

**EXPENSE BUDGETARY TRANSFERS**

Jrnl.	Description	Unrestr.	Restr.	Total	Fund 01	Fund 11	Fund 12	Fund 13	Fund 14	Fund 17	Fund 21	Fund 25
1000-1999	Certificated Salaries	9,004	72,526	81,530	81,530	979	-	-	-	-	-	-
2000-2999	Classified Salaries	(6,124)	26,973	20,849	20,849	-	-	116,300	-	-	-	-
3000-3999	Employee Benefits	1,167	85,467	86,634	86,634	395	5,546	1,495	-	-	-	-
4000-4999	Books and Supplies	72,440	(685,676)	(613,236)	(613,236)	5,553	(6,300)	39,175	1,250	-	-	21,594
5000-5999	Services, Other Operating Expenses	(47,794)	489,913	442,119	442,119	21,822	754	53,050	12,470	-	-	20,216
6000-6999	Capital Outlay	5,730	59,875	65,605	65,605	-	-	250,000	30,433	-	-	8,774
7100-7299	Other Outgo	-	-	-	-	-	-	-	-	-	-	-
7300-7399	Direct Support/Indirec Costs	2,423	(2,423)	-	-	-	-	-	-	-	-	-
7431-7439	Uses (Debt Service Payments)	-	-	-	-	-	-	-	-	-	-	-
7610-7629	Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-
<b>AUGUST TOTAL FROM RESERVE</b>												
		36,846	46,855	83,501	83,501	28,749	-	460,020	44,153	-	-	50,584
<b>YEAR-TO-DATE TOTALS</b>												
		327,293	6,307,577	6,634,870	6,634,870	(2,202)	112,300	460,020	279,918	-	15,150,196	655,027

**AUGUST INCOME & EXPENSE BUDGETARY TRANSFERS**  
**PERIOD ENDING 08/31/12**

**INCOME BUDGET TRANSFERS**

Jrnl.	Description	Unrestr.	Restr.	Fund 27	Fund 35	Fund 40	Fund 41	Fund 56	Fund 73	Fund 75	Total
8010-8099	Revenue Limit Sources	-	-	-	-	-	-	-	-	-	-
8100-8299	Federal Revenues	-	(3)	-	-	-	-	-	-	-	48,374
8300-8599	Other State Revenues	-	15,351	-	-	-	-	-	-	-	62,976
8600-8799	Other Local Revenues	35,174	31,308	-	-	-	-	-	-	-	95,232
8910-8929	Interfund Transfers In	-	-	-	-	-	-	-	-	-	-
8930-8979	Other Sources	-	-	-	-	-	-	-	-	-	-
8980-8999	Contributions	-	-	-	-	-	-	-	-	-	-
<b>AUGUST TOTAL FROM RESERVE</b>											
		35,174	46,656	-	-	-	-	-	-	-	206,582
<b>YEAR-TO-DATE TOTALS</b>											
		(335,494)	6,550,066	-	15,150,196	-	-	-	-	-	25,969,870

**EXPENSE BUDGETARY TRANSFERS**

Jrnl.	Description	Unrestr.	Restr.	Fund 27	Fund 35	Fund 40	Fund 41	Fund 56	Fund 73	Fund 75	Total
1000-1999	Certificated Salaries	9,004	72,526	-	-	-	-	-	-	-	82,509
2000-2999	Classified Salaries	(6,124)	26,973	-	-	-	-	-	-	-	137,149
3000-3999	Employee Benefits	1,167	85,467	-	-	-	-	-	-	-	94,070
4000-4999	Books and Supplies	72,440	(685,676)	-	3,532	-	-	-	-	-	(548,432)
5000-5999	Services, Other Operating Expenses	(47,794)	489,913	-	119,323	26,881	-	-	-	-	696,835
6000-6999	Capital Outlay	5,730	59,875	-	18,093,430	-	-	-	-	-	18,448,242
7100-7299	Other Outgo	-	-	-	-	-	-	-	-	-	-
7300-7399	Direct Support/Indirec Costs	2,423	(2,423)	-	-	-	-	-	-	-	-
7431-7439	Uses (Debt Service Payments)	-	-	-	-	-	-	-	-	-	-
7610-7629	Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-
<b>AUGUST TOTAL FROM RESERVE</b>											
		36,846	46,655	-	18,216,285	26,881	-	-	-	-	18,910,173
<b>YEAR-TO-DATE TOTALS</b>											
		327,293	6,307,577	-	18,216,285	132,551	-	-	38,291	-	41,677,256

**MADERA UNIFIED SCHOOL DISTRICT**  
**Expense and Loan Transfers Between Funds**  
**Resolution #17-2012/13**

NOW, THEREFORE, BE IT RESOLVED that due to changes in priorities by various schools and departments, the following expense transfers and loans made between funds from 08/01/12 to 08/31/12 are submitted for approval:

<b>Fund Totals</b>	<b>Debit</b>	<b>Credit</b>	<b>Difference</b>
01 - General Fund	\$ 23,703.23	\$ 770,557.72	\$ (746,854.49)
11 - Adult Education	411.12	1,261.04	(849.92)
12 - Child Development	110,000.00	4,854.05	105,145.95
13 - Cafeteria		18,861.71	(18,861.71)
14 - Deferred Maintenance	661,998.00		661,998.00
17 - Sp Res-Other Than Cap Outlay	2.97		2.97
21 - Building Fund - Bond Proceeds		9,537.55	(9,537.55)
25 - Capital Facility/Developer Fees		580.80	(580.80)
35 - County School Facilities Fund	9,537.55		9,537.55
<b>Grand Total</b>	<b>\$ 805,652.87</b>	<b>\$ 805,652.87</b>	<b>\$ (0.00)</b>

PASSED AND ADOPTED by the governing board of the Madera Unified School District this  
this 23th day of October, 2012 by the following votes:

MADERA UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

\_\_\_\_\_  
Gustavo Balderas, Superintendent



# Madera Unified School District

October 5, 2012 11:07 am

## Cash Transfer Activity 08/01/2012 to 08/31/2012 Journal SE to WR

Page 1 of 3

Journal No.	Description	Date	Debit	Credit
SE28	Stock Expenditure	08/14/2012		
	01 - General Fund		433.46	
	11 - Adult Education			433.46
SE30	Stock Expenditure	08/16/2012		
	01 - General Fund		320.40	
	11 - Adult Education			320.40
SE35	Stock Expenditure	08/21/2012		
	01 - General Fund		53.40	
	12 - Child Development			53.40
SE43	Stock Expenditure	08/24/2012		
	01 - General Fund		580.80	
	25 - Capital Fac/Developer Fees			580.80
SE44	Stock Expenditure	08/24/2012		
	01 - General Fund		26.94	
	11 - Adult Education			26.94
TF2	Reverse Prior Yr Due To/From	08/31/2012		
	01 - General Fund		4,685.78	
	11 - Adult Education		87.37	
	12 - Child Development			4,773.15
TF3	Reverse Due - to Due From	08/03/2012		
	01 - General Fund		6,752.70	
	13 - Cafeteria			8,519.70
	14 - Deferred Maintenance		1,767.00	
TF6	PrintShop Transfers	08/06/2012		
	01 - General Fund		917.05	
	11 - Adult Education			480.24
	13 - Cafeteria			436.81
TF7	Due to FU12 from FU01	08/09/2012		
	01 - General Fund			70,000.00
	12 - Child Development		70,000.00	
TF8	Due to FU 12 From FU01	08/09/2012		
	01 - General Fund			40,000.00
	12 - Child Development		40,000.00	
TF10	Reverse Due to/Due From - PY journal JE511	08/20/2012		
	01 - General Fund			2.97
	17 - Sp Res-Other Than Cap Outlay		2.97	
	21 - Building Fund - Bond Proceeds			9,537.55
	35 - County School Facilities Fund		9,537.55	
TF11	Print Shop Transfers	08/24/2012		
	01 - General Fund		955.60	
	13 - Cafeteria			955.60

## Madera Unified School District

## Cash Transfer Activity

08/01/2012 to 08/31/2012

Journal SE to WR

Journal No.	Description	Date	Debit	Credit
TF12	August Interfund Transfers	08/29/2012		
	01 - General Fund			660,554.75
	11 - Adult Education		323.75	
	14 - Deferred Maintenance		660,231.00	
TF13	July Auto Fuel and Maint	08/01/2012		
	01 - General Fund		3,068.87	
	13 - Cafeteria			3,068.87
TF14	Print Shop Transfers	08/31/2012		
	01 - General Fund		1,590.50	
	12 - Child Development			27.50
	13 - Cafeteria			1,563.00
TF15	CN Vehicle Maint. / Fuel August 2012	08/31/2012		
	01 - General Fund		4,317.73	
	13 - Cafeteria			4,317.73



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request Approval of the new Key Club at Madera South High School

**Responsible Staff:** **Dr. Anthony Monreal, Deputy Superintendent**  
**Sandon Schwartz, Principal**

**Agenda Placement:** Consent

**Background/ rationale:**

- Madera South High School Club Proposal for a new club.
- Title of Club: Key Club.
- Objective of club is to allow students to be challenged by adult mentors to provide on-campus service, and service to the Greater Madera community. It is the intent that Key Club will foster student project planning, group cooperation, leadership skills development and it will encourage academic success. Members will be challenged to be Active Campus Citizens and volunteer in year round school events. Key Club will advocate for collegiate education and assist students towards those purposes. Key Club members will have the opportunity to work with community leaders towards youth services and recreation opportunities. Key Club will allow for regional and statewide participation in youth service projects, providing real-life experiences beyond the campus. Over one hundred students have signed up to be potential members.

**Financial impact:**

- None

**Superintendent's recommendation:**

- The Superintendent recommends the Board to approve the new Key Club at Madera South High School

**Supporting documents attached:**

- Key Club Constitution

# *Madera South High School*

## **Club Application**

**In order for your club to become active at MSHS, the following packet needs to be filled out by the advisor(s).**

## **How to Start a Club/Organization**

1. Pick up a club application packet in the Activities office.
2. The new club/organization must complete a club application form which includes a club roster and a constitution. Turn in all paperwork to the Activities mailbox. (Zimmerman)
3. The club application will then go through an approval process according to the A.S.B. Constitution. First it will be approved by the Student Body Council (composed of club representatives and A.S.B. Officers). Then Madera South High Administration Team and lastly the Madera Unified School Board. This process can take up to 6-8 weeks.
4. Once you have been approved, you're ready to go- so stop by the Activities Office or Leadership Classroom to pick up a handbook to read about:
  - a) fundraisers
  - b) advisor expectations
  - c) club officers
  - d) meeting minutes
  - e) community service
  - f) finances
5. After the approval process, you will have an A.S.B Account set-up and your club can begin fundraising, participate in various school events and be involved in other opportunities at MSHS and in the Madera community.



Tips to remember:

- a. All fliers/signs to be displayed on campus must be approved by activities director.
- b. When hanging signs on campus, remember the portable wall is for all signs and other designated areas. Please only use the blue painter's tape for glass or painted surfaces (or it will be taken down).
- c. Prior to any money being spent or earned, it must be reflected in your club minutes.
- d. Two copies of all club minutes must attached to all Purchase Order or Check Requests and must be dropped off to the activities director.
- f. All fundraisers (both on and off campus) must have an approved "Fundraiser Request Form" on file. After fundraiser all revenue information must be turned in and deposits made within a week.

# Madera South High

## ASSOCIATED STUDENT BODY

\*\*\*\*\*

### CLUB APPLICATION

NAME OF CLUB: \_\_Key Club of Madera South\_\_\_\_\_

PURPOSE OF THIS ORGANIZATION IS: Each Key Club is a nationally recognized sub-division of Kiwanis International. As a Chartered Club, students will be challenged by adult mentors to provide on-campus service, and service to the Greater Madera community. It is the intent that Key Club will foster student project planning, group cooperation, leadership skills development and it will encourage academic success. Key Club members will be challenged to be Active Campus Citizens and volunteer in year round school events. Key Club will advocate for collegiate education and assist students towards those purposes. Key Club members will have the opportunity to work with community leaders towards youth services and recreation opportunities. Key Club will allow for regional and statewide participation in youth service projects, providing real-life experiences beyond the campus.

### PARTICIPATION

MAJOR EVENTS:	DESCRIPTION:	WHEN:
Campus Service Events	Projects to Beautify or support students	6 times/year
Regional Key Club Meetings	Coordination with Valley-wide Key Clubs	8 times/year
Campus/Community Parade	Visibility and Campus Spirit	4 times/year
Inter-scholastic Competitions	School Service and Youth Development	4 times/year

### MEETING INFORMATION:

HOW OFTEN? \_\_Weekly On Campus\_\_ PLACE\_TBD- # of members will determine site

TIME OF MEETING \_\_Tues or Wed at Lunch\_\_\_\_\_

NOTE: THE SECRETARY IS REQUIRED TO TAKE MINUTES OF EACH MEETING AND SUBMIT THE AGENDA WITH ANY APPROVED FINANCES

DUES: (OPTIONAL) \_\_\$18\_\_\_\_\_ COLLECTED WHEN? \_\_Annually/ or at induction\_

What do the dues pay for? \_Service Pin, Name Tag, Kiwanis Administration, Kiwanis Intl Insurance, Club regalia

ADVISOR: \_ Eric L. Outfleet\_ PRESIDENT: \_\_Briana Sandoval\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE\_\_\_\_\_

### FOR ASB USE ONLY:

Type:

Club \_\_X\_\_

Organization \_\_\_\_\_

Sport \_\_\_\_\_

APPROVED BY STUDENT-COUNCIL ON: \_\_\_\_Thursday ,October 11, 2012\_\_\_\_\_

DISAPPROVED BY STUDENT-COUNCIL ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_

ASB ADVISOR DATE: Thursday, October 11, 2012 \_\_\_\_\_

PRINCIPAL DATE \_Friday, October 12, 2012 \_\_\_\_\_

# Roster

School Year:2012 Term:\_FALL\_ (Fall or Spring)

Name of Organization: **Key Club Of Madera South**

Name of Advisor:

\_\_Eric L. Outfleet, Kiwanis Club of Greater Madera\_\_\_\_\_

Potential Club Members - The Club received interest cards from 106 students  
At Club Day, 2012

Pineda	Selene
Middleton	Tristan
Ortega	Gabrielle
Hernandez	Cecilia
Maciel	Brenda
Vieyra	Paloma
Jimenez	Liliana
Cervantes	Sandra
Sanjas	Adriana
Esparza	Charissa
Vidales	Sandra
Hernandez	Alondra
Melchor	Sandra
Cha	Courtney
Aguilar	Emma
Din	Sumayyah
Hernandez	Rosa
Randall	Heather
Aguilar	Lilibeth
Maclovio	Maria
Martinez	Diana
Ortiz	Erica
Lopez	Imelda
Mosqueda	Maria
Figueroa	Latricia
Duckwald	Mileena
Manriquez	Maria
Munoz	Stevie
Celio	Lesley
Rodriguez	Jennifer
Mendoza	Leticia
Melchor	Yorgelis

Herrera	Abigail
Alvarez	Gloria
Tapia	Alondra
Sorenson	Wesley
Munis	Patrick
Chavez	Denice
Flores	Ernesto
Gonzalez	Jazmine
Kawr	Navi
Ruiz	Kendra
Escalona	Yosseline
Torres	April
Romero	Gabby
Ambrosio	Jennifer
Maravilla	Jasmine
Kochergina	Svetlana
Hermosillo	Estephanie
Gallardo	Emily
Garcia	Karina
Delgado	Noemi
Arroyo	Marlyn
Camarena	Andrea
Quintanilla	Enrique
Pinedo	Karla
Benavidez	Alyssa
Chaidez	Phylisha
Williams	Justine
Chavez	Safi
	Laurel
Gonzaga	Jonathan
Moreno	Monique
Barajas	Jorge
Andaverde	Amali
Lorance	Matthew
Villarreal	Krisanne
Valdez	Savanah
Solis	Abigail
Santos	Thania
Huerta	Brittany
Warren	Jayvon
Huerta	Briana

Medina	Elizabeth
Mendoza	Lisset
Alvarado	Mayeli
Pinto	Cynthia
Rueda	Angelina
Garcia	Dulce
Aly	Napoles
Cuevas	Elizabeth
Garnica	Vanessa
Ruiz	Gonzalo
Floriano	Gabriel
Thomas	Kimberly
Andrews	Dominique
Jasmine	Rodriguez
Pance	Leslie
Pender	Trey
Amial	Savannah
Hidalgo	Oswaldo
Estrada	Cyrstal
Davila	Alexader
Delgado	Ulysses
Cruz-Orduna	Karen
Valdez	Brandon
Costillas	Sarah
Cortes	Angelica
Sandoval	Gypsie
Preciado	Jamilexx
Alvarez	Aisha
Reyes	Crisol
Alvarado	Gina
Hernandez	Madelin
Munoz	Jocelyn

# Constitution

October 1, 2012

## **Article I. Organization**

- a.) Name \_ This Club is named the **Key Club of Madera South**.
- b.) Purpose of organization \_ To foster a campus culture of service, citizenship and academic advancement, to broaden student experiences through volunteerism, and to develop planning and leadership skills within the student members.
- c.) Time, place, and frequency of meetings \_ The Club shall meet on the Campus of Madera South High School not less than two times per month, during hours, and at a place, to be determined by the Members.
- d.) Dues \_ Dues shall be \$18 per year, payable at induction. Every Member is expected to make positive effort to pay annual dues, however, No student will be denied membership for non-payment of dues. Club Funds may be used to pay individual student to dues. Students may request to be excused from Dues upon private request to the Club Advisor.

## **Article II. Authority**

- a.) The Key Club will Abide by the Associated Student Body Constitution and Associated Policy. The Club exists under the authority of the Madera Unified School District and is subject to all Board Policies. Authority for all club actions originates from the School Principal, and is delegated to the Activities Director. The Activities Director may further delegate such authority to the Key Club Advisor, and the Club Advisor will exercise such authority during routine activities of the Club. The Key Club of Madera South is a chartered sub-division of Kiwanis International

## **Article III. Membership**

- a.) Membership Requirements \_ Membership is open to all students and a broad diversity of student is desired. Student may be nominated by any Member and shall be confirmed not less than 30 days later upon motion of the Membership Chair. Students may be removed from membership if they do not provide active service during at least two Club Advisor approved projects per semester. Students may be removed for missing 3 regular, announced meetings in a Semester. Students may be removed by the Club Advisor if their participation is disruptive to the good order of the Key Club. Removal may be appealed in writing to the Activities Director within 2 days, and the Activities Director will respond within 5 days.

b.) Duties of Members \_ Project Work and Service are elemental to the Key Club Membership. Members are expected to provide not less than 25 hours of club service hour per Semester. Club Meetings count as one hour. Additional Credit Service Hours may be granted by the President, or the Club Advisor, for special service work, of a commendable nature, done outside of planned club events. All Members will be active and enthusiastic towards adopted club projects. Students may be removed from Membership Rolls upon 3 absences from regular meetings in one semester

#### **Article IV. Officers and Elections**

a.) Titles and Duties of Officers: There shall be Five Offices in the Key Club. (1) There shall be an Office of Key Club President. The President will be elected annually from among the Members and shall preside at regular meetings. The President will moderate club meetings from a prepared agenda. The President may designate project chairmen, and appoint special committees as necessary to accomplish the goals of the Key Club. The President will recognize Motions from the floor, moderate member debate and call the question for public vote. (2) There shall be an Office of Key Club Vice-President. The Vice-President will provide administrative support to the President and preside at meetings of the club in the absence of the President. The Vice-President will routinely validate the work of the Secretary, the Treasurer, and the Membership Chairman. The Vice-President will have access to, and will check monthly, the records of the Secretary, Treasure and Membership Chair. (3) There shall be an Office of Key Club Secretary. The Club Secretary will produce electronically written meeting minutes and record the vote for all motions called to question by the meeting presiding officer. The Secretary will assure that draft minutes are approved by Member Vote at the next regular meeting. Draft Minutes will be read aloud, or provided in writing to every Member attending the next meeting. The Secretary will submit the Monthly Service Report to Kiwanis International by electronic submission. The Club Secretary will assure that Club Emblems, Charter Documents, and Regalia is properly secured at all times. (4) There shall be an Office Of Key Club Treasurer. The Treasurer will call for Dues and provide a monthly written report of unpaid annual dues. The Treasurer will assure that funds are deposited in student body accounts. The Treasurer will present claims for payment to School Administration, and such claims will be co-signed by the President, Vice-President or Advisor. The Treasurer will report the balance of funds available at each meeting. The Treasurer will assure that all motions to expend funds are properly recorded in the Club Meeting Minutes. (5) There shall be an Office of the Membership Chair. The Membership Chair is responsible for maintenance of the club

roster, and for contact information for all members. The Membership Chair will organize youth outreach and recruitment during all Club Projects and Events. The Membership Chair will be assisted in this outreach duty by every Key Club Member. The Membership Chair will post the American Flag, and the Club's Banners, Emblems and Regalia before any meeting, and will safely retire all Club accouterments at the conclusion of a meeting and thereafter report their safe storage to the Secretary.

b.) Election of Officers \_ All Elections will be by private ballot. Any member may nominate any willing member. Self Nomination is allowed. Nomination shall be by written submission of the student's name to the Club Advisor. A Key Club Member is considered a candidate for election after publicly stating their acceptance of the nomination. Election shall be by private ballot and shall be administered by the Secretary in a process to be determined co-operatively with Club Advisor to assure a fair and objective contest. Election of Officers will be held prior to May 5<sup>th</sup> of each school year and those elected will assume office on June 15<sup>th</sup> thereafter.

c.) Removal of Officers \_ Officers may be removed by a supermajority of Members which shall be 75% of registered Members voting for removal. A Private Ballot Election shall be conducted by the Secretary upon the submission of a written "Petition to remove an Officer" which includes not less than 50% of the Student Members as co-signers; the Special Election to occur within 10 days of signature validation. Secondly, and in the interest of effective club administration, the Activities Director, or Key Club Advisor may remove an Officer upon private notification at any time and such removal shall be effective immediately. Any Officer may, within 2 days of removal from office, appeal the action to the Principal, who shall have 5 days to consider the facts and render a written final decision.

#### **Article VII. Appropriation**

All financial appropriations shall be made at the consent of two-thirds of the attending members at a regular meeting and MUST be recorded in the minutes of the organization. All minutes will be attached to any purchase order or check request.





## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request Approval of the Spanish Indigenous Club at Madera South High School

**Responsible Staff:** **Dr. Anthony Monreal, Deputy Superintendent**  
**Sandon Schwartz, Principal**

**Agenda Placement:** Consent

**Background/ rationale:**

- Madera South High School Club Proposal for a new club
- Title of Club- Spanish Club
- Objective of club is to celebrate cultural events, revitalize lost traditions, spread awareness of customs, and encourage students to get involved in diverse lost cultures. Inform students and school of Spanish diversity across the borders and acknowledge the history and culture. They have planned to organize various performances on campus as well as participate in our celebrating diversity week. Members have shown interest in traveling to various historical cultural places as part of a field trip and participate in various forms of community service. They have over two dozen members and have already conducted various meetings to recruit potential members.

**Financial impact:**

- None

**Superintendent's recommendation:**

- The Superintendent recommends the Board to approve the Spanish Indigenous Club at Madera South High School

**Supporting documents attached:**

- Spanish Club Constitution

# Madera South High

## ASSOCIATED STUDENT BODY

\*\*\*\*\*

### CLUB APPLICATION

NAME OF CLUB: Spanish/ indigenous of the Americas Club

PURPOSE OF THIS ORGANIZATION IS: Celebrate cultural events, revitalize lost traditions, spread awareness of customs, encourage students to get involved in diverse lost cultures. Inform students and school of Spanish diversity across the borders and acknowledge the history and culture.

### PARTICIPATION

#### MAJOR EVENTS:

#### DESCRIPTION:

#### WHEN:

Pow-Wow Dance	Native Dancing	Lunchtime, rally or other event
Cinco de Mayo	Dancing/Presentation	On or off campus
Dance	Spanish Theme w/ live band	After school
Field Trips	Historical Cultural Places	Weekend

#### MEETING INFORMATION:

HOW OFTEN? Twice a month PLACE room 413

TIME OF MEETING at lunch or after school

NOTE: THE SECRETARY IS REQUIRED TO TAKE MINUTES OF EACH MEETING AND SUBMIT THE AGENDA WITH ANY APPROVED FINANCES

DUES: (ARE OPTIONAL) No COLLECTED WHEN? \_\_\_\_\_

What do the dues pay for? Only for field trips, but fundraising will be available.

ADVISOR: Delfina Herrera PRESIDENT: Rosa Pisario

#### FOR ASB USE ONLY:

Type:

Club X

Organization \_\_\_\_\_

Sport \_\_\_\_\_

APPROVED BY STUDENT-COUNCIL ON: September 5, 2012

DISAPPROVED BY STUDENT-COUNCIL ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_

ASB ADVISOR DATE September 5, 2012

PRINCIPAL DATE September 11, 2012

# Roster

School Year: 2012\_\_\_\_ Term: \_\_\_\_Fall\_\_\_\_ (Fall or Spring)

Name of Organization:

\_\_\_\_Spanish Club\_\_\_\_\_

Name of Advisor:

\_\_\_\_Delfina Herrera\_\_\_\_\_

## Potential Club Members

- |                               |                        |
|-------------------------------|------------------------|
| 1.____Rosa Pisano_____        | 17.Eddy Herrera_____   |
| 2.____Lilliana Bautista_____  | 18. Adrian Gomez       |
| 3.____Joseph Rivera_____      | 19. Demaree Soliz      |
| 4.____Yvette Barragan_____    | 20. Chetna Sharma      |
| 5.____Esmeralda Barragan_____ | 21. Marcelina Gonzalez |
| 6.____Ali Napoles_____        | 22. Gracia Salazar     |
| 7.____Erny Diaz_____          | 23. Eddie Avilla       |
| 8.____Jackie Miller_____      | 24. Diana Martinez     |
| 9.____Amali Andaverde_____    |                        |
| 10.____Jessica Bustos_____    |                        |
| 11.____Alex Leon_____         |                        |
| 12.____Josua Woodley_____     |                        |
| 13.____Leslie Giron_____      |                        |
| 14.____Monique Moreno_____    |                        |
| 15.____Alejandra Rueda_____   |                        |
| 16.____Terrane Peterson_____  |                        |

# Constitution

## **Article I. Organization**

a.) Name of organization: Spanish/Indigenous of the Americas Club \_\_\_\_\_

b.) Purpose of organization: Celebrate cultural events, revitalize lost traditions, spread awareness of customs, encourage students to get involved in diverse lost cultures. Inform students and school of Spanish diversity across the borders and acknowledge the history and culture

c.) Time, place, and frequency of meetings\_\_\_\_Lunch, twice a month in room 413

d.) Dues, if any\_\_\_\_No\_\_\_\_\_

## **Article II. Authority**

a.) Abide by the Associated Student Body Constitution and Associated Policy

## **Article III. Membership**

a.) Membership Requirements\_- be involved, committed, help fundraise and participate in on and off campus events.

b.) Duties of Members\_\_to spread and be involved in Native American Spanish Culture and maintain good grades of at least a 2.0 GPA. Club members will never be denied if they earn below a 2.0, but they are encouraged to seek help, tutoring and always put academics their top priority.

## **Article IV. Officers and Elections**

a.) Titles and duties of officers\_\_President\_and\_\_Vice-President\_\_\_\_\_ Inform and recruit potential members, help organize various events and community service. Contribute to fundraisers. Secretary- take roll and submit meeting minutes within one week of meeting. Club Representative- attend the monthly Student Council meeting minutes and report back to club.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b.) Election of officers\_- Club members will vote by ballot.

\_\_\_\_\_

## **Article VII. Appropriation**

All financial appropriations shall be made at the consent of two-thirds of the members and MUST be recorded in the minutes of the organization. All minutes will be attached to any purchase order or check request.



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request Approval of the Alfred Society Club at Madera South High School

**Responsible Staff:** **Dr. Anthony Monreal, Deputy Superintendent**  
**Sandon Schwartz, Principal**

**Agenda Placement:** Consent

**Background/ rationale:**

- Madera South High School Club Proposal for a new club.
- Title of Club- Alfred Society.
- Purpose of club is to create a haven for students to discuss, interact and spread knowledge of comic books, games, movies, television shows and novels pertaining to science fiction, fantasy and popular culture to the populous. Members would like to recruit students who have interest in science fiction characters and organize a future gaming tournament as a fundraiser. Club would also like to participate in various school functions and off campus events including community service. Currently the club has over a dozen members and they have actively taken a role to recruit potential members.

**Financial impact:**

- None

**Superintendent's recommendation:**

- The Superintendent recommends the Board to approve the Alfred Society Club at Madera South High School

**Supporting documents attached:**

- Alfred Society Club Constitution

# *Madera South High School*

## **Club Application**

**In order for your club to become active at MSHS, the following packet needs to be filled out by the advisor(s).**

## **How to Start a Club/Organization**

1. Pick up a club application packet in the Activities office.
2. The new club/organization must complete a club application form which includes a club roster and a constitution. Turn in all paperwork to the Activities mailbox. (Zimmerman)
3. The club application will then go through an approval process according to the A.S.B. Constitution. First it will be approved by the Student Body Council (composed of club representatives and A.S.B. Officers). Then Madera South High Administration Team and lastly the Madera Unified School Board. This process can take up to 6-8 weeks.
4. Once you have been approved, you're ready to go- so stop by the Activities Office or Leadership Classroom to pick up a handbook to read about:
  - a) fundraisers
  - b) advisor expectations
  - c) club officers
  - d) meeting minutes
  - e) community service
  - f) finances
5. After the approval process, you will have an A.S.B Account set-up and your club can begin fundraising, participate in various school events and be involved in other opportunities at MSHS and in the Madera community.

Tips to remember:

- a. All fliers/signs to be displayed on campus must be approved by activities director.
- b. When hanging signs on campus, remember the portable wall is for all signs and other designated areas. Please only use the blue painter's tape for glass or painted surfaces (or it will be taken down).
- c. Prior to any money being spent or earned, it must be reflected in your club minutes.
- d. Two copies of all club minutes must attached to all Purchase Order or Check Requests and must be dropped off to the activities director.
- f. All fundraisers (both on and off campus) must have an approved "Fundraiser Request Form" on file. After fundraiser all revenue information must be turned in and deposits made within a week.

# Madera South High

## ASSOCIATED STUDENT BODY

\*\*\*\*\*

### CLUB APPLICATION

NAME OF CLUB: The Alfred Society (ASK JARVIS)

PURPOSE OF THIS ORGANIZATION IS TO CREATE A HAVEN FOR STUDENTS TO DISCUSS AND INTERACT IN ORDER TO SPREAD THE KNOWLEDGE OF COMIC BOOKS, GAMES, MOVIES, TELEVISION SHOWS AND NOVELS PERTAINING TO SCIENCE FICTION, FANTASY, & POPULAR CULTURE TO THE POPULOUS.

### PARTICIPATION

#### MAJOR EVENTS:

Weekly Meetings

#### DESCRIPTION:

Meeting

#### WHEN:

Bi-Weekly Tuesdays & Thursdays

Monthly Luncheon

Member Lunch

Monthly Last week of the month

Gaming Tournament

Fundraiser

Semester TBA

#### MEETING INFORMATION:

HOW OFTEN? Bi-Weekly

PLACE Room 214

TIME OF MEETING LUNCH

NOTE: THE SECRETARY IS REQUIRED TO TAKE MINUTES OF EACH MEETING AND SUBMIT THE AGENDA WITH ANY APPROVED FINANCES

DUES: (ARE OPTIONAL) \$20 COLLECTED WHEN? By the 2<sup>nd</sup> Friday of each NEW Semester

What do the dues pay for? Luncheon, Club ideas, miscellaneous

ADVISOR: \_\_\_Arnido Aranico\_\_\_\_\_ PRESIDENT: Luis Venegas\_\_\_\_\_

#### FOR ASB USE ONLY:

Type:

Club \_\_\_X\_\_\_

Organization \_\_\_\_\_

Sport \_\_\_\_\_

APPROVED BY STUDENT-COUNCIL ON: \_\_\_April 11, 2012\_\_\_\_\_

DISAPPROVED BY STUDENT-COUNCIL ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_  
\_\_\_\_\_

ASB ADVISOR DATE \_\_\_May 5, 2012\_\_\_\_\_

PRINCIPAL DATE \_\_\_August 27, 2012\_\_\_\_\_



# Roster

School Year:2012-2013\_\_\_ Term:\_\_\_\_\_ (Fall or Spring)

Name of Organization:

The Alfred Society (ASK JARVIS)\_

Name of Advisor:

Arnido V. Aranico Jr.

## Potential Club Members

1. Alejandro Reyes
2. Jessie Chavez
3. Pedro Mendoza
4. Leo Sapeins
5. Luis Vengas
6. Hactor Garcia
7. Lusi Garcia
8. Gabe Ibarra
9. Rudy Martinez
10. Mari Gonzalez
11. Alex Moreno
12. Adriano Coronado
13. Alex Davila
14. Jorge Borajas

# Constitution

## **Article I. Organization**

- a.) Name of organization                      **The Alfred Society (ASK JARVIS)**
  
- b.) Purpose of organization IS TO CREATE A HAVEN FOR STUDENTS TO DISCUSS AND INTERACT IN ORDER TO SPREAD THE KNOWLEDGE OF COMIC BOOKS, GAMES, MOVIES, TELEVISION SHOWS AND NOVELS PERTAINING TO SCIENCE FICTION, FANTASY, & POPULAR CULTURE.
  
- c.) Time, place, and frequency of meetings: **Bi-Weekly Tuesdays & Thursdays in ROOM 214**
- d.) Dues, if any        \$20; Every Semester

## **Article II. Authority**

- a.) Abide by the Associated Student Body Constitution and Associated Policy

## **Article III. Membership**

- a.) Membership Requirements: All members should have basic knowledge if not an interest in some topic/subject the club/organization may discuss at meetings.
- b.) Duties of Members: 1) Each member must share knowledge of comic books, games, movies, etc. pertaining to Science Fiction, Fantasy and Popular Culture. 2) Uphold the highest standards of morally to represent the club in a positive light. 3) Invite students to expand membership and friendship to those who may enjoy the organization 4) All members must be open to new or different trains of thought.

## **Article IV. Officers and Elections**

- a.) Titles and duties of officers:
  - Vice-President:** Second in charge; alternate President
  - Treasurer:** Handles expenses; balances budget; approves spending
  - Secretary:** Records business of the club; presents business of the club; attends organizational business
  - Bailiff:** in-charge of enforcement or rules and regulations; handles organizational fines and punishment
  
- b.) Election of officers will be by MAJORITY vote on a yearly basis. An officer can hold a position MORE than once; there are no term limits for any one position, except for Secretary.

**Article VII. Appropriation**

All financial appropriations shall be made at the consent of two-thirds of the members and MUST be recorded in the minutes of the organization. All minutes will be attached to any purchase order or check request.



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request approval of Change Order #1 for the MSHS Paving Project

**Responsible Staff:** Curtis Mangannan, Director of Maintenance & Operations

**Agenda Placement:** Consent

**Background/ rationale:**

Change Order #1 consist of 1 item: Remove and replace additional 3,419 sq. ft of parking lot area. This area of the parking lot got more damaged from the time the project began (planning/design phase with engineer) to actual start of construction.

**Financial impact:** Change Order #1 will result in a cost of \$10,991.00 (Maintenance Budget).

**Superintendent's recommendation:**

The Superintendent recommends the approval of Change Order #1 for the MSHS Paving Project

**Supporting documents attached:**

Change Order #1

# Yarbs Grading and Paving Inc.

P.O. Box 87  
Fowler, Ca 93625

License #964071



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## Proposal

Date:	<u>6/26/12</u>	Page #	<u>1</u>
Customer:	<u>M.U.S.D.</u>	NAME:	<u>Allen Westersund</u>
PROJECT:	<u>MADERA SOUTH HIGH SCHOOL</u>	Fax:	<u>326-1500</u>
City/State/Zip:	<u>MADERA, CA</u>	Work No:	<u>326-1400</u>

Yarbs Grading and Paving Inc. proposes to furnish all listed material and labor necessary for the completion of the following job specifications: AS REQUESTED REMOVE AND REPLACE ADDITIONAL 3,419 sq ft OF PARKING AREA.

Demo/Pulverize grade and compact. = \$3,411.00

Install Asphalt = \$7,580.00

Yarbs Grading and Paving Inc. proposes hereby to furnish material and labor with the above specifications for the sum of:

**Ten thousand nine hundred ninety one dollars & 00/00.  
Dollars (\$10,991.00)**

Payment schedule as follows: Thirty (30) days

All material is guaranteed to be as specified and the work will be completed in a - workmanlike manner in accordance to specifications. Any and all alterations or deviations from the stated specifications involving extra costs and materials will be executed only upon written orders. These changes turn into an extra charge, over and above the estimate. **Our Bonding Rate is .96% If Required**

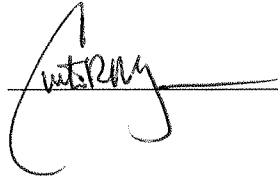
Submitted by: Troy Yarbrough

This proposal may be withdrawn if not accepted within thirty (30) days.

### Acceptance of Proposal

As stated in the above specifications, the costs, materials and specifications are satisfactory and are hereby accepted. I authorized the contractor to perform the work as specified and payments will be made as summarize above.

Customer  
Signature:

A handwritten signature in black ink, appearing to read 'Troy Yarbrough', written over a horizontal line.

Page # 2

Date:

10/2/12

Troy Yarbrough

Estimator

Phone: (559) 285-0743

Fax: (559) 834-4897

Email: [yarbsgradingandpaving@gmail.com](mailto:yarbsgradingandpaving@gmail.com)



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request Approval of the individual Single Plan for Student Achievement (SPSA) for Lincoln Elementary and Furman High School for the 2012-13 school year starting on August 1, 2012- June 30, 2013.

**Responsible Staff:** **Dr. Anthony Monreal, Deputy Superintendent**  
Alma De Luna, Director of English Learners

**Agenda Placement:** Consent

**Background/ rationale:**

- School site communities held numerous meetings with school staff, School Site Councils, and community members to ensure a high degree of transparency, communication and adherence to the District Instructional Action Plan for 2012-2013.
- Extended time was provided to Furman High School and Lincoln Elementary due to new leadership to district and site plan process and protocols.

**Financial impact:**

- none

**Superintendent's recommendation:**

- The Superintendent recommends the Board approve the individual Single Plan for Student Achievement (SPSA) for Lincoln Elementary and Furman High School.
- 

**Supporting documents attached:**

- Lincoln Elementary School Single Plan for Student Achievement
- Furman High School Single Plan for Student Achievement



## Furman (Duane E.) High (Alternative)

955 West Pecan Ave  
Madera, CA 93637

Plan Period: -

**Contact:**  
**David Raygoza**  
**Principal**  
**559-675-4482**  
**raygoza\_d@madera.k12.ca.us**



## Furman (Duane E.) High School Alternative Program

### School Goals for Improving Student Achievement

#### English Language Arts

Goal 1: To increase English Language Arts proficiency to the annual federal target, currently 89.2%, as measured by the California Standard test.

Goal 2: To improve CST scores of all students in English I, II, and III from 24% proficient or advanced to 34% proficient or advanced by June, 2013.

#### Math

Goal 1: To increase Math proficiency to the annual federal target, currently 89.5%, as measured by the California Standard test.

Goal 2: To improve CST scores of all students enrolled in Algebra I from 6% proficient or advanced to 16 % proficient or advanced by June, 2013.

#### English Language Development

By June 2013, 57.5% of all English learners will meet the annual growth target by advancing one level on CELDT as measured by AMAO 1.

By June 2013, 21.4% of English learners with less than 5 years in language instruction programs will demonstrate English proficiency on the CELDT as measured by AMAO 2.

By June 2013, 47% of English learners with 5 years or more in language instruction will demonstrate English proficiency on the CELDT as measured by AMAO2.

To increase redesignation of all basic, intermediate, or early advance English Language Learners by one CELDT level from 70% to 80% redesignation by June, 2013.

#### Parent Involvement

Goal: By the end of the 2012-2013 school year the Furman High C.O.S.T. Team will meet with 100% of the parents/guardians of the students referred to solve the transportation/academic/social school problems preventing achievement of their credit goals.

Goal: Increase parent involvement and communication in monitoring their student's weekly assignments cards.

#### Relationships

Increase collaboration between our District Office personnel and Furman's staff from minimal to moderate. This includes assessment, curriculum instruction, ELA development, special services, and categorical programs.

Increase communication between Furman administration, district personnel, and the other two traditional high schools' administrators to allow Furman students to access classes at both traditional high schools. The emphasis would be to allow students to first of all take any class that they cannot take at Furman currently. (Example: Foreign Language, AP courses in core areas, ROP classes, Band, Choir and Sports.)

#### Support Services

Our goal is that by June, 2013 Furman's staff will have an active student mentoring system in place so that 100% of Furman's students have access to support services that are necessary as identified by a administration and/or classroom teacher.

**CATEGORICAL FUNDING ALLOCATED TO THIS SCHOOL**

The following state and federal categorical funds were allocated to this school through the Consolidated Application, Part II. Additional funds (listed under 'Other') may be allocated to the school in accordance with district policy.

<b>Federal Funding Sources</b>	<b>Amount</b>
3010-01 Title I, Part A Professional Development	\$0.00
3010-02 Title I, Part A, Parent Education	\$0.00
3010-03 Title I, Part A, Admin / Indirect Costs	\$0.00
3010-04 Title I, Part A, Basic Allocation	\$32,249.00
<b>State Funding Sources</b>	<b>Amount</b>
EIA/LEP	\$6,100.00
EIA/SCE	\$17,969.00
<b>School Funding Sources</b>	<b>Amount</b>
Community Grant-Chukchansi	\$0.00



## ASSURANCES

The school site council recommends this school plan and its related expenditures to the district governing board for approval, and assures the board of the following:

### Approval Date

#### Assurances

The school site council is correctly constituted, and was formed in accordance with district governing board policy and state law.	9/14/2012
The school site council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.	9/14/2012
The school site council reviewed the content requirements for school plans of programs included in this Single Plan for Student Achievement, and believes all such content requirements have been met, including those found in district governing board policies and in the Local Improvement Plan.	9/14/2012
This school plan is based upon a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.	9/14/2012
The school site council sought and considered all recommendations from the following groups or committees before adopting this plan:	
Curriculum Committees	8/13/2012
Student Leadership	9/14/2012

#### Approval

The school plan was adopted by the council on:	9/14/2012
Public Notice Due Date:	9/11/2012
District Governing Board Review Due Date:	
School Site Plan Approved:	
Attested by School Principal:	
Attested by School Site Council Chairperson:	

#### Attested:

David Raygoza		
Typed Name of School Principal	Signature of School Principal	Date
Cathy Wieland		
Typed Name of SSC Chairperson	Signature of SSC Chairperson	Date



## Lincoln Elementary

650 Liberty Lane  
Madera, CA 93637

Plan Period: 8/13/2012 - 6/6/2012

**Contact:**  
**Linda Monreal**  
**Principal**  
**(559) 675-4600**  
**monreal\_l@madera.k12.ca.us**

## Lincoln Elementary

### School Goals for Improving Student Achievement

#### **English Language Arts**

Short term Goal: To increase English Language Arts proficiency to the annual federal target, currently 89.2%, as measured by the California Standard test.

Long term Goal: All students achieving proficient or better will increase 11.6% per year in English Language Arts so that by Jun 2014, 100% of all students will score at proficient or advanced on the California Standards Test.

#### **Math**

Short term Goal: To increase Math proficiency to the annual federal target, currently 89.5%, as measured by the California Standard test.

Long term Goal: All students achieving proficient or better will increase 9.1% per year in Math so that by Jun 2014, 100% of all students will score at proficient or advanced on the California Standards Test.

#### **English Language Development**

By June 2013, 57.5% of all English learners will meet the annual growth target by advancing one level on CELDT as measured by AMAO 1.

By June 2013, 21.4% of English learners with less than 5 years in language instruction programs will demonstrate English proficiency on the CELDT as measured by AMAO 2.

By June 2013, 47% of English learners with 5 years or more in language instruction will demonstrate English proficiency on the CELDT as measured by AMAO2.

#### **Parent Involvement**

Goal: To increase our parent involvement in parent club, school site council/ELAC meetings and parent training by 5% by March, 2013 increasing connection between our families and Lincoln school.

#### **Support Services**

Our goal is that 100% of Lincoln's students have access to support services that are necessary as identified by a student study team, grade level team, administration, and/or classroom teacher.

**CATEGORICAL FUNDING ALLOCATED TO THIS SCHOOL**

The following state and federal categorical funds were allocated to this school through the Consolidated Application, Part II. Additional funds (listed under 'Other') may be allocated to the school in accordance with district policy.

<b>Federal Funding Sources</b>	<b>Amount</b>
3010-02 Title I, Part A, Parent Education	\$0.00
3010-03 Title I, Part A, Admin / Indirect Costs	\$0.00
3010-04 Title I, Part A, Basic Allocation	\$211,399.00
<b>State Funding Sources</b>	<b>Amount</b>
EIA/LEP	\$34,892.00
EIA/SCE	\$67,195.00
<b>School Funding Sources</b>	<b>Amount</b>
Community Grant-Chukchansi	\$0.00





## ASSURANCES

The school site council recommends this school plan and its related expenditures to the district governing board for approval, and assures the board of the following:

### Approval Date

#### Assurances

The school site council is correctly constituted, and was formed in accordance with district governing board policy and state law.

9/6/2012

The school site council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.

9/6/2012

The school site council reviewed the content requirements for school plans of programs included in this Single Plan for Student Achievement, and believes all such content requirements have been met, including those found in district governing board policies and in the Local Improvement Plan.

9/6/2012

This school plan is based upon a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.

9/6/2012

The school site council sought and considered all recommendations from the following groups or committees before adopting this plan:

#### Approval

The school plan was adopted by the council on:

9/6/2012

Public Notice Due Date:

9/6/2012

District Governing Board Review Due Date:

10/23/2012

School Site Plan Approved:

9/6/2012

Attested by School Principal:

9/6/2012

Attested by School Site Council Chairperson:

9/6/2012

#### Attested:

Linda Monreal		
Typed Name of School Principal	Signature of School Principal	Date
Joe Ayala		
Typed Name of SSC Chairperson	Signature of SSC Chairperson	Date



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request approval to award RFP #080612 and contract with Paradigm Healthcare Services for Medi-Cal Administrative Activities (MAA) billing services.

**Responsible Staff:** Rosalind Cox, Facilities Planning & Construction Mgmt./Purchasing  
Teri Bradshaw, Fiscal Services  
Paul Van Loon, Student Services & Special Services

**Agenda Placement:** Consent

**Background/ rationale:**

A Request for Proposals for Medi-Cal Administrative Activities (MAA) billing services was issued by the District. The District received 4 proposals. A panel analyzed the proposals. The top 3 firms were then interviewed by a panel. Staff requests the award of the Medi-Cal Administrative Activities (MAA) billing services to **Paradigm Healthcare Services.**

Currently, MAA billing services are processed through the Madera County Office of Education.

**Financial impact:** To be determined.

**Superintendent's recommendation:**

The Superintendent recommends that the Board award a contract to Paradigm Healthcare Services for MAA billing services.

**Supporting documents attached:**

A recap of the process



FOR: October 23, 2012 Board Agenda Item

FROM: Rosalind Cox, Director of Facilities Planning & Construction Mgmt./Purchasing

RE: Recap of Process for MAA Billing Services Recommendation

A panel met on September 17 & September 25, 2012 to review the proposals submitted in response to the District's MAA Billing Services solicitation. 4 proposals were submitted (Accelify, Medical Billing Technologies, Inc., Paradigm Healthcare Services, and Practi-Cal, Inc.).

The panel consisted of: Paul Van Loon – Director of Student Services/Special Services; Caitlin Pendley – Health Services Coordinator; Teri Bradshaw – Director of Fiscal Services; and Rosalind Cox – Director of Facilities Planning/Purchasing.

The top 3 firms were then interviewed on October 10, 2012. The top 3 firms were:

- Paradigm Healthcare Services
- Practi-Cal, Inc.
- Medical Billing Technologies, Inc.

The interview panel consisted of: Paul Van Loon – Director of Student Services/Special Services; Caitlin Pendley – Health Services Coordinator; Luckinder Gill – Nurse; Teri Bradshaw – Director of Fiscal Services; and Rosalind Cox – Director of Facilities Planning/Purchasing.

The interview panel has selected **Paradigm Healthcare Services** for MAA billing services for the District.

Below is the scoring recap:

	<b>Paradigm</b>	<b>Practi-Cal</b>	<b>MBT</b>
<b>Criteria</b>	Team Total	Team Total	Team Total
Experience in MAA Billing Services	25	24	24
Support Staff	23	20	23
Training	23	24	21
Cost	22	20	23
Recommendations	25	25	20
<b>Grand Total</b>	<b>118</b>	<b>113</b>	<b>111</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>

Key Considerations:

- MUSD has a good working relationship with Paradigm currently on the LEA Direct Billing Option Program.
- Paradigm has been in business longer than the other 2 vendors and have a very good track record.
- Paradigm was very thorough and informative in their responses.
- Paradigm is pro-active in their approach to changes in the industry and are active participants in state-and regional-level discussions.
- Paradigm received very positive recommendations from other school districts.
- Paradigm has a strong training and support program.
- Paradigm's fees were comparable to the other vendors. Paradigm bills based on the number of participants claimed (vs. the number of participants trained).



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Approval of August 31, 2012 Financial Report

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

**Agenda Placement:** Consent

**Background/ rationale:**

The Financial Report is provided to the Board on a monthly basis to insure that the Board is aware of the current financial status of the District. It is comprised of a Combined Balance Sheet of all funds, General Fund Cash Flow Statement, and pie charts of the General Fund Revenue and Expenditure Budgets. The report is also used as a tool for the Board and Administrators to aid in making necessary financial decisions to meet the goals of the District.

The Combined Balance Sheet provides a snapshot of the District's current assets, liabilities, and ending fund balance for each Fund. In accordance with GASB 54 the ending fund balance is classified as follows: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

In the General Fund the "Unassigned" fund balance, as defined by GASB 54, reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes. The District's 3% required Reserve for Economic Uncertainty (REU) is included in the General Fund "Unassigned" ending fund balance classification.

The Cash Flow Statement is a statement of General Fund actual revenues, expenditures, and cash balance through August 31, 2012 and projected revenues, expenditures, and cash balance through June 30, 2013.

The pie charts represent the % General Fund Revenue by funding source and the % General Fund Expenditures salaries and benefits compared to the all other operating expenses.

**Financial impact:**

Net financial impact to General Fund = decrease in projected undesignated fund balance of (\$1,671) and a decrease to other funds of (\$18,701,920) due to budgeted expenses in Fund 35 set aside for future projects.

**Superintendent's recommendation:**

Superintendent recommends approval of the August 31, 2012 Financial Report.

**Supporting documents attached:**

Combined Balance Sheet as of August 31, 2012  
General Fund Cash Flow & Chart through August 31, 2012  
Revenue Pie Chart by Funding Source  
Expenditure Chart by Object Code

Combined Balance Sheet - All Fund Types - August 31, 2012

Acct Code	Fund 01 General Fund	Fund 11 Adult Education	Fund 12 Child Development	Fund 13 Child Nutrition	Fund 14 Deferred Maintenance	Fund 21 Building Fund Bond Proceeds	Fund 25 Developer Fees	Fund 27 Redevelopment Agency
ASSETS:								
1. Cash	\$ 33,335,569.18	\$ 439,879.42	\$ (101,483.75)	\$ 4,518,303.73	\$ 655,137.00	\$ 13,669,151.95	\$ 4,629,632.74	\$ 389,030.05
a) In County Treasury								
b) Fair Value Adj to Cash in Cnty Treas								
c) in Revolving Fund	28,000.00	1,509.35		3,140.00				
d) with Fiscal Agent				98,354.64				
e) Collections Awaiting/Clearing								
2. Investments	1,497,371.10	114,772.54	272,171.55	1,029,915.98				
3. Accounts Receivable	235,000.00							
4. Due from Other Funds	469,242.84			153,373.98				
5. Stores Accounts								
6. Prepaid Expenditures								
7. Other Current Assets								
Total Assets	\$ 35,565,203.12	\$ 556,161.31	\$ 170,687.80	\$ 5,803,088.33	\$ 655,137.00	\$ 13,669,151.95	\$ 4,629,632.74	\$ 389,030.05
Revenue Budget	\$ 136,357,531.00	\$ 1,061,152.00	\$ 1,488,586.00	\$ 10,585,882.00	\$ 661,731.00	\$ 4,488,874.00	\$ 1,205,606.00	\$ 637,543.00
Less: Revenue Received to Date	(4,307,678.13)	(8,412.06)	-	(962,077.12)	(660,231.00)	-	(152,658.87)	-
Total Assets	\$ 167,615,055.99	\$ 1,608,901.25	\$ 1,659,273.80	\$ 15,426,893.21	\$ 656,637.00	\$ 18,158,025.95	\$ 5,662,579.87	\$ 1,026,573.05
LIABILITIES AND FUND BALANCE:								
Liabilities:								
1. Accounts Payable	\$ 331,399.94	\$ 806.51	\$ (51.00)	\$ (0.52)	\$ -	\$ -	\$ -	\$ -
2. Holding Accounts - Benefits	5,755,001.59	969.70	2,433.56	8,375.47			409.35	
3. Federal Tax Holding								
4. Use Tax Liability	996.12			(89.07)				
5. Other Current Liabilities	(1,007.22)							
6. Deferred Payroll	3,357,244.03							
7. Due to Other Funds/Current Loans		848.79	235,000.00					
8. Deferred Revenue								
Total Liabilities	\$ 9,443,634.46	\$ 2,625.00	\$ 237,382.56	\$ 8,285.88	\$ -	\$ -	\$ 409.35	\$ -
Expense Budget	\$ 149,369,318.00	\$ 1,439,577.00	\$ 1,565,737.00	\$ 9,925,067.00	\$ 941,649.00	\$ 15,150,196.00	\$ 1,443,097.00	\$ 634,470.00
Less: Expenditures to Date	(17,815,972.47)	(107,159.59)	(143,845.43)	(826,725.69)	(558,323.05)	-	(358,057.20)	-
Total Liabilities	\$ 140,996,979.99	\$ 1,335,042.41	\$ 1,659,274.13	\$ 9,106,627.19	\$ 383,325.95	\$ 15,150,196.00	\$ 1,085,449.15	\$ 634,470.00
Adjustment for Restatements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Projected Ending Balance	\$ 26,618,076.00	\$ 273,858.84	\$ (0.33)	\$ 6,320,266.02	\$ 273,311.05	\$ 3,007,829.95	\$ 4,597,130.72	\$ 392,103.05
Total Liabilities and Fund Balance	\$ 167,615,055.99	\$ 1,608,901.25	\$ 1,659,273.80	\$ 15,426,893.21	\$ 656,637.00	\$ 18,158,025.95	\$ 5,662,579.87	\$ 1,026,573.05
Nonspendable: Revolving Cash, Stores, Prepd Exp.	497,243	1,509	-	156,514	-	-	-	-
Restricted: C/O - Entitlements/Local Projects	-	-	(0)	6,163,752	-	3,007,830	4,597,131	392,103
Committed:	-	272,349	-	-	273,311	-	-	-
Assigned: C/O - Other/ Tier III/Equip Rplcmnt	2,781,027	-	-	-	-	-	-	-
G.A.S.B. 16	924,177	-	-	-	-	-	-	-
Reserve for Economic Uncertainties	4,481,080	-	-	-	-	-	-	-
3.0%	-	-	-	-	-	-	-	-
Unassigned/Unappropriated Amount	17,934,549	-	-	-	-	-	-	-



**ASSETS:**

64



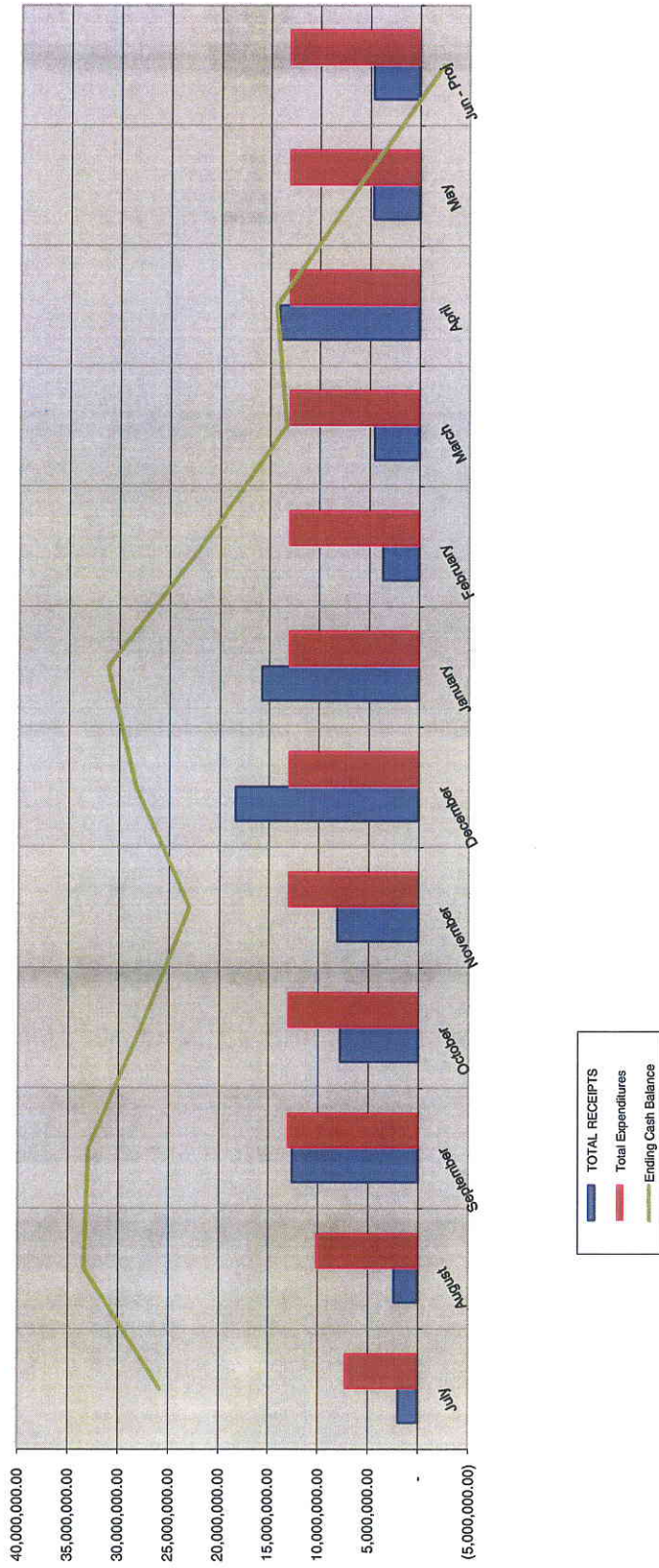
2012-13 Cash Flow Statement  
actuals through 7/31/2012

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14	Column15	Column16	Column17	Column18	Column19	Column20	Column21	Column22	Column23	Column24	Column25	Column26	Column27
A.	8/31/2012	July	August	September	October	November	December	January	February	March	April	May	Jun - Proj	Actuals	Total											
B.	Beginning Cash Balance	9,736,988.94	25,769,953.52	33,335,589.18	32,932,690.84	27,742,252.50	22,890,747.16	28,300,153.94	31,084,218.60	21,749,849.46	13,272,654.02	14,291,746.61	5,937,231.45													
RECEIPTS																										
Revenue Limit Sources																										
Property Taxes																										
Principal Apportionment																										
Miscellaneous Funds		11,845.16	(28,224.52)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	(61,061.00)	
Total Revenue Limit		11,845.16	1,159,420.48	7,833,943.00	2,954,825.00	5,519,992.00	15,254,343.12	10,718,580.00	1,171,171.20	631,513.91	9,162,058.93	1,703,437.18	607,739.14	32,947,819.00	88,586,786.11											
Federal Income		596,741.63	8,029.65	740,498.00	2,436,982.00		740,498.00	2,436,982.00		956,446.00	3,161,669.00	313,545.00	1,398,231.00	1,784,055.72	14,573,676.00											
State Income		1,150,406.17	1,183,756.00	3,458,174.00	1,853,268.00	2,064,016.00	1,840,079.00	2,064,016.00	1,929,973.00	2,370,288.00	1,130,868.00	2,064,016.00	1,840,079.00	3,661,875.83	26,610,795.00											
Other Local Income		78,538.21	118,940.83	499,938.00	499,938.00	499,938.00	499,938.00	499,938.00	499,938.00	499,938.00	499,938.00	499,938.00	499,938.00	860,288.96	5,387,210.00											
Interfund Transfers In																										
All Other Financing Sources																										
Other Receipts/Non-Revenue		105,027.92	(89,802.72)																							
Current Year Tran Revenue																										
Prior Year Tran Revenue																										
C.	TOTAL RECEIPTS	1,942,559.09	2,380,344.24	12,540,566.00	7,753,026.00	8,091,959.00	18,352,871.12	15,727,529.00	3,609,095.20	4,466,278.91	13,962,546.93	4,588,948.18	4,544,351.10	39,144,923.39	137,104,995.15											
DISBURSEMENTS																										
Certificated Salaries		846,932.59	5,733,949.86	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	6,126,408.00	67,846,122.00											
Classified Salaries		737,464.35	1,434,947.56	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	1,480,845.00	16,980,876.00											
Employee Benefits		1,398,263.39	3,252,710.07	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	3,095,815.00	35,609,282.00											
Books & Supplies		66,425.78	529,479.48	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	1,344,855.00	14,078,222.00											
Services		1,544,093.04	748,736.42	971,423.00	971,423.00	971,423.00	971,423.00	971,423.00	971,423.00	971,423.00	971,423.00	971,423.00	971,423.00	971,423.00	12,007,050.00											
Capital Outlay		5,321.55	751,208.24	15,177.00	15,177.00	15,177.00	15,177.00	15,177.00	15,177.00	15,177.00	15,177.00	15,177.00	15,177.00	15,177.00	908,306.00											
Other Outgo		102,434.14	2,650.00	56,483.00	56,483.00	56,483.00	56,483.00	56,483.00	56,483.00	56,483.00	56,483.00	56,483.00	56,483.00	56,483.00	669,893.00											
Interfund Transfers Out			660,231.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	1,260,231.00											
All Other Financing Uses		1,125.00		821.00	821.00	821.00	821.00	821.00	821.00	821.00	821.00	821.00	821.00	821.00	9,335.00											
Other Disbursements/Non Exp		2,470,667.73	(3,050,657.95)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	(208,362.66)	8,532,244.30											
Current Year Tran Expense																										
Prior Year Tran Expense																										
D.	Total Expenditures	7,172,727.57	10,063,254.68	12,943,464.34	12,943,464.34	12,943,464.34	12,943,464.34	12,943,464.34	12,943,464.34	12,943,464.34	12,943,464.34	12,943,464.34	12,943,464.34	11,230,936.65	157,901,562.30											
PRIOR YEAR TRANSACTIONS																										
Accounts Receivable		22,484,452.13	15,330,519.81												38,312,343.00											
Accounts Payable		1,221,309.07	81,983.71												1,634,693.00											
E. TOTAL PRIOR YEAR TRANS		21,263,143.06	15,246,536.10												37,577,650.00											
F. NET INCREASE/DECREASE		16,032,974.58	7,555,625.66	(402,888.34)	(5,190,438.34)	(4,851,505.34)	5,409,406.78	2,784,064.66	(9,334,369.14)	(8,477,185.43)	1,019,082.58	(8,354,515.16)	(8,399,113.24)	29,079,957.58	16,881,086.85											
G.	Ending Cash Balance	25,769,953.52	33,335,589.18	32,932,690.84	27,742,252.50	22,890,747.16	28,300,153.94	31,084,218.60	21,749,849.46	13,272,654.02	14,291,746.61	5,937,231.45	(2,461,881.79)		26,610,795.00											
ENDING CASH PLUS ACCRUALS																										

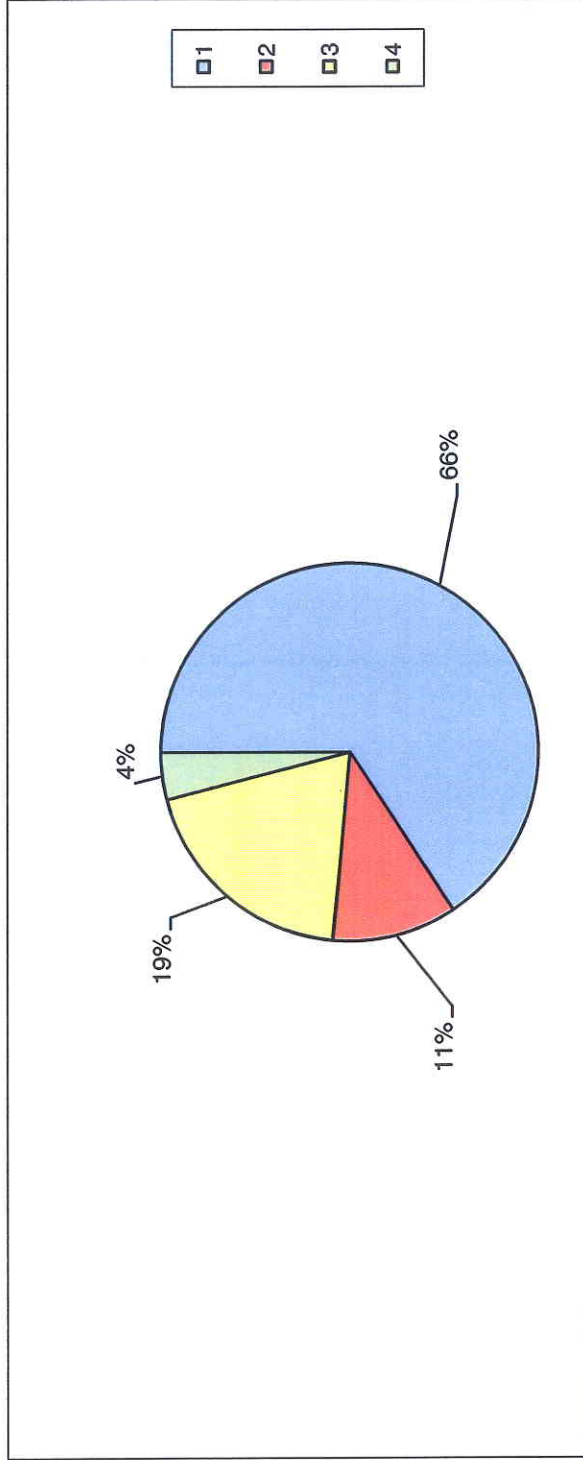


2012-13 Cash Flow Statement  
actuals through 7/31/2012

Projected Cash Flow 2012-13



**Madera Unified School District**  
**2012-13 Budget, August 31, 2012**  
**Total General Fund Revenues by Funding Source**



\$ 6,698.49 Base Revenue Limit  
 \$ 4,784.22 Deficit Revenue Limit

REVENUE LIMIT SOURCES		(1)	FEDERAL REVENUE		(2)	OTHER STATE REVENUE		(3)	OTHER LOCAL REVENUE		(4)
66%			11%			20%			4%		
\$ 72,913,148	Principal Apportionment		\$ 1,254,180	Sp Ed-Entitlement (IDEA)		\$ 4,665,739	EIA Economic Impact Aid/Lep		\$ 221,668	Interest	
17,400,627	Property & Local Taxes		-	Sp Ed ARRA IDEA Basic		2,775,253	Transportation		932,766	Interagency Revenue	
167,565	PERS Reduction		8,684,087	Title I (ESEA)		3,805,263	Class Size Reduction		3,605,982	Trsfir Appor fr MCOE Sp Ed	
(794,552)	Charter Schools In-Lieu Taxes		-	NCLB ARRA American Recovery		2,361,534	Lottery		607,859	Sales/Other Local	
-	State Aid Prior Year		-	Education Jobs & Medicaid		1,780,312	After-School Program		117,995	Other Sources & Tmsfrs	
-			189,256	Voc & Applied Tech		475,309	Lottery - Instructional Materials		-		
			-	Drug Free Schls Entitlement		-	ELAP-Eng Lang Acquisition				
			1,644,568	Title II Part A & D		903,000	Quality Education Invest				
			1,317,423	Title III Part A (LEP)		9,789,941	Tier II SBX 3.4 Flexibility				
			606,075			-					
			878,089	Other Federal Revenues		54,444	Other State Revenues				
			\$ 14,573,678	Total Federal Revenue		\$ 26,610,795	Total State Revenue				
\$ 89,686,788	Total Revenue Limit								\$ 5,486,270	Total Local Revenue	
									\$ 136,357,531	Total District Revenue	

A pie chart illustrating the distribution of expenditures. The chart is divided into two segments: a large blue segment representing 'SALARIES & BENEFITS' at 80.63%, and a smaller red segment representing 'SUPPLIES, SERVICES, & OTHER' at 19.37%. A legend box is located to the right of the chart, containing two entries: a blue square for 'SALARIES & BENEFITS' and a red square for 'SUPPLIES, SERVICES, & OTHER'.

Category	Percentage
SALARIES & BENEFITS	80.63%
SUPPLIES, SERVICES, & OTHER	19.37%

10/9/2012 alg





## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Approval of August 31, 2012 Student Body Statement of Club Trust Accounts

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

**Agenda Placement:** Consent

**Background/ rationale:**

Income and expenditures for the Student Body Statement of Club Trust Accounts for Madera High School, Madera South High School, Eastin Arcola High School, Thomas Jefferson Middle School, Martin Luther King Jr. Middle School, and Jack Desmond Middle School for August 1, 2012 through August 31, 2012.

The following information is being provided for each club:

- Beginning balance
- Income received
- Expenditures Posted
- Funds Transferred between Clubs
- Actual Ending Balance
- Encumbered (Reserved) Budget
- Ending Balance Net of Encumbrances

**Financial impact:**

None

**Superintendent's recommendation:**

Superintendent recommends approval of the August 31, 2012 Student Body Statement of Club Trust Accounts.

**Supporting documents attached:**

Account Analysis Report for August 1, 2012 through August 31, 2012 for:

- Madera High School
- Madera South High School
- Eastin Arcola High School
- Thomas Jefferson Middle School
- Martin Luther King Jr. Middle School
- Jack Desmond Middle School

## ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 40-2010-00-00 through 90-1000-00-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
<b>Other Accounts</b>							
40-2010-00-00 A/P ENCUMBRANCES	22.00				22.00		22.00
40-2201-20-00 CYBER HIGH	0.00			1,888.00	1,888.00		1,888.00
40-2204-40-00 MHS SCHOOL IDENTIFICATION	757.31				757.31		757.31
40-2205-50-00 BLACK STUDENT UNION	220.55				220.55		220.55
40-2206-50-00 BLUE CREW	648.44				648.44	25.75	622.69
40-2207-30-00 GYMNASTICS	70.21				70.21		70.21
40-2209-40-00 LINK CREW	26.65				26.65		26.65
40-2212-20-00 CLASS OF 2012	2,669.78				2,669.78		2,669.78
40-2213-20-00 CLASS OF 2013	6,792.01				6,792.01		6,792.01
40-2214-20-00 CLASS OF 2014	1,034.54				1,034.54		1,034.54
40-2215-20-00 CLASS OF 2015	261.00				261.00		261.00
40-2241-50-00 FCCLA GRANT	1,250.00				1,250.00		1,250.00
40-2249-50-00 M.A.Y.A. LEADERSHIP CONFERENCE	2,500.00		1,600.00		900.00		900.00
40-2301-50-00 ASIAN AMERICAN CLUB	776.32		300.00	(1,888.00)	476.32		476.32
40-2302-50-00 ACADEMIC EXPLORATION	2,048.65	120.00			280.65		280.65
40-2303-50-00 LITERARY MAGAZINE	921.90				921.90		921.90
40-2304-30-10 COYOTE WATER SPORTS-BOYS	380.87				380.87		380.87
40-2304-30-20 COYOTE WATER SPORTS-GIRLS	721.89				721.89		721.89
40-2305-60-00 BAND	591.67	20.00			611.67		611.67
40-2306-30-10 COYOTE TENNIS-BOYS	735.90				735.90	401.28	334.62
40-2306-30-20 COYOTE TENNIS-GIRLS	172.26				172.26		172.26
40-2308-30-10 BLOCK M - Boys & Girls	0.00						
40-2308-30-20 BLOCK M GIRLS	4,374.43	40.00		4,414.43	4,414.43		4,414.43
40-2309-50-00 BLUE & WHITE	394.38	25,526.00	6,894.55	(4,414.43)	0.00		0.00
40-2310-30-00 ATHLETIC SUPPLIES	36.57				19,025.83		19,025.83
40-2310-60-00 COLORGUARD	537.00				36.57		36.57
40-2311-50-00 MADERAN	3,293.60		145.75		537.00		537.00
40-2312-60-00 PIANO/GUITAR	322.83	35.00			3,147.85		3,147.85
40-2313-40-00 STUDENT GOVERNMENT GENERAL	19,695.55	17,811.01	11,802.46		357.83	15,035.26	357.83
40-2314-40-00 MHS ASB - TRANSFERS ONLY	1,095.61				25,704.10		10,668.84
40-2315-70-00 PEP & CHEER UNIFORMS	348.42	110.00			1,095.61		1,095.61
40-2317-50-00 INDOPAK	1,329.40				458.42		458.42
40-2318-50-00 C.S.F.	1,791.12	40.00	691.11		1,329.40		1,329.40
40-2319-60-00 CHOIR	526.06				1,140.01		1,140.01
40-2319-60-40 CHOIR-MUSICALS	723.00				526.06	480.00	46.06
					723.00		723.00

Print Date: 10/08/2012

Print Time: 11:41:31AM

Page: 1

## ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 40-2010-00-00 through 90-1000-00-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
40-2320-50-00 GLEE CLUB	1,071.10				1,071.10		1,071.10
40-2321-30-10 BASKETBALL-BOYS	125.70	315.00	250.00		190.70		190.70
40-2321-30-20 BASKETBALL-GIRLS	221.85	377.00	113.08		485.77		485.77
40-2323-30-00 CROSS COUNTRY-BOYS & GIRLS	4,122.65	100.00			4,222.65	500.00	3,722.65
40-2324-30-00 COYOTE FOOTBALL	37.15	333.22			370.37	324.93	45.44
40-2325-30-20 SOCCER-GIRLS	383.47				383.47		383.47
40-2327-30-00 COYOTE SOFTBALL	196.57	122.80			319.37		319.37
40-2330-50-00 MADERA HIGH BOWLING CLUB	1,202.04	80.00			1,282.04	625.00	657.04
40-2331-30-00 COYOTE TRACK	1,793.64	630.00			2,423.64		2,423.64
40-2332-30-10 VOLLEYBALL-BOYS	359.89				359.89		359.89
40-2332-30-20 VOLLEY-GIRLS	88.71				88.71		88.71
40-2334-30-00 GOLF	38.05				38.05		38.05
40-2335-30-00 WRESTLING	92.32				92.32		92.32
40-2337-50-00 FUTURE TEACHERS	1,773.64	105.50			1,879.14		1,879.14
40-2338-50-00 COYOTE DRAMA PRODUCTIONS	4,987.42		1,050.00		3,937.42	500.00	3,437.42
40-2339-40-00 EXECUTIVE COUNCIL	1,144.31				1,144.31		1,144.31
40-2340-50-00 FORENSICS	417.00				417.00		417.00
40-2341-50-00 F.B.L.A.	615.20				615.20	205.00	410.20
40-2342-50-00 INCLUSION	170.58				170.58		170.58
40-2343-50-00 FCCLA GENERAL ACTIVITIES	1,199.44				1,199.44		1,199.44
40-2345-30-00 P.E. UNIFORMS (GIRLS/BOYS)	379.30	6,580.00	4,005.03		2,954.27		2,954.27
40-2345-80-00 STUDENT STORE	5,691.71	153.00			5,844.71	3,200.00	2,644.71
40-2346-30-00 P.E. LOCKS ONLY	14.00	(14.00)			0.00		0.00
40-2348-50-00 MEXICAN AMERICAN CLUB	1,205.71				1,205.71		1,205.71
40-2349-50-00 M.A.Y.A. CLUB	1,459.35				1,459.35		1,459.35
40-2351-50-00 TEEN PARENT CLUB	299.23				299.23		299.23
40-2352-50-00 SCIENCE CLUB	2,881.23	89.00			2,970.23		2,970.23
40-2354-50-00 IMPACT CLUB	109.45				109.45		109.45
40-2359-50-00 V.I.C.A.	769.28				769.28		769.28
40-2360-50-00 V.I.C.A.-WOOD	4,522.53				4,522.53	306.76	4,215.77
40-2361-50-00 V.I.C.A.-METAL	1,306.80				1,306.80		1,306.80
40-2362-50-00 V.I.C.A. ARCHITECTURE	207.35				207.35		207.35
40-2363-50-00 V.I.C.A. AUTO SHOP	1,355.44				1,355.44	57.86	1,297.58
40-2364-50-00 V.I.C.A.-ELECTRONICS	208.11				208.11		208.11
40-2366-50-00 SPECIAL ED/ R.S.P.	1,043.55				1,043.55		1,043.55
40-2367-50-00 SCIENCE OLYMPIAD CLUB	46.85				46.85		46.85

Print Date: 10/08/2012

Print Time: 11:41:31AM

Page: 2



## ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 40-2010-00-00 through 90-1000-00-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
40-2369-50-00 HINTON'S HISTORIANS	46.80				46.80		46.80
40-2370-50-00 ART CLUB	1,179.90				1,179.90		1,179.90
40-2371-50-00 FASHION DESIGN CLUB	5,704.12				5,704.12		5,704.12
40-2376-50-00 MHS ROBOTICS	706.04	1,789.52			2,495.56		2,495.56
40-2385-50-00 OPPORTUNITY CLUB	33.00				33.00		33.00
40-2391-40-00 ACTIVITIES PASS DEPOSITS	415.46				6,144.46		444.46
40-2392-40-00 E T EXTRAVAGANZA	2,016.01	5,779.00	50.00		2,016.01	5,700.00	2,016.01
40-2646-70-00 PEP & CHEER WINTER FORMAL ONLY	1,637.47				1,637.47		1,637.47
40-5101-10-00 STUDENT GOVT SCHOLARSHIP	3,757.26		500.00		3,257.26		3,257.26
40-5102-10-00 ALBONICO SCHOLARSHIP	9,200.40	0.92	100.00		9,101.32		9,101.32
40-5104-10-00 FCCLA SCHOLARSHIP	295.88				295.88		295.88
40-5105-10-00 RAY POOL SCHOLARSHIP	44.37				44.37		44.37
40-5107-10-00 JACK DESMOND SCHOLARSHIP	120.00				120.00		120.00
40-5108-10-00 SCHOOL OF BUSINESS SCHOLARSHIP	500.00				500.00		500.00
40-5109-10-00 ESPERANZA SCHOLARSHIP	255.08		250.00		5.08		5.08
40-5111-10-00 MICHAEL A WONG CLASS/1985 SCHL	3,450.00		2,300.00		1,150.00		1,150.00
40-5113-10-00 JON HINTON MEMORIAL SCHOLARSHIP	500.00		500.00		0.00		0.00
40-5114-10-00 KELLY ROBERTS MEMORIAL	120.00				120.00		120.00
40-5206-10-00 JOAN DAVIS MEMORIAL SCHOLARSHIP	1,925.00		500.00		1,425.00		1,425.00
40-5300-10-00 DAVE SCHOETTLE MEMORIAL SCHLR	1,040.00		1,000.00		40.00		40.00
40-5314-10-00 RODGER SCOTT MEMORIAL SCHLRSH	600.00				600.00		600.00
<b>Total Other Accounts</b>	<b>132,157.33</b>	<b>60,142.97</b>	<b>32,051.98</b>	<b>0.00</b>	<b>160,248.32</b>	<b>27,361.84</b>	<b>132,886.48</b>

## ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 49-1122-00-00 through 49-5230-10-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
<b>Other Accounts</b>							
49-2208-30-00 TABLE TENNIS	258.89				258.89	200.00	58.89
49-2211-20-00 CLASS OF 2011	762.80				762.80		762.80
49-2212-20-00 CLASS OF 2012	733.40		252.00		481.40		481.40
49-2213-20-00 CLASS OF 2013	16,734.63	322.35			17,056.98		17,056.98
49-2214-20-00 CLASS OF 2014	4,508.05	124.00			4,632.05	500.00	4,132.05
49-2215-20-00 CLASS OF 2015	729.04				729.04	400.00	329.04
49-2216-20-00 CLASS OF 2016	0.00	60.00			60.00		60.00
49-2242-50-00 F.F.A. ACTIVITIES	7,300.84	5,777.99	4,036.25	(1,100.00)	7,942.58	1,468.68	6,473.90
49-2243-50-00 F.F.A.-NATIONALS	450.00	4,633.00	5,952.60	1,000.00	130.40		130.40
49-2244-50-00 F.F.A. FARM EQUIPMENT	3,262.01		172.65		3,089.36		3,089.36
49-2245-50-00 F.F.A. PLANTS	4,049.31				4,049.31	675.93	3,373.38
49-2246-50-00 F.F.A. HORSE	494.60				494.60		494.60
49-2247-50-00 F.F.A. MATERIALS	6,545.27				6,545.27		6,545.27
49-2248-50-00 F.F.A. ORNAMENTAL HORTICULTURE	12,744.72	20.00	274.80		12,489.92	4,450.49	8,039.43
49-2249-50-00 F.F.A. COMPETITIONS	208.45	16.25			224.70		224.70
49-2250-50-00 FFA B.I.G.	505.77				505.77	275.00	230.77
49-2251-50-00 FFA WEST FRESNO/MADERA SECTION	8,272.55		262.38	100.00	8,110.17		8,110.17
49-2304-50-00 AWAKENING CLUB	226.80				226.80		226.80
49-2305-60-00 BAND	246.95				246.95		246.95
49-2306-50-00 BLACK STUDENT UNION	1,555.25				1,555.25		1,555.25
49-2308-30-10 BLOCK S BOYS	1,249.21				1,249.21		1,249.21
49-2308-30-20 BLOCK S GIRLS	100.04				100.04		100.04
49-2309-50-00 THE SPUR (YEARBOOK)	720.00	7,363.00	982.61		7,100.39		7,100.39
49-2310-60-00 COLORGUARD	0.00				0.00		0.00
49-2313-40-00 STUDENT GOVERNMENT GENERAL	6,227.99	6,468.42	10,562.66		2,133.75	885.12	1,248.63
49-2314-40-00 STDNT GOVRNMNT PARKING PERMITS	634.60	8.00			642.60		642.60
49-2316-70-00 PEP & CHEER GENL FUND RAISER	1,243.61	50.00			1,293.61		1,293.61
49-2318-50-00 C.S.F.	4,959.91	70.00	2,123.25		2,906.66	200.00	2,706.66
49-2319-60-00 CHOIR	718.97				718.97		718.97
49-2320-30-00 STALLION BASEBALL	333.59				333.59		333.59
49-2320-50-00 FCA CLUB	3.89				3.89		3.89
49-2325-30-20 SOCCER-GIRLS	265.83				265.83		265.83
49-2327-30-00 STALLION SOFTBALL	37.01				37.01		37.01
49-2329-30-00 STALLION TENNIS	192.40				192.40		192.40
49-2330-50-00 YEARBOOK CLUB	1,576.17				1,576.17	286.21	1,289.96

Print Date: 10/02/2012

Print Time: 11:07:42AM

Page: 1

## ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 49-1122-00-00 through 49-5230-10-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
49-2336-50-00 STALLION THEATRICAL COMPANY	20,700.88		3,146.00		17,554.88	5,654.00	11,900.88
49-2340-50-00 F.B.L.A.	683.74	153.00	158.44		678.30	215.27	463.03
49-2343-50-00 CLASS (FCCLA)	352.88				352.88	200.00	152.88
49-2344-30-00 STALLION P.E.(GIRLS/BOYS)	6,625.41	18,521.00	2,528.41		22,618.00		22,618.00
49-2345-80-00 STUDENT STORE	1,382.53		185.00		1,197.53		1,197.53
49-2352-50-00 SCIENCE CLUB	2,962.40		850.00		2,112.40		2,112.40
49-2355-50-00 MSHS VIDEO CLUB	1,065.23				1,065.23		1,065.23
49-2358-50-00 SOBER GRAD	985.26				985.26		985.26
49-2370-50-00 ART CLUB	3,088.61	20.00	850.00		2,258.61	500.00	1,758.61
49-2373-50-00 CLUB CHIC	1,233.15				1,233.15		1,233.15
49-2375-50-00 STALLION CLUB	1,018.08				1,018.08		1,018.08
49-2376-50-00 AVID-COLLEGE CLUB	1,072.13	30.00			1,102.13		1,102.13
49-2378-50-00 RAINBOW ALLIANCE	1,763.70				1,763.70		1,763.70
49-2380-50-00 BOWLING CLUB	305.67				305.67		305.67
49-2382-50-00 Indo Krew Club	553.98				553.98	218.01	335.97
49-2385-50-00 OPPORTUNITY CLUB	4,332.54				4,332.54		4,332.54
49-2390-50-00 H.O.S.A	1,781.58		250.00		1,531.58		1,531.58
49-5210-10-00 AUDREY POOL SCHOLARSHIP	500.00				500.00		500.00
49-5225-10-00 F.F.A. MEMORIAL FUND	2,265.00				2,265.00		2,265.00
<b>Total Other Accounts</b>	<b>140,525.32</b>	<b>43,637.01</b>	<b>32,587.05</b>	<b>0.00</b>	<b>151,575.28</b>	<b>16,128.71</b>	<b>135,446.57</b>



ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 57-2010-00-00 through 57-2350-50-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
<b>Other Accounts</b>							
57-2313-40-00 STUDENT GOVERNMENT GENERAL	465.03				465.03		465.03
57-2340-50-00 LEADERSHIP	3,083.47				3,083.47		3,083.47
57-2350-50-00 CAL SAFE	5,025.07				5,025.07		5,025.07
<b>Total Other Accounts</b>	<b>8,573.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,573.57</b>	<b>0.00</b>	<b>8,573.57</b>

## ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 56-2010-00-00 through 56-5220-10-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
<b>Other Accounts</b>							
56-2304-50-00 MISSION 212	329.89				329.89		329.89
56-2309-50-00 YEARBOOK-CLASS	4.94				4.94		4.94
56-2313-40-00 STUDENT GOVERNMENT GENERAL	550.56		12.00		538.56		538.56
56-2318-50-00 C.J.S.F.	189.68				189.68		189.68
56-2336-50-00 DRAMA CLUB	248.33				248.33		248.33
56-2358-50-00 GIRLS INVOLVEMENT	109.29				109.29		109.29
56-2385-50-00 PEER HELPERS	959.24				959.24		959.24
56-5220-10-00 ANDERSON SCHOLARSHIP	30.50	900.00	450.00		480.50		480.50
<b>Total Other Accounts</b>	<b>2,422.43</b>	<b>900.00</b>	<b>462.00</b>	<b>0.00</b>	<b>2,860.43</b>	<b>0.00</b>	<b>2,860.43</b>



## ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 39-2010-00-00 through 39-2385-50-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
<b>Other Accounts</b>							
39-2010-00-00 A/P ENCUMBRANCES	0.00				0.00		0.00
39-2310-30-00 ATHLETICS	4,071.22				4,071.22		4,071.22
39-2313-40-00 STUDENT COUNCIL	11,555.38	8,477.00	7,208.73		12,823.65	7,200.73	5,622.92
39-2318-50-00 CJSF	1,048.91				1,048.91		1,048.91
39-2330-50-00 YEARBOOK CLUB	6,669.44				6,669.44		6,669.44
39-2346-50-00 INT'L CLUB	135.32				135.32		135.32
39-2376-50-00 AVID	1,556.87				1,556.87		1,556.87
39-2385-50-00 PEER HELPERS	966.14				966.14		966.14
<b>Total Other Accounts</b>	26,003.28	8,477.00	7,208.73	0.00	27,271.55	7,200.73	20,070.82

# ACCOUNT ANALYSIS REPORT - SUMMARY WITH ENCUMBRANCES

Date Range: 8/1/2012 through 8/31/2012

Account Range: 60-2010-00-00 through 60-2385-50-00

ACCOUNT # AND DESCRIPTION	BEGINNING BALANCE	INCOME	EXPENSE	TRANSFERS	ACTUAL BALANCE	ENCUMBERED AMOUNT	ENCUMBERED BALANCE
<b>Other Accounts</b>							
60-2302-50-00 PRINCIPAL'S INCENTIVE ACCOUNT	0.00	360.01			360.01		360.01
60-2309-50-00 YEARBOOK	177.45				177.45		177.45
60-2313-40-00 ASB	7,974.90				7,974.90		7,974.90
60-2330-50-00 BLOCK D	2,258.78	6,495.00			8,753.78		8,753.78
60-2355-50-00 GAMERS	0.00				0.00		0.00
60-2358-50-00 GIRL INVOLVEMENT	542.91				542.91		542.91
60-2367-50-00 SCIENCE CLUB	28.90				28.90		28.90
60-2369-50-00 HISTORY CLUB	0.00				0.00		0.00
60-2376-50-00 AVID-COLLEGE CLUB	0.00	22.75			22.75		22.75
60-2385-50-00 PEER HELPERS	2,480.05				2,480.05		2,480.05
<b>Total Other Accounts</b>	<b>13,462.99</b>	<b>6,877.76</b>	<b>0.00</b>	<b>0.00</b>	<b>20,340.75</b>	<b>0.00</b>	<b>20,340.75</b>

# HUMAN RESOURCES STAFFING LIST

## BOARD AGENDA – OCTOBER 23, 2012

### 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. Raul Lozano	Principal	Nishimoto	01/12/13	Retirement (30 Yrs.)

### 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>
None				

### CERTIFICATED OTHER

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

### CLASSIFIED LEAVES OF ABSENCE

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

### CLASSIFIED SEPARATIONS

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

### CLASSIFIED NEW POSITION

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

### CLASSIFIED EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Effective Date(s)</u>	<u>Hours</u>	<u>Justification</u>
1. Olimpia Martinez	Bus Driver	Transportation	2012/2013	6.00	Replacement
2. Tiffany Hogan	Relief Bus Driver	Transportation	2012/2013	4.00	Replacement
3. Ashley Roberts	CN Assistant I	Child Nutrition	2012/2013	3.00	Replacement
4. Christy Lopez	CN Assistant I	Child Nutrition	2012/2013	3.00	Replacement
5. Jana Voget	Relief Bus Driver	Transportation	2012/2013	4.00	Replacement
6. Rocio Verduzco	CN Assistant I	Child Nutrition	2012/2013	3.50	Replacement
7. Maribel Orozco	CN Assistant I	Child Nutrition	2012/2013	3.50	Replacement

### CLASSIFIED OTHER

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

### COACHES

None



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request Approval of Classified Job Description: Data Technician

**Responsible Staff:** Dr. Anthony Monreal  
Deputy Superintendent  
  
Tracie Green  
Director of Human Resources & Labor Relations

**Agenda Placement:** Consent

**Background/ rationale:** This job description supports Information and Technology and activities that include the District's Student Information Services system and the California Longitudinal Pupil Achievement Data System. The rationale is to have this job description ready to address the reorganization in the Information/Technology Department in light of the pending FCMAT recommendations.

**Financial impact:** None

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

**Supporting documents attached:**  
Job Description: Data Technician

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

### **Data Technician**

#### **Purpose Statement**

Under the supervision of the Administration of Information and Technology; plans, coordinates and performs activities related to the support and operation of the District's Student Information Services system(SIS) the California Longitudinal Pupil Achievement Data System (CALPADS). Confers with administrators and staff to provide support, documentation, training, data extraction, reporting to District staff and governmental agencies, and performs related work as assigned.

This job reports to the Director of Information Technology and Support Services

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#### **Essential Functions**

- Provides technical support of the District's Student Information Services (SIS) application and database.
- Identifies, analyzes and resolves problems with administrative software, interacts effectively with users to solve problems and advises on best practices for maintaining data.
- Provides required information extracts to governmental and other outside agencies.
- Establishment and enforcement of data entry standards.
- Establishment, enforcement and maintenance of security standards as defined.
- Interprets state and federal mandates regarding data.
- Manages the student data collection specifically required for CALPADS and similar systems for mandated reporting.
- Communicates mandates to appropriate department personnel.
- Data import/export between SIS and secondary data systems.
- Participates in district mandated training and retraining programs.
- Designs and lay out reports to meet the needs of users and governmental agencies.
- Monitors data base for accuracy and data integrity.

- Maintains knowledge of current state and governmental agencies reporting requirements.
- Alignment of all student data to California Department of Education (CDE) and CALPADS standards and requirements.
- Maintains confidentiality of sensitive employee and student information.
- Provides user training and may travel to school sites in support of related duties.
- Provides training and information to office staff on the new policies related to state reporting.
- Responsible for finding and correcting data anomalies with the SIS data gate and certifying California Basic Educational Data System (CBEDS) or the successor system to it, enrollment totals to be reported to the CDE.
- Manages the California Longitudinal Pupil Achievement Data System (CALPADS) with existing SIS.
- May represent the District to state and local governmental agencies relative to CALPADS and best practices.
- Proficient and skilled in Excel, Word, Web-based tools, SPSS Access, Aeries, CALPADS interface.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Information Technology Department.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to periodically upgrade skills in order to meet changing job conditions. Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/ or facilitate group discussions; and analyze situations to define issues and draw conclusions related to data management. Specific knowledge based competencies required to satisfactorily perform the functions of the job include; enterprise computer applications; PC applications; school operations; work process analysis techniques; and database management systems, concepts, and usage.

ABILITY is required to schedule activities; often gather, collate, and/ or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/ or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to

identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include; communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities, meeting deadlines and schedules; working with detailed information/data; and applying logical processes and analytical skills.

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 10% standing. This job is performed under minimal temperature variations.

### **Minimum Qualifications**

**Experience:** Two years of advanced clerical experience working with data systems applications, and data input consisting of programs like CBEDS and CALPADS or other complex data sets. Must be skilled in Excel, Word, Web-based tools and Aeries.

**Education:** High School diploma or equivalent.

#### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical exam

#### **Certificates**

None Specified

#### **Continuing Educ./Training**

None Specified

#### **Clearances**

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

#### **FLSA Status**

Non Exempt

#### **Approval Date**

PC 09/20/12

#### **Salary Range**

**Madera Unified School District  
Board of Trustees Meeting  
Student Overnight or Out of State Field Trip Request  
October 23, 2012**

<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>
10/26/12 to 10/28/12	MHS	Torres	FBLA students to Leadership Development Conference 12 students—2 adults	Santa Clara, CA	\$160 Transportation \$920 Lodging	MHS ASB/Perkins MHS ASB/Perkins	School Vans
10/26/12 to 10/28/12	MSHS	McElrath	FBLA students to Leadership Development Conference 55 students—3 adults	Santa Clara, CA	\$2100 Transportation \$460 Lodging	MSHS Perkins MSHS ASB/Perkins	Charter Bus



**Madera Unified School District  
Board of Trustees Meeting  
Employee Overnight or Out of State Trip Request  
October 23, 2012**

<b>Date</b>	<b>Site</b>	<b>Name</b>	<b>Trip Purpose – # Employees</b>	<b>Location</b>	<b>Cost</b>	<b>Vehicle Type</b>
11/07/12 to 11/09/12	Transportation	Newton	Diagnostic Equipment Training to support upkeep on MUSD school buses 3 - Transportation Employees	Tulsa, OK	All cost covered by vendor	Traveling by air



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Second Reading and request Approval of Revised Board Policies and Administrative Regulations

**Responsible Staff:** Gustavo Balderas, Superintendent  
Rosalind Cox, Director of Facilities Planning & Purchasing  
Sandra Perez, Director of Child Nutrition

**Agenda Placement:** Old Business

**Background/ rationale:**

New language is recommended by CSBA on the following Board Policies and Administrative Regulations:

- BP 3511.1 Integrated Waste Management
- AR 3511.1 Integrated Waste Management
- AR 3550 Nutrition Standards for School Meals

**Financial impact:**  
None

**Superintendent's recommendation:**

The Superintendent recommends Approval of the Revised Board Policies and Administrative Regulations.

**Supporting documents attached:**

- Revised Board Policies and Administrative Regulations

**INTEGRATED WASTE MANAGEMENT**

The Governing Board believes that the conservation of water, energy and other natural resources as well as the protection of the environment are essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

*(cf. 0100 – Philosophy)*  
*(cf. 3510 – Green School Operations)*  
*(cf. 3511 - Energy and Water Management)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.2 - Integrated Pest Management)*

The district's program shall include strategies designed to help the district reduce solid and hazardous waste generation, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

*(cf. 3300 – Expenditures and Purchases)*  
*(cf. 3517 – Facilities Inspection)*

The Superintendent or designee may collaborate with city, county and state agencies and other public or private agencies in developing and implementing the district's integrated waste management program.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 7131 - Relations With Local Agencies)*

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reducing incentives.

To the extent that funding permits, the Superintendent or designee shall provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and protecting the environment.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6142.5 - Environmental Education)*  
*(cf. 6142.93 - Science Instruction)*

*Legal Reference: (see next page)*

## **INTEGRATED WASTE MANAGEMENT (continued)**

### *Legal Reference:*

#### EDUCATION CODE

32370-32376 *Recycling paper*

33541 *Environmental education*

51226.4 *Environmental ambassador pilot program*

#### PUBLIC RESOURCES CODE

25410-25421 *Energy conservation assistance*

40050-40063 *Integrated waste management act*

41780 *Waste diversion*

42620-42622 *Source reduction and recycling programs*

42630-42647 *Schoolsite source reduction and recycling*

### *Management Resources:*

#### CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD PUBLICATIONS

*A District-wide Approach to Recycling- -A Guide for School Districts, Pub. # 500-94-009*

*Seeing Green through Waste Prevention - - A Guide for School Districts, Pub. # 500-94-010*

*Going Beyond Recycling, Buying Recycled - - A Guide for School Districts, Pub. # 322-95-001*

*Reusable School News*

#### WEB SITES

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

California Integrated Waste Management Board: <http://www.ciwmb.ca.gov>

California Division of State Architect: <http://www.dsa.ca.gov>

California energy Commission: <http://www.energy.ca.gov>

California Environmental Protection Agency: <http://www.calepa.ca.gov>

U.S. EPA: <http://www.epa.gov>

Policy  
adopted: December 13, 2011  
revised:

**MADERA UNIFIED SCHOOL DISTRICT**  
Madera, California

**INTEGRATED WASTE MANAGEMENT**

For all applicable areas of district operations, the Superintendent or designee shall design an integrated waste management program that minimizes the generation of waste, encourages the recovery and diversion of reusable materials from the waste stream, improves efficiency in the utilization of natural and material resources, and protects the environment. The program shall implement measures and/or practices to:

1. Reduce the consumption of disposable materials; increase the composting of organic materials and fully utilizing all materials prior to disposal.

*(cf. 3510 – Green School Operations)*

2. Recycle materials such as paper, glass, plastic and aluminum.

Any school site or district facility which generates more than four cubic yards of commercial solid waste per week shall take at least one of the following actions: (Public Resources Code 42649.2; 14 CCR 17225.12)

- a. Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that may include collection, self-hauling, or other arrangement for the pickup of the recyclable materials
  - b. Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation
3. Prefer recycled and other environmentally preferable products when procuring materials for use in district schools and buildings or contracting for the construction or modernization of any district building.

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

*(cf. 7110 - Facilities Master Plan)*

4. Work with city, county or other government agencies to locate markets for the district's reusable and recyclable materials.

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

*(cf. 7131 - Relations With Local Agencies)*

5. Minimize the use of nonbiodegradable materials and work with vendors and contractors to use packaging and delivery materials that generate less waste.

Regulation  
approved: December 13, 2011  
revised:

**MADERA UNIFIED SCHOOL DISTRICT**  
Madera, California

# **Madera USD**

## **Administrative Regulation**

### **Food Service/Child Nutrition Program**

AR 3550

#### **Business and Noninstructional Operations**

#### **Nutrition Standards for School Meals**

Meals or food items provided through the district's food services program shall: (Education Code 49531, 49430.5, 49430.7, 49550, 49553; 42 USC 1758, 1773)

1. Comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, or 220.23 as applicable.
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.

*(cf. 3552 - Summer Meal Program)*

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

*(cf. 3554 - Other Food Sales)*

*(cf. 5030 - Student Wellness)*

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

#### **Drinking Water**

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

#### **Special Milk Program**

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

#### **Food Safety**

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include,

but not be limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Any new employee, substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

*(cf. 4231 - Staff Development)*

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

### **Inspection of Food Facilities**

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

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

*(cf. 3580 - District Records)*

Regulation  
approved: December 13, 2011  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
Madera, California



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Second Reading and Request Approval of Revised Board Policy and Administrative Regulation 6178 (BP/AR 6178) Instruction - Career Technical Education

**Responsible Staff:** **Dr. Anthony A. Monreal, Deputy Superintendent**  
Shirley Woods, Vice-Principal /Adult Education

**Agenda Placement:** Old Business

**Background/ rationale:**

At the September 25, 2012 board meeting, Staff reviewed the following Revised Board Policy and Administrative Regulation.

- New language is recommended by CSBA on the following Board Policy and Administrative Regulation:
  - BP 6178 Instruction - Career Technical Education
  - AR 6178 Instruction - Career Technical Education

Staff recommends approving the Second Reading of Revised Board Policy and Administrative Regulation as recommended by CSBA.

**Financial impact:**

None

**Superintendent's recommendation:**

The Superintendent recommends approval of board policy and administrative regulation 6178, Instruction – Career Technical Education

**Supporting documents attached:**

Revised Board Policy and Administrative Regulation  
6178 Instruction – Career Technical Education



# Madera USD

## Board Policy

### Career Technical Education

BP 6178(a)

#### 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 and provides that districts are deemed in compliance with the 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 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.

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

*(cf. 6143 - Courses of Study)*  
*(cf. 6200 - Adult Education)*

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, tech prep programs, charter schools, small learning communities, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

*(cf. 0420.4 - Charter School Authorization)*  
*(cf. 6178.2 - Regional Occupational Center/Program)*

**CAREER TECHNICAL EDUCATION** (continued)

The Board shall review and approve all district plans and applications for the use of state and/or federal funds supporting CTE.

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

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

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

The Superintendent or designee shall systematically review the district's CTE classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

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

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 5113.2 - Work Permits)*

*(cf. 6178.1 - Work Experience Education)*

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

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

**CAREER TECHNICAL EDUCATION** (continued)

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

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

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

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

(cf. 0440 - District Technology Plan)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

(cf. 7110 - Facilities Master Plan)

**Nondiscrimination**

The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. *Special populations* include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. *Nontraditional fields* include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

**CAREER TECHNICAL EDUCATION** (continued)

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. (34 CFR 104.8, 106.9)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*

The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100.B)

**School and Community Involvement**

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

*(cf. 1220 - Citizen Advisory Committees)*

This committee may be expanded to include parents/guardians, representatives of labor organizations, representatives of special populations, and other interested individuals in order to involve them in the development, implementation, and evaluation of CTE programs funded through the federal Carl D. Perkins Career and Technical Education Act.

**Program Evaluation**

The Board shall monitor the achievement of students participating in the district's CTE program in order to determine the need for program improvements. The Superintendent or designee shall annually report to the Board and the California Department of Education on program enrollment and completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies; attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment. Data shall be disaggregated, in accordance with 20 USC 2323, by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic disadvantage status and for each special population as defined in 20 USC 2302 and listed in the section "Nondiscrimination" above.

*(cf. 0500 – Accountability)*

**CAREER TECHNICAL EDUCATION (continued)**

(cf. 6162.5 - Student Assessment)  
 (cf. 6162.51 - Standardized Testing and Reporting Program)  
 (cf. 6162.52 - High School Exit Examination)  
 (cf. 6190 – Evaluation of the Instructional Program)

*Legal Reference:*EDUCATION CODE

8006-8156 Career technical education  
 17078.70-17078.72 Career technical education facilities  
 33430-33432 Health science and medical technology grants  
 41505-41508 Pupil Retention Block Grant  
 41540-41544 Targeted instructional improvement block grant  
 44260-44260.1 Designated subjects career technical education credential  
 44260.9 Designated subjects career technical education credential  
 48430 Legislative intent; continuation education schools and classes  
 48980 Parental notifications  
 51220-51229 Courses of study, grades 7-12

*Legal Reference: (continued)*

51760-51769.5 Work experience education  
 52300-52499.66 Career technical education  
 52519-52520 Adult education, occupational training  
 53080-53084 School-to-career initiatives  
 53086 California Career Resource Network  
 54690-54697 California Partnership Academies  
 56363 Related services for students with disabilities; specially designed career technical education  
 66205.5-66205.9 Approval of career technical education courses for admission to California colleges  
 88500-88551 Community college economic and workforce development program

GOVERNMENT CODE

54950-54963 Brown Act

LABOR CODE

3070-3099.5 Apprenticeships

CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education  
 3051.14 Specially designed career technical education for students with disabilities  
 10070-10075 Work experience education  
 10080-10092 Community classrooms  
 10100-10111 Cooperative vocational education  
 11500-11508 Regional occupational centers and programs  
 11535-11538 Career technical education contracts with private postsecondary schools  
 11610-11611 Regional adult and vocational education councils

CODE OF REGULATIONS, TITLE 8

200-240 Apprenticeships

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006  
 6301-6578 Improving the Academic Achievement of the Disadvantaged

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired with federal funds  
 100.B Appendix B Guidelines for eliminating discrimination in career technical education programs  
 104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
 106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

**CAREER TECHNICAL EDUCATION (continued)***Management Resources:***CSBA PUBLICATIONS**

Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

2008-2012 State Plan for Career Technical Education

Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007

Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005

Management of Vocational Education Equipment, April 2000

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP STANDARDS PUBLICATIONS**

Orientation to Apprenticeships: A Guide for Educators, January 2001

**WEB SITES**

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

California Career Resource Network: <http://www.californiacareers.info>

California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>

California Department of Employment Development: <http://www.edd.ca.gov>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Workforce Investment Board: <http://www.calwia.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education, Office of Vocational and Adult Education:  
<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>

U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>

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

# Madera USD

## Administrative Regulation

### Career Technical Education

AR 6178(a)

#### Instruction

##### Perkins Basic Grants for Career Technical Education

For any district program of career technical education (CTE) funded through a basic grant of the federal Carl D. Perkins Career and Technical Education Act, the district shall submit to the California Department of Education a districtwide plan addressing the components specified in 20 USC 2354 and any additional requirements specified in the state plan developed pursuant to 20 USC 2342. The multi-year district plan shall cover the same time period covered by the state plan. (20 USC 2354)

The district shall offer at least one CTE program of study which shall: (20 USC 2342, 2354, 2355)

1. Improve the academic and career technical skills of participating students by integrating coherent and rigorous academic content and relevant CTE programs

*(cf. 6011 - Academic Standards)*

*(cf. 6143 - Courses of Study)*

2. Link CTE at the secondary and postsecondary levels through at least one of the strategies specified in 20 USC 2342

*(cf. 6172.1 – Concurrent Enrollment in College Classes)*

3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences

*(cf. 5113.2 - Work Permits)*

*(cf. 6178.1 - Work-Based Learning)*

4. Develop, improve, or expand the use of technology in CTE

*(cf. 0440 – District Technology Plan)*

5. Provide professional development to teachers, administrators, and career guidance and academic counselors who are involved with integrated CTE programs

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

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



**CAREER TECHNICAL EDUCATION** (continued)

6. Develop and implement program evaluations, including an assessment of how the needs of special populations, as defined in 20 USC 2302 and Board policy, are being met

*(cf. 0500 - Accountability)*

*(cf. 6190 - Evaluation of the Instructional Program)*

7. Provide services and activities that are of sufficient size, scope, and quality to be effective
8. Provide activities to prepare special populations for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency

The district's program shall consist of at least two full-year CTE courses with a combined duration of at least 300 hours, or a single multiple-hour course which provides sequential units of instruction and has a duration of at least 300 hours. At least 50 percent of course curriculum and content shall be directly related to the development of career knowledge and skills.

**Tech Prep Programs**

The district shall, under an articulation agreement with an institution of postsecondary education and other consortium partners as appropriate, offer a technical preparation (tech prep) program in accordance with 20 USC 2371-2376. The program shall: (20 USC 2373)

1. Consist of a program of study that:
  - a. Combines at least two years of tech prep at the secondary level which is linked to at least two years of either postsecondary education in a sequential, nonduplicative course of study or an apprenticeship program
  - b. Integrates academic and career technical instruction and utilizes work-based and work site learning experiences as appropriate and available
  - c. Provides technical preparation in a career field, including high-skill, high-wage, or high-demand occupations
  - d. Builds student competence in technical skills and in core academic subjects, as appropriate, through applied, contextual, and integrated instruction in a coherent sequence of courses
  - e. Leads to technical skill proficiency, an industry-recognized credential, a certificate, or a degree in a specific career field

**CAREER TECHNICAL EDUCATION** (continued)

- f. Leads to placement in high-skill or high-wage employment or to further education
  - g. Utilizes CTE programs of study, to the extent practicable
  - h. Meets state academic standards
  - i. Investigates opportunities for tech prep students to enroll concurrently in secondary education and postsecondary education courses
2. Uses educational technology and distance learning, as appropriate, to involve consortium partners more fully in the development and operation of programs
  3. Includes in-service professional development for teachers, administrators, and counselors that addresses the goals identified in 20 USC 2373
  4. Provides equal access to the full range of tech prep programs to individuals who are members of special populations, as defined in 20 USC 2302 and Board policy, including the development of tech prep program services appropriate to the needs of special populations
  5. Provides for preparatory services that assist participating students
  6. Coordinates with activities conducted under Title I of the No Child Left Behind Act

*(cf. 6171 - Title I Programs)*

**Regional Occupational Center/Program**

The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52300-52335.6, which offers CTE courses independently or in support of tech prep programs, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

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

**CAREER TECHNICAL EDUCATION** (continued)

## Student Organizations

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

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

*(cf. 6145.5 - Student Organizations and Equal Access)*



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Second Reading and Approval of New/Revised/Deleted Board Policies and Administrative Regulations

**Responsible Staff:** **Dr. Anthony A. Monreal, Deputy Superintendent**  
Deborah A. Wood, Associate Superintendent of Educational Services

**Agenda Placement:** Old Business

**Background/ rationale:**

- Revisions/New Language are recommended by CSBA on the following Board Policies, and Administrative Regulations:
  - BP 5112.3 – Student Leave of Absence
  - AR 5112.3 – Student Leave of Absence
  - BP 5117 – Interdistrict Attendance
  - BP 5131.61 – Drug Testing
  - BP 5141.33 – Head Lice
  - AR 5144.1 – Suspension and Expulsion/Due Process
  - AR 6146.2 – Certificate of Proficiency/High School Equivalence
  - BP 6161 – Equipment, Books and Materials – ***Policy Deleted***

**Financial impact:**

- None.

**Superintendent's recommendation:**

- The Superintendent recommends Second Reading and Approval of New/Revised/Deleted Board Policies and Administrative Regulations.

**Supporting documents attached:**

- BPs and ARs.

# Madera USD

## Board Policy

### Student Leave Of Absence

BP 5112.3

#### Students

The Governing Board recognizes the importance of regular school attendance in promoting student achievement. However, the Board also recognizes that, in rare circumstances, it may be beneficial for a student to participate in opportunities outside the school which contribute to his/her educational experience.

The Superintendent or designee may grant student leaves of absence for the purpose of supervised travel, study, training, or work not available to the student under another educational option. Such leave may be granted to a student 15 years of age or older in the regular program and to a student age 16-18 in the continuation education program. (Education Code 48232, 48416)

*(cf. 6184 - Continuation Education)*

No more than one percent of the students enrolled and attending a school shall be granted a leave of absence during any school year. (Education Code 48232, 48416)

When feasible, students shall be encouraged to instead enroll in the district's independent study program to allow for greater contact and coordination with district staff.

*(cf. 6158 - Independent Study)*

#### Legal Reference:

##### EDUCATION CODE

48232 Leave of absence for students aged 15 at time of commencement of leave

48410 *Exemption from continuation education*

48416 Leave of absence for students aged 16 to 18 inclusive

##### FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

Policy  
adopted:  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
December 13, 2011 Madera, California

# **Madera USD**

## **Administrative Regulation**

### **Student Leave Of Absence**

AR 5112.3

#### **Students**

1. Upon request, the Superintendent or designee may grant a student a leave of absence from school for the purpose of supervised travel, study, training, or work. To be eligible for such leave, the student shall, at the time the leave of absence is to begin, be at least 15 years of age or, if he/she is enrolled in continuation education classes or exempted from continuation education classes pursuant to Education Code 48410, be 16-18 years of age. (Education Code 48232, 48416)
2. A written agreement shall be entered into that is signed by the student's parent/guardian, the principal or designee of the school which the student would otherwise attend, a classroom teacher familiar with the student's academic progress, and the district's supervisor of child welfare and attendance. In the case of a continuation education student, the student also shall sign the written agreement. The agreement shall include: (Education Code 48232, 48416)
  - a. The purpose of the leave
  - b. The length of the leave
  - c. Provision for a meeting or contact between the student and a designated school official at least once a month while the student is on leave
  - d. A statement that the leave is for the purpose of supervised travel, study, training, or work not available to the student under another educational option

The parent/guardian's signature and approval shall not be required for an emancipated minor.

The length of the leave may be up to one semester, or up to two semesters for a continuation education student. The leave may be extended for an additional semester upon approval of all parties to the written agreement and the local school attendance review board. No leave of absence may be taken that would continue past the end of the school year in which the leave is taken. (Education Code 48232, 48416)

3. The student shall be permitted to return to school at any time and shall not be prevented from completing his/her academic requirements within a time period equal to that of classmates who did not take leave, plus the length of time spent on leave. If the student reenrolls at a time other than the beginning of a semester, the school shall not be required to provide make-up

sessions for classes missed. (Education Code 48232, 48416)

4. If the student does not contact the designated school official as required by the written agreement, the leave shall be nullified. The agreement also may be nullified for cause at any time by any party to the agreement. (Education Code 48232, 48416)

Regulation  
approved: December 13, 2011  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
Madera, California



# **Madera USD**

## **Board Policy**

### **Interdistrict Attendance**

BP 5117

#### **Students**

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

(cf. 0520.3 - Title I Program Improvement Districts)  
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)  
(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5118 - Open Enrollment Act Transfers)

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

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

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

#### **Transportation**

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available.

#### **Limits on Student Transfers out of the District to a School District of Choice**

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

#### Legal Reference:

##### EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

##### ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

##### COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

#### Management Resources:

##### WEB SITES

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

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

Policy  
adopted:  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
December 13, 2011 Madera, California

# **Madera USD**

## **Administrative Regulation**

### **Interdistrict Attendance**

AR 5117  
**Students**

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

(cf. 5131.2 - Bullying)

2. To meet the child care needs of the student: Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries.
3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel

(cf. 6159 - Individualized Education Program)

4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year
6. To allow the student to remain with a class graduating that year from an elementary, junior, or senior high school

7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year
8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district
9. When the student will be living out of the district for one year or less
10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Chronic Absence and Truancy)

11. When there is valid interest in a particular educational program not offered in the district of residence
12. To provide a change in school environment for reasons of personal and social adjustment

An interdistrict attendance permit shall not exceed a term of five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

Once a student is enrolled in a school, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the permit. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The Superintendent or designee may deny initial requests for interdistrict attendance permits if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Regulation  
approved: December 13, 2011  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
Madera, California

# **Madera USD**

## **Board Policy**

### **DRUG TESTING**

BP 5131.61(a)

#### **Students**

The Governing Board is committed to providing a safe, drug-free school environment to maximize the health and safety of district students and to protect them from dangers associated with illegal drug use and drug abuse. To support the district's drug abuse prevention efforts, the Board desires to establish a drug testing program in the district's high schools that will discourage illegal drug use among students and timely identify and refer drug users to appropriate counseling and rehabilitative services.

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

*(cf. 5131.63 - Steroids)*

Any drug testing program to be implemented in the district shall be developed in consultation with drug treatment and prevention professionals, the laboratory contracted to conduct the tests, and district legal counsel. In addition, the Superintendent or designee may invite input from students, staff, parents/guardians, community members, and representatives of local health care agencies, community service agencies, and businesses.

*(cf. 1020 - Youth Services)*

Drug testing procedures shall ensure appropriate student privacy while maintaining the viability of the process. If urinalysis testing is used, the supervisor collecting the specimen shall be the same gender as the student and the specimen shall be collected in a private facility behind a closed stall.

Parents/guardians shall be notified after any positive test results are confirmed. Test results shall be kept separate from the student's other educational records and shall be disclosed only to school staff designated by the Superintendent or designee as responsible for program implementation. The district shall not release test results to law enforcement authorities except in compliance with a court order.

*(cf. 5125 - Student Records)*

The Superintendent or designee shall provide a copy of the district's policy and procedures on drug testing to students and parents/guardians at the beginning of each school year.

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall provide training to principals, coaches, and other district staff involved in implementing the district's drug testing program.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

### **Voluntary Drug Testing Program for All Students**

The Superintendent or designee may establish and maintain a voluntary drug testing program. Participation in this program shall require the written consent of the student's parents/guardians.

The Superintendent or designee shall provide information about the district's voluntary drug testing program to all high school students and their parents/guardians at the beginning of each school year. All informational materials provided for this purpose shall contain clear statements about how the program will be implemented, including, but not limited to, how students may be withdrawn from participation in the program.

Students who test positive shall be encouraged to participate in an assistance program and may be required to take subsequent drug tests. No disciplinary or punitive action shall be taken against any student who tests positive in the voluntary drug testing program.

*(cf. 5141.6 - School Health Services)*

### **Random Drug Testing for Athletics/Extracurricular Activities**

The Superintendent or designee may establish a nonvoluntary, random drug testing program for students participating in athletics and/or extracurricular activities.

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

*(cf. 6145.2 - Athletic Competition)*

No fee shall be charged for student participation in the district's drug testing program.

*(cf. 3260 - Fees and Charges)*

The Superintendent or designee shall develop:

1. Informational materials to be provided to participating students and their parents/guardians about the drug testing program

The informational materials shall require parents/guardians to notify the school when their child is taking any medication by presenting either a copy of the prescription or a physician's written verification of this fact.

2. A drug testing consent form to be signed by the student and his/her parent/guardian prior to allowing the student to participate in any athletic or extracurricular activity



The consent form shall specify the substances to be tested for and shall clearly indicate that the consent can be withdrawn and that the only consequence for such withdrawal will be that the student will no longer be able to participate in the athletic or extracurricular activity.

3. Procedures addressing how students will be selected, how often tests will be conducted, how samples will be collected and transported, and how results will be confirmed

Any student participating in extracurricular activities who fails a required drug test shall be required to participate in an assistance program and shall again be tested one month after the positive test result. If the student fails the second or any subsequent drug test, or refuses to participate in the assistance program within 10 days of his/her being notified of the positive test result or to be tested again, he/she shall be disqualified from all extracurricular activities that require drug testing for participation.

Any student participating in athletics who fails a required drug test shall be disqualified from participating in the athletic activity in accordance with district policy and shall be referred to an assistance program.

At the beginning of each school year, the Superintendent or designee shall conduct an orientation session for students participating in athletics and extracurricular activities and their parents/guardians, to explain the district's policy and outline the procedures for drug testing and the consequences if a positive result is obtained.

*Legal Reference:*

*EDUCATION CODE*

*35160.5 District policy rules and regulations; requirements; matters subject to regulation*

*44049 Known or suspected alcohol or controlled substance abuse by student*

*51262 Use of anabolic steroids; legislative finding and declaration*

*CALIFORNIA CONSTITUTION*

*Article 9, Section 5 Common school system*

*CODE OF REGULATIONS, TITLE 5*

*350 Fees not permitted*

*COURT DECISIONS*

*Board of Education of Independent School District No. 92 of Pottawatomie County v. Earls, (2002) 122 S.Ct. 2559*

*Vernonia School District v. Acton, (1995) 115 S.Ct. 2385*

*Hartzell v. Connell, (1984) 35 Cal. 3d 899*

*Management Resources:*

*OFFICE OF NATIONAL DRUG CONTROL POLICY PUBLICATIONS*

*What You Need To Know About Drug Testing in Schools, August 2002*

*WEB SITES*

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

*National Institute on Drug Abuse: <http://www.nida.nih.gov>*

*Office of National Drug Control Policy: <http://www.whitehousedrugpolicy.gov>*

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

Policy  
adopted:

MADERA UNIFIED SCHOOL DISTRICT  
Madera, California

# Madera USD

## Board Policy

### Head Lice

BP 5141.33

#### Students

The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.6 - School Health Services)*

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

*(cf. 1020 - Youth Services)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

*Legal Reference:*

*EDUCATION CODE*

*48320-48325 School attendance review boards*

*49451 Physical examinations: parent's refusal to consent*

*Management Resources:*

*CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS*

*Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities, rev. March 2012*

*A Parent's Guide to Head Lice, 2008*

*CALIFORNIA SCHOOL NURSES ORGANIZATION*

*Pediculosis Management, Position Statement, rev. 2011*

*WEB SITES*

*American Academy of Pediatrics: <http://www.aap.org>*

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

*California School Nurses Organization: <http://www.csno.org>*

*Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice: <http://www.cdc.gov/parasites/lice/head>*

Policy  
adopted: December 13, 2011  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
Madera, California

# **Madera USD**

## **Administrative Regulation**

### **Suspension And Expulsion/Due Process**

AR 5144.1  
**Students**

#### Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))

## Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension, and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcoholic beverage, or intoxicant. (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property. (Education

Code 48900(f))

7. Stole or attempted to steal school property or private property. (Education Code 48900(g))

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

12. Knowingly received stolen school property or private property. (Education Code 48900(l))

13. Possessed an imitation firearm. (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))



Hazing means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

18. Engaged in an act of bullying. (Education Code 48900(r))

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Electronic act* means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

*Reasonable student* means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

20. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

Sexual harassment means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive

educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

*Hate violence* means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including, but not limited to, the following circumstances: (Education Code 48900)

1. While on school grounds
2. While going to or coming from school

(cf. 5131.1 - Bus Conduct)

3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

(cf. 5131.1 - Bus Conduct)

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or

expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(v))

(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. 6164.2 - Guidance/Counseling Services)

Alternatives to suspension or expulsion shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses)  
(cf. 5113.1 - Chronic Absence and Truancy)

### **Removal from Class by a Teacher/Parental Attendance**

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

### **Suspension by Superintendent, Principal, or Principal's Designee**

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

In addition, the Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921

Explosive means a destructive device and includes, but is not limited to, any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device. A destructive device includes any other type of weapon (except a shotgun or shotgun shell recognized by the United States Secretary of Army as suitable for sporting purposes) which might be converted to project an explosive. (18 USC 921)

Suspension also may be imposed upon a first offense if the Superintendent or principal determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or principal's designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for

the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

### **Suspension by the Board**

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal, or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

#### Supervised Suspension Classroom

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

#### Authority to Expel

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation

and Mandatory Expulsion." (Education Code 48915)

The Board also may order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer, or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

### **Mandatory Recommendation for Expulsion**

Unless the Superintendent, principal, or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

### **Mandatory Recommendation and Mandatory Expulsion**

The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as



defined in item #14 under "Grounds for Suspension and Expulsion" above

5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

### **Student's Right to Expulsion Hearing**

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that the student has committed one of the acts listed under "Grounds for Suspension and Expulsion." (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

After a determination that one of the grounds listed above under "Grounds for Suspension and Expulsion" has occurred, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

### **Written Notice of the Expulsion Hearing**

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

### **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the

hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
  - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
    - (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision Within 10 School Days:** The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

7. **Decision Within 40 School Days:** If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

### **Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same

procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing" including the requirement to issue its decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)

### **Final Action by the Board**

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision Not to Enforce Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the time of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915. (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### **Right to Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)



## **Notification to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students or nonstudents regarding the possession, sale, or furnishment of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

## **Post-Expulsion Placements**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #20-22 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

## **Readmission After Expulsion**

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

### **Maintenance of Records**

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

(cf. 5125 - Student Records)

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

#### Outcome Data

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Regulation  
approved:  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
December 13, 2011 Madera, California

# **Madera USD**

## **Administrative Regulation**

### **Certificate Of Proficiency/High School Equivalency**

AR 6146.2

#### **Instruction**

##### **Certificate of Proficiency**

The principal of each school maintaining grades 11 and 12 shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination (CHSPE). When announcements from the California Department of Education (CDE) or its contractor are received, this information shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

(cf. 5145.6 - Parental Notifications)

Any student may take the CHSPE if he/she meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the proficiency certificate, the district shall indicate the student's accomplishment and the date of the proficiency certificate award on the student's official transcript. (5 CCR 11521)

(cf. 5125 - Student Records)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon his/her request with verified parent/guardian consent. (Education Code 48410)

The consent form shall be provided by the Superintendent or designee and shall contain at least the following information: (5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools

2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

(cf. 5112.1 - Exemptions from Attendance)

If a student age 16 or 17 terminates his/her enrollment after receiving the high school proficiency certificate, he/she may re-enroll in the district with no adverse consequences. If he/she subsequently terminates enrollment again, he/she may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

### **High School Equivalency Certificate/GED**

Any person is eligible to take the General Educational Development test leading to a high school equivalency certificate if he/she is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or within 60 days of his/her 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when he/she would have graduated from high school had he/she remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in a dropout recovery high school's academic program, and has successfully completed the dropout recovery high school's instructional program which is aligned to state

standards, offers the opportunity for a high school diploma, and provides services for at least one year

Dropout recovery high school is a high school in which 50 percent or more of its students have been designated as dropouts pursuant to exit/withdrawal codes developed by the CDE. (Education Code 52052)

Regulation  
approved: August 8, 2000  
revised: May 22, 2012  
revised:

MADERA UNIFIED SCHOOL DISTRICT  
Madera, California



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Second Reading and Request Approval of Revised Board Bylaw  
BB 9270 Conflict of Interest

**Responsible Staff:** Gustavo Balderas, Superintendent

**Agenda Placement:** Old Business

**Background/ rationale:**

The Political Reform Act requires every local government agency to review its conflict-of-interest- code biennially. We are in receipt of the 2012 Biennial Notice for Conflict-of-Interest Codes and are submitting the Madera Unified Board Bylaw with a required change in the Filing Officer, adding one new administrative position, and recommend deleting others that have been deemed to not fall under the disclosure categories as outlined.

**Financial impact:**

None

**Superintendent's recommendation:**

The Superintendent recommends Approval of the Revised Board Bylaw

**Supporting documents attached:**

- Board Bylaw BB 9270 Conflict of Interest

# **Madera USD**

## **Board Bylaw**

### **Conflict Of Interest**

BB 9270

#### **Board Bylaws**

#### **Incompatible Activities**

Governing Board Members shall not engage in any employment or activity, which is inconsistent with, incompatible with, in conflict with or inimical to the Board Member's duties as an officer of the School District. (Government Code 1126)

#### **Conflict of Interest Code**

The District's Conflict of Interest Code shall comprise the terms of 2 CCR 18730, and any amendments to it adopted by the Fair Political Practices Commission, together with a District attachment specifying designated positions and the specific types of disclosure statements required for each position.

When a change in the District's Conflict of Interest Code is necessitated by changed circumstances such as the creation of new positions, amendments or revisions shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

The Board shall review the appropriate District Conflict of Interest Code in even-numbered years and send the code reviewing body either an amended code or, by October 1 of that year, a statement to the effect that no change is necessary. (Government Code 87306.5)

When reviewing and preparing Conflict of Interest Codes, the District shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Designated employees of the District, including Board Members, shall adhere to the financial disclosure requirements of the District's Conflict of Interest Code adopted pursuant to the provisions of Government Code 87300.

In accordance with the Conflict of Interest Code, designated employees, including Board Members, shall file statements of economic interests with the Madera County Clerk-Recorder/Registrar of Voters office. The Madera County Clerk-Recorder/Registrar of Voters or designee shall make and retain copies of all statements and make them available for public inspection and reproduction, pursuant to Government Code 81008.

Filing Officer for designated employees of the Madera Unified School District is the Clerk of the Madera County Board of Supervisors. The code reviewing body is the Madera County Board of Supervisors.



**Financial Interest**

Board Members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board Members or designated employees. (Government Code 1090)

A Board Member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the Board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of a public agency if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment
5. That of a non-salaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a non-compensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the Board or to which the Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that the interest is disclosed to the Board at the time of consideration of the contract, and provided further that the interest is noted in its official record
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered service to the contracting party in the capacity of

stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and, if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm, or real estate firm.

In addition, a Board Member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board Member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board Member shall not vote or debate on the matter or attempt to influence any other Board Member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

If a Board Member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. (2 CCR 18700)

A Board Member shall abstain from voting on personnel matters that uniquely affect a relative of the Board Member. A Board Member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Board Members are encouraged to abstain from votes in which they have a personal interest, even if they are permitted to vote under the conflict of interest laws, in order to avoid even the appearance of impropriety.

## **Gifts**

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89503)

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code 89506.

A gift of travel does not include travel provided by the School District for Board Members and designated employees. (Government Code 89506)

**Honoraria**

Designated employees shall not accept any honorarium which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89502)

The term "honorarium" does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

**APPENDIX A****Designated Positions/Disclosure Categories**

Designated Positions	Disclosure Category
Governing Board	1
Madera Unified School District Superintendent	1
Deputy Superintendent	1
Associate Superintendent(s)	1
Administrative Assistant to Superintendent	1
Chief Academic Officer(s)	1
Director of Human Resources/Labor Relations	1
Director of Fiscal Services	1
Director of Purchasing	1

Designated Positions	Disclosure Category
Attorneys:	1
Atkinson, Andelson, Loya, Ruud and Romo	
Best Best and Krieger LLP	
Director of Child Nutrition	2
Director of Data Processing	2
Director of Facilities, Planning and Construction Management	2
Director of Curriculum Instruction and Assessment	2
Director of Categorical Programs	2
Director of Transportation	2
Principals	2

## APPENDIX B

### Designated Positions/Disclosure Categories

The definition of designated employees in Government Code 82019 includes consultants. To preclude amending the code whenever retaining a consultant in a decision-making capacity, the following section provides that the Superintendent or Associate Superintendent shall make case-by-case determinations of the disclosures necessary, depending on the range of duties to be performed by the consultant.

Designated Positions	Disclosure Category
Wesley Tarr, JPA Administrator, California Risk Management	3
Authority (Property/Liability and Workers' Compensation)	3
Ed Darden, Architect, Edwin Darden Associates, Inc.	3
Richard Mangini, Architect, Mangini Associates	3
Mike Paoli, of Mike Paoli and Associates	3
Bruce Kerns, Director, Stone and Youngberg	3
Robert L. Williams, Jr., Managing Director, RBC Dain Rauscher	3
Spectrum Energy	3

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Superintendent or Associate Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and, thus, is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The (Superintendent's or Associate Superintendent's) determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

## **APPENDIX C**

### **Designated Positions/Disclosure Categories**

#### **Disclosure Categories**

An investment, business position, interest in real property, or source of income is reportable if the business entity in which the investment or business position is held, the interest in real property, or the income or source of income may foreseeable be affected materially by any decision made or participated in by the designated employee by virtue of the employee's position.

#### **Disclosure Category No. 1**

Designated persons in Category 1 must report all:

1. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interests or option to acquire such interest in real property.
2. Investments or business positions in or income from sources which:
  - a. Are engaged in the acquisition or disposal of real property within the District
  - b. Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or
  - c. Manufacture or sell supplies, books, machinery or equipment of the type used by the School District

#### **Disclosure Category No. 2**

Designated persons in Category 2 must report all investments or business positions in or income from sources which:

1. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
2. Manufacture or sell supplies, books, machinery or equipment of the type used by the department that the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

**APPENDIX D****Disclosure Category 3**

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or Associate Superintendent. The Superintendent's or Associate Superintendent's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this Conflict of Interest Code.

A consultant is an individual who, pursuant to a contract with the District, makes any of several specified governmental decisions or serves in a staff capacity with the District, performing the same or substantially the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code. Consultants are individuals who decide whether to: (2 CCR 18700)

1. Approve a rate, rule or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
4. Authorize the District to enter into, modify or renew a contract that requires District approval
5. Grant District approval to a contract or contract specifications that require District approval and in which the District is a party
6. Grant District approval to a plan, design, report, study or similar item
7. Adopt or grant District approval of District policies, standards or guidelines

*Legal Reference: (see next page)*

Legal Reference:

EDUCATION CODE

*1006 Qualifications for holding office*

*35107 School district employees*

*35230-35240 Corrupt practices, especially:*

*35233 Prohibitions applicable to members of governing boards*

*41000-41003 Moneys received by school districts*

FAMILY CODE

*297.5 Rights, protections, and benefits of registered domestic partners*

GOVERNMENT CODE

*1090-1099 Prohibitions applicable to specified officers*

*1125-1129 Incompatible activities*

*81000-91014 Political Reform Act of 1974, especially:*

*82011 Code reviewing body*

*87100-87103.6 General prohibitions*

*87200-87210 Disclosure*

*87300-87313 Conflict of interest code*

*87500 Statements of economic interests*

*89501-89503 Honoraria and gifts*

*91000-91014 Enforcement*

PENAL CODE

*85-88 Bribes*

CODE OF REGULATIONS, TITLE 2

*18110-18997 Regulations of the Fair Political Practices Commission, especially:*

*18702.5 Public identification of a conflict of interest for Section 87200 filers*

COURT DECISIONS

*Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469*

*Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655*

*Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511*

ATTORNEY GENERAL OPINIONS

*92 Ops.Cal.Atty.Gen. 26 (2009)*

*92 Ops.Cal.Atty.Gen. 19 (2009)*

*89 Ops.Cal.Atty.Gen. 217 (2006)*

*86 Ops.Cal.Atty.Gen. 138(2003)*

*85 Ops.Cal.Atty.Gen. 60 (2002)*

*82 Ops.Cal.Atty.Gen. 83 (1999)*

*81 Ops.Cal.Atty.Gen. 327 (1998)*

*80 Ops.Cal.Atty.Gen. 320 (1997)*

*69 Ops.Cal.Atty.Gen. 255 (1986)*

*68 Ops.Cal.Atty.Gen. 171 (1985)*

*65 Ops.Cal.Atty.Gen. 606 (1982)*

*63 Ops.Cal.Atty.Gen. 868 (1980)*

*Management Resources:*

**CSBA PUBLICATIONS**

*Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010*

**FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS**

*Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005*

**INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS**

*Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009*

*Understanding the Basics of Public Service Ethics: Transparency Laws, 2009*

**WEB SITES**

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

*Fair Political Practices Commission: <http://www.fppc.ca.gov>*

*Institute of Local Government: <http://www.ca-ilg.org>*

**Bylaw**

Adopted: December 22, 1981

Reviewed: December 12, 2000

Reviewed: December 10, 2002

Reviewed: May 17, 2005

Revised: December 13, 2011

Revised:

**MADERA UNIFIED SCHOOL DISTRICT**

Madera, California





## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** First Reading of Revised Board Policy and Administrative Regulation

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

Tracie Green  
Director of Human Resources & Labor Relations

**Agenda Placement:** New Business

**Background/ rationale:** The additional language changes in BP/AR 1312.3 are in compliance with California Department of Education mandates.

**Financial impact:** None

**Superintendent's recommendation:** The Superintendent recommends first Reading of BP/AR 1312.3.

**Supporting documents attached:**

(Deleted language noted as ~~strike through~~; new language is underlined)

- Revised BP/AR 1312.3

## **Community Relations BP 1312.3(a)**

### **MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**

#### **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 complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the District's Uniform Complaint Procedure.

The District shall follow the Uniform Complaint Procedure when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code sections 200 and 220, and Government Code section 11135, 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.

The Uniform Complaint Procedure shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career/technical education and training programs, childcare and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

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. 1312.4 Williams Uniform Complaint Procedures) (cf. 3553 Free and Reduced Price Meals) (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. 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

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

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 Procedure as found in the corresponding regulation (see AR 1312.3).

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.

**Confidentiality**

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.

## **MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE** (continued)

### **Availability of Complaint Forms**

Complaint forms are available at the following locations in these District Offices: 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 procedure  
35186 Williams uniform complaint procedure  
41500-41513 Categorical education block grants  
48985 Notices in language other than English  
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 coordinated programs  
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

##### 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

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

*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/index.html>*

Policy

adopted: July 9, 1992

revised: November 22, 2005

revised: October 13, 2009

revised: December 13, 2011

revised: May 22, 2012

**MADERA UNIFIED SCHOOL DISTRICT**

Madera, California

## Community Relations AR 1312.3(a)

### MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE

#### 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:

- (a) 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".
- (b) Allegations of discrimination, harassment, intimidation or bullying against persons ~~based upon~~ 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:

- (a) 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 Procedure is applicable.
  - (b) Employees or community members shall direct complainants to the Chief Academic Officer when complainants register their concerns at the District Office.
1. In all cases in which the Uniform Complaint Procedure 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.

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**

(continued)

- (b) Provide complainants with a copy of the Uniform Complaint Procedure form and offer assistance in filling out the form as needed.
- (c) Advise complainants that all Uniform Complaint Procedure forms are submitted to the Office of the Chief Academic Officer.

2. 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 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 officers are authorized to investigate complaints and to ensure District compliance with law in the following programs/services:

Adult Education

Director of Adult Education  
26355 Avenue 13, Madera, CA 93637  
559-6754425

Consolidated Categorical Aid Programs - State and Federal Projects

Director of English Learners ~~Director of Educational Support Services~~  
1902 Howard Road, Madera, CA 93637  
559-6754500, Ext. 203

Migrant Education

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

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

Vocational Education

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

Child Care and Development Programs

Associate Superintendent Educational Services  
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 Associate Superintendent of Business  
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 Associate Superintendent of Business  
1902 Howard Road, Madera, CA 93637  
559-675-4500, Ext. 269



**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

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. Such employees may have access to legal counsel as determined by the Superintendent or designee.  
(cf. 9124 Attorney)

Notification

The Superintendent or designee shall 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.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

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 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 primarily responsible for compliance with state and federal laws and regulations.
  - 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. An unlawful discrimination, harassment, intimidation, or bullying complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
  - 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.

Procedures

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.

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

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.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. A complaint alleging unlawful discrimination, harassment, intimidation, and bullying, shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination.

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 illiteracy or other disabilities, district staff shall help him/her to file the complaint. Additionally, the complaint may be in writing without using the attached form.

Step 2: Mediation

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

Before initiating the mediation of a discrimination 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 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.

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

**Step 3: Investigation of 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.

The District's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal 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.

**Step 4: Written Report**

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 compliance officer's report shall be written in English and 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. This report shall include:

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

1. The findings of fact based on the evidence gathered.
2. The conclusion(s) of law.
3. The disposition of each issue raised by the complaint and the investigation, and the rationale for such disposition.
4. The corrective actions for each issue and finding, if any.
5. Notice of the complainant's right to appeal to the Districts' Governing Board or to the California Department of Education and the procedures to be followed for initiating an appeal.
6. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

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.

**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.

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. When appealing to the California Department of Education, the complainant must 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 include a copy of the locally filed complaint and the District's decision.

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:

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 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 complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists. 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.

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

**MADERA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURE**  
(continued)

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 discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. 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.

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  
approved: July 9, 1992  
revised: November 22, 2005  
revised: October 13, 2009  
revised: December 13, 2011  
revised: May 22, 2012

**MADERA UNIFIED SCHOOL DISTRICT**  
Madera, California



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request approval to apply for 21<sup>st</sup> Century Grant for Madera High, Madera South, Eastin Arcola, Adams, Alpha, Berenda, Howard, Lincoln, Millview, Monroe, Nishimoto, Parkwood, Sierra Vista and Thomas Jefferson

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

**Agenda Placement:** New Business

**Background/ rationale:**

The purpose of the 21<sup>st</sup> CCLC Program, as described in federal statute, is to provide opportunities for communities to establish or expand activities that focus on:

1. Improved academic achievement
2. Enrichment services that reinforce and complement the academic program, and
3. Family literacy and related educational development services

**Financial impact:**

- \$1,440,300 Potential Grant Funding

**Superintendent's recommendation:**

- The Superintendent recommends that the board approve the request to apply for 21<sup>st</sup> Century Grant.

**Supporting documents attached:**

- 21<sup>st</sup> Century Program Description



California Department of Education (<http://www.cde.ca.gov/ls/ba/cp/programdesc.asp>)

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## Program Description

Description of the 21st Century Community Learning Centers and 21st Century High School After School Safety and Enrichment for Teens Programs.

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### Introduction

The No Child Left Behind Act of 2001 was signed into law in January 2002, authorizing the California Department of Education (CDE) to administer California's 21st Century Community Learning Centers (CCLC) Program. *Education Code* sections 8484.7 - 8484.9 further define California's 21st CCLC Program. This state-administered, federally funded program provides five-year grant funding to establish or expand before-and after-school programs that provide disadvantaged kindergarten through twelfth-grade students (particularly students who attend schools in need of improvement) with academic enrichment opportunities and supportive services to help the students meet state and local standards in core content areas.

### Purpose

The purpose of the 21st CCLC Program, as described in federal statute, is to provide opportunities for communities to establish or expand activities that focus on:

1. Improved academic achievement
2. Enrichment services that reinforce and complement the academic program, and
3. Family literacy and related educational development services

Entities eligible to apply for funding include: local educational agencies (LEAs), cities, counties, community-based agencies, other public or private entities (which may include faith-based organizations), or a consortium of two or more such agencies, organizations, or entities. Applicants are required to plan their programs through a collaborative process that includes parents, youth, and representatives of participating schools or local educational agencies, governmental agencies (e.g., cities, counties, parks and recreation departments), community organizations, and the private sector.

While the CDE anticipates awarding grant funding for the California 21st CCLC Program on a regular basis, it is important to note that grant funding for each fiscal year is contingent upon the availability of federal funds and the enactment of each respective federal and state Budget Act. When grant funding is available, the CDE After School Programs Office will conduct a competitive grant process that begins with the release of a Request for Applications, which will be posted at CDE's [Available Funding](#). Additional program-specific information, including updates, funding opportunities, a list of grantees, regional and CDE staff support, resources, and fiscal and evaluation requirements/information, can be found at [21st CCLC](#).

**Questions: After School Division | [afterschool@cde.ca.gov](mailto:afterschool@cde.ca.gov) | 916-319-0923**

Last Reviewed: Friday, October 07, 2011



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Request approval of Services Agreement between Madera Unified School District and Educational Resource Consultants (ERC) to assist in the preparation of grant proposals to California Department of Education for the period of October 9, 2012 through grant submission

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

**Agenda Placement:** New Business

**Background/ rationale:**

ERC will produce Madera Unified School District grant proposal for the California Department of Education's 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) program for High School, 21<sup>st</sup> Century Community Learning Centers Program for Elementary and/or Middle Schools.

**Financial impact:**

- \$9,000

**Superintendent's recommendation:**

- The Superintendent recommends that the board approve Service Agreement between Madera Unified School District and Educational Resource Consultants (ERC).

**Supporting documents attached:**

- Services Agreement



October 10, 2012

### Services Agreement

Services will be provided by Educational Resource Consultants for Madera Unified School District to produce a proposal for the California Department of Education's, 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Program for High Schools, 21<sup>st</sup> Century Community Learning Centers Program for Elementary and/or Middle Schools, and Family Literacy and Equitable Access components.

#### ERC will:

1. Collect data relevant to the required content as noted in the request for proposals (RFPs) issued by the funding agency.
2. Participate in meetings, interviews with program partners to plan program design.
3. Organize a draft of the application for review and comment prior to due date. Content will be dependent upon information and data provided, and finalization of decisions made by the representatives of the Madera Unified School District's designee.
4. Work with district personnel to develop a budget.
5. Work with district personnel to obtain letters of commitment and required documentation from collaborating organizations.
6. Produce an original and the number of copies required for submittal, meeting all formatting and other requirements as prescribed.
7. Upload proposal to Assist or grants.gov, if desired by Madera Unified School District.

#### Contract Period

The period of this contract shall be from October 12, 2012 through grant submission.

#### Payment for Services

The amount for this contract is \$9,000.00

21 <sup>st</sup> CCLC ASSETs (Madera, Madera South and Eastin-Arcola High Schools)	\$4,500
21 <sup>st</sup> CCLC Elementary (Adams, Alpha, Berenda, Howard, Lincoln, Millview, Monroe, Nishimoto, Parkwood and Sierra Vista Elementary and Jefferson Middle)	\$4,500
Family Literacy (to be included in ASSETs & Elementary Proposals)	\$ No Fee
Equitable Access (to be included in ASSETs & Elementary Proposals)	\$ No Fee

The amount is payable upon grant submission. ERC will submit invoices for payment.

Payment should be made to **Educational Resource Consultants**. ERC also reserves the right to serve as program evaluator for the program, with evaluation fees at \$7,500 per site high school site and \$2,500 per Elementary and/or middle school, per year which is appropriate to the program and included in the grant budget.

Madera Unified School District will reimburse ERC for any FedEx charges incurred for mailing the proposal.

Signatures below indicate approval of contract.

  
\_\_\_\_\_  
Stephen A. Price      10/10/2012  
Educational Resource Consultants      Date

\_\_\_\_\_  
Superintendent or Designee      Date  
Madera Unified School District



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

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

**Responsible Staff:** **Dr. Anthony A. Monreal, Deputy Superintendent**  
Deborah A. Wood, Associate Superintendent of Educational Services

**Agenda Placement:** New Business

**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: 995320, 987586, 997848, 5440, 997174, 986945, 202429, 701422, 202653, 200080, 7116, and 201882.

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

**OUR MISSION**

Madera Unified School District provides our students with the knowledge, skills, and educational opportunities to achieve high academic standards and contribute to their community and the world in which they live.

**Item Placement:**

Communications:

Consent:

Old Business:

New Business: X

Info./Reports:

**For meeting date:** October 23, 2012

**Submitted by:** Teri Bradshaw, Director of Fiscal Services

**This item will help to:**

Increase student achievement: X

Promote positive school climate: X

Provide safe schools: X

**Board Agenda item:** Approval of Commercial Warrant List

**Description of Item:**

Attached is the Commercial Warrant List.

**Financial Impact:**

There is no increased cost to the General Fund.

	CURRENT YR 10/5/2012	CURRENT YR 10/10/2012	CURRENT YR 10/12/2012
FOR ALL FUNDS:	\$ 600,289.82	\$ 58,865.07	\$ 1,102,917.33
CANCELLED WARRANTS:	\$ (1,391.85)	\$ -	\$ (3,308.31)
TOTAL:	\$ 598,897.97	\$ 58,865.07	\$ 1,099,609.02
FOR ALL FUNDS:	\$ -		
CANCELLED WARRANTS:	\$ -	\$ -	
TOTAL:	\$ -	\$ -	
<b>GRAND TOTAL:</b>	<b>\$ 1,757,372.06</b>		



**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>155</u>	-	\$	60.00	-	
		<u>156</u>	-	\$	109,000.00	-	\$ 109,060.00
<u>83610</u>	<u>40 SPECIAL RESERVE</u>	<u>151</u>	-	\$	1,861.17	-	
		-	-			\$	1,861.17
<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>						<u><u>\$</u></u>	<u><u>598,897.97</u></u>

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: MELANIE SERROS (ACCOUNTS PAYABLE)

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

AUDITED BY:

DATE:

\_\_\_\_\_  
WARRANT NUMBERS

FROM:

TO:



SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

BOARD DATE: 10/23/2012

R: 163, 164, 165, 166, 167, 168

R:

**TOTALS BY FUNDS:**

176



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

83630	<u>26 PRISON MITIGATION</u>	-	-	\$	-
83620	<u>30 STATE SCHOOL BLDG.</u>	-	-		
	<u>LEASE PURCHASE</u>	-	-	\$	-
83600	<u>31 REFURBISHMENT</u>	-	-	\$	-
83670	<u>32 ROOF REPLACEMENT</u>	-	-	\$	-
83730	<u>35 SCHOOL FACILITIES</u>	-	-	\$	-
83610	<u>40 SPECIAL RESERVE</u>	-	-	\$	-
83660	<u>41 BUILDING FUND</u>	-	-	\$	-
83690	<u>42 AG FARM BLDG. FUND</u>	-	-	\$	-
83650	<u>43 C.O.P. PROCEEDS</u>	-	-	\$	-
	<u>SPECIAL RESERVE</u>	-	-	\$	-
83710	<u>49 REDEVELOPMENT</u>	-	-	\$	-
	<u>SPECIAL RESERVE</u>	-	-	\$	-
88510	<u>53 STATE SCHOOL LOAN</u>	-	-	\$	-
	<u>REPAY</u>	-	-	\$	-
88610	<u>54 LEASE PURCHASE</u>	-	-	\$	-
83640	<u>56 C.O.P. DEBT SERVICE</u>	-	-	\$	-
83580	<u>67 INSURANCE RESERVE</u>	-	-	\$	-
83570	<u>73 TRUST FUND</u>	-	-	\$	-
83520	<u>74 ATHLETIC FUND</u>	-	-	\$	-

**GRAND TOTAL:** \$ 58,865.07

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 Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611434	R151	901890-1	GOTTSCHALK MUSIC CENTER		
130449	01-0000-490-1355-1000-4310-2320-0				624.95
130449	01-0000-490-1355-1000-4310-2320-0				77.57
130449	01-0000-490-1355-1000-4310-2320-0				235.69
130449	01-0000-490-1355-1000-4310-2320-0				53.34
			<b>Warrant Total</b>		<b>\$991.55</b>
611435	R151	090079-1	GEARY PACIFIC CORP.		
130040	01-8150-450-0000-8110-4300-0000-0				340.94
130040	01-8150-450-0000-8110-4300-0000-0				340.23
			<b>Warrant Total</b>		<b>\$681.17</b>
611436	R151	890785-1	GRAYBAR ELECTRIC CO., INC.		
130048	01-8150-450-0000-8110-4300-0000-0				116.35
130048	01-8150-450-0000-8110-4300-0000-0				159.85
130048	01-8150-450-0000-8110-4300-0000-0				99.23
130048	01-8150-450-0000-8110-4300-0000-0				-239.81
130048	01-8150-450-0000-8110-4300-0000-0				87.91
130048	01-8150-450-0000-8110-4300-0000-0				108.42
130048	01-8150-450-0000-8110-4300-0000-0				71.04
130048	01-8150-450-0000-8110-4300-0000-0				316.40
130048	01-8150-450-0000-8110-4300-0000-0				876.03
			<b>Warrant Total</b>		<b>\$1,595.42</b>
611437	R151	091491	Gwartney, Ed		
130656	01-9138-460-1200-1000-5800-0000-0				2,400.00
			<b>Warrant Total</b>		<b>\$2,400.00</b>
611438	R151	026076-1	GRAINGER		
130047	01-8150-450-0000-8110-4300-0000-0				132.54
130047	01-8150-450-0000-8110-4300-0000-0				83.56
130047	01-8150-450-0000-8110-4300-0000-0				95.33
130047	01-8150-450-0000-8110-4300-0000-0				133.66
			<b>Warrant Total</b>		<b>\$445.09</b>
611439	R151	025904	GOODYEAR TIRE		
130046	01-8150-450-0000-8110-5640-0000-0				23.73
			<b>Warrant Total</b>		<b>\$23.73</b>
611440	R151	091856	Knight's Pumping & Portable Services, Inc.		
131291	14-0010-260-0000-8110-5800-0000-0				695.44
			<b>Warrant Total</b>		<b>\$695.44</b>

Fiscal Year: 2013  
 Report Date: 10/05/2012

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Page 2 of 12

Check/Warr# PO #	Register # Account #	Payee #	Payee Name Description	Amount
611441	R151	935660	LINCOLN EQUIPMENT	
130072	01-0000-450-0000-8200-4300-5170-0			2,129.86
130072	01-0000-450-0000-8200-4300-5170-0			1,551.29
130072	01-0000-450-0000-8200-4300-5170-0			1,263.04
130072	01-0000-450-0000-8200-4300-5170-0			902.73
130072	01-0000-450-0000-8200-4300-5170-0			902.73
130072	01-0000-450-0000-8200-4300-5170-0			491.96
130072	01-0000-450-0000-8200-4300-5170-0			329.96
130072	01-0000-450-0000-8200-4300-5170-0			392.51
130072	01-0000-450-0000-8200-4300-5170-0			106.93
130072	01-0000-450-0000-8200-4300-5170-0			989.21
130072	01-0000-450-0000-8200-4300-5170-0			1,335.10
130072	01-0000-450-0000-8200-4300-5170-0			1,046.86
<b>Warrant Total</b>				<b>\$11,442.18</b>
611442	R151	037771	MADERA TRACTOR	
130078	01-8150-450-0000-8110-4300-0000-0			98.91
130078	01-8150-450-0000-8110-4300-0000-0			1,450.56
130078	01-8150-450-0000-8110-4300-0000-0			463.28
130078	01-8150-450-0000-8110-4300-0000-0			25.70
130078	01-8150-450-0000-8110-4300-0000-0			4.96
130078	01-8150-450-0000-8110-4300-0000-0			431.29
130078	01-8150-450-0000-8110-4300-0000-0			2,082.88
130078	01-8150-450-0000-8110-4300-0000-0			360.47
130078	01-8150-450-0000-8110-4300-0000-0			4,567.22
130078	01-8150-450-0000-8110-4300-0000-0			47.15
130078	01-8150-450-0000-8110-4300-0000-0			1,230.27
130078	01-8150-450-0000-8110-5640-0000-0			582.40
130078	01-8150-450-0000-8110-5640-0000-0			280.00
130078	01-8150-450-0000-8110-5640-0000-0			498.40
130078	01-8150-450-0000-8110-5640-0000-0			102.40
130078	01-8150-450-0000-8110-5640-0000-0			64.00
130078	01-8150-450-0000-8110-5640-0000-0			582.40
130078	01-8150-450-0000-8110-5640-0000-0			206.07
<b>Warrant Total</b>				<b>\$13,078.36</b>
611443	R151	965270	MADERA WELDING & MANUFACTURING	
130118	01-8150-450-0000-8110-4300-0000-0			65.17
<b>Warrant Total</b>				<b>\$65.17</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611444	R151	980000	MADERA GLASS & MIRROR CO.		
130075	01-8150-450-0000-8110-4300-0000-0				12.60
130075	01-8150-450-0000-8110-4300-0000-0				329.86
130075	01-8150-450-0000-8110-4300-0000-0				171.51
130075	01-8150-450-0000-8110-4300-0000-0				89.01
130075	01-8150-450-0000-8110-4300-0000-0				52.05
130075	01-8150-450-0000-8110-4300-0000-0				397.49
130075	01-8150-450-0000-8110-4300-0000-0				43.44
130075	01-8150-450-0000-8110-4300-0000-0			CREDIT	-43.44
130075	01-8150-450-0000-8110-4300-0000-0				61.78
130075	01-8150-450-0000-8110-5630-0000-0				15.50
130075	01-8150-450-0000-8110-5630-0000-0			CREDIT	-256.56
130075	01-8150-450-0000-8110-5630-0000-0				495.00
130075	01-8150-450-0000-8110-5630-0000-0				115.00
130075	01-8150-450-0000-8110-5630-0000-0				15.50
130075	01-8150-450-0000-8110-5630-0000-0				295.00
130075	01-8150-450-0000-8110-5630-0000-0				85.00
<b>Warrant Total</b>					<b>\$1,878.74</b>
611445	R151	038086	MANGINI ASSOCIATES INCORPORATED		
130768	40-0000-260-0000-8100-5800-0000-0				1,861.17
130670	25-9125-650-0000-8510-6215-0000-0				1,458.93
130671	25-9125-360-0000-8510-6215-0000-0				1,380.93
<b>Warrant Total</b>					<b>\$4,701.03</b>
611446	R151	935280	PARADIGM HEALTHCARE SERVICES		
131509	01-5640-260-0000-3140-5800-0000-1				2,012.93
131509	01-5640-260-0000-3140-5800-0000-1				966.56
<b>Warrant Total</b>					<b>\$2,979.49</b>
611447	R151	090061	Madera Small Engine & Marine Repair		
130077	01-8150-450-0000-8110-5640-0000-0				200.00
130077	01-8150-450-0000-8110-5640-0000-0				125.00
130077	01-8150-450-0000-8110-5640-0000-0				150.00
130077	01-8150-450-0000-8110-5640-0000-0				150.00
130077	01-8150-450-0000-8110-4300-0000-0				538.74
130077	01-8150-450-0000-8110-4300-0000-0				84.02
130077	01-8150-450-0000-8110-4300-0000-0				13.95
130077	01-8150-450-0000-8110-4300-0000-0				302.15
130077	01-8150-450-0000-8110-4300-0000-0				27.80
130077	01-8150-450-0000-8110-4300-0000-0				48.16
<b>Warrant Total</b>					<b>\$1,639.82</b>
611448	R152	047668	PETE'S SPORT SHOP, INC.		
131517	01-9138-400-1355-1000-5800-2320-0				257.77
<b>Warrant Total</b>					<b>\$257.77</b>
611449	R152	090463	MADERA HIGH SCHOOL -ASB		
131549	01-0595-260-0000-7200-5800-5600-0				245.00
<b>Warrant Total</b>					<b>\$245.00</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611450	R152	090375	MADERA SOUTH HIGH SCHOOL ATHLETICS		
131547	01-0045-400-1315-4200-5800-0000-0				400.00
131545	01-0045-400-1315-4200-5800-0000-0				375.00
			<b>Warrant Total</b>		<b>\$775.00</b>
611451	R152	916010	MOY & ASSOCIATES		
131567	01-7230-280-0000-3600-5801-6930-0				1,875.00
			<b>Warrant Total</b>		<b>\$1,875.00</b>
611452	R152	037775	MADERA TRIBUNE		
131566	01-7230-280-0000-3600-5800-6940-0		CUST#08100660-000		1,200.00
131566	01-7230-280-0000-3600-5800-6940-0				1,200.00
			<b>Warrant Total</b>		<b>\$2,400.00</b>
611453	R152	090743	MADERA SOUTH HIGH SCHOOL - FFA		
131568	01-9170-420-1200-1000-5800-0000-0				218.00
131568	01-9170-420-1200-1000-5800-0000-0				216.00
			<b>Warrant Total</b>		<b>\$434.00</b>
611454	R152	091882	rSchool Today / Distributed Website Corporation		
131544	01-0045-400-1315-4200-5800-0000-0				229.00
131544	01-0045-400-1315-4200-5800-0000-0				499.00
			<b>Warrant Total</b>		<b>\$728.00</b>
611455	R152	026321-1	GRADUATE SERVICES, LTD		
131514	01-0000-490-1300-1000-5800-0000-0				335.21
			<b>Warrant Total</b>		<b>\$335.21</b>
611456	R152	901890-1	GOTTSCHALK MUSIC CENTER		
131274	01-1100-260-1255-1000-4310-6250-0				289.74
			<b>Warrant Total</b>		<b>\$289.74</b>
611457	R152	966800	GANDER PUBLISHING		
131121	01-7090-570-3200-1000-4310-0000-0				1,036.08
			<b>Warrant Total</b>		<b>\$1,036.08</b>
611458	R152	091143	GOLF CAR CENTRAL SERVICE		
130887	01-0000-420-0000-8210-4400-0000-0				3,421.06
			<b>Warrant Total</b>		<b>\$3,421.06</b>
611459	R152	091878	Hollister HS Cross Country		
131495	01-0045-490-1315-4200-5800-0000-0				175.00
			<b>Warrant Total</b>		<b>\$175.00</b>
611460	R152	901840-1	HAZARD MANAGEMENT SERVICE INC.		
130425	14-0010-260-0000-8110-5800-0000-0				1,274.00
130425	14-0010-260-0000-8110-5800-0000-0				465.00
130425	14-0010-260-0000-8110-5800-0000-0				548.50
130425	14-0010-260-0000-8110-5800-0000-0				381.00
130425	14-0010-260-0000-8110-5800-0000-0				298.00
			<b>Warrant Total</b>		<b>\$2,966.50</b>
611461	R152	091876	John's Incedible Pizza		
131481	01-9170-420-1200-1000-4310-0000-0				1,511.81
			<b>Warrant Total</b>		<b>\$1,511.81</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
611462 130623	R152 01-0000-490-1300-2700-5650-0000-0	995890	IMAGE 2000		27,098.40
			<b>Warrant Total</b>		<b>\$27,098.40</b>
611463 130860	R152 14-0010-580-0000-8500-6200-0000-0	090661-1	INNOVATION COMMERCIAL FLOORING		14,337.28
			<b>Warrant Total</b>		<b>\$14,337.28</b>
611464 130864 130864	R152 14-0010-400-0000-8110-5630-0000-0 14-0010-490-0000-8110-5630-0000-0	091179	KELLY'S FENCING		1,900.00 1,900.00
			<b>Warrant Total</b>		<b>\$3,800.00</b>
611465 131197	R152 01-0620-490-8100-5000-4310-0000-0	091845	Krames Staywell		91.54
			<b>Warrant Total</b>		<b>\$91.54</b>
611466 130769	R152 01-0620-490-8100-5000-4310-0000-0	935660	LINCOLN EQUIPMENT		196.72
			<b>Warrant Total</b>		<b>\$196.72</b>
611467 131504	R152 01-0045-400-1315-4200-5800-0000-0	090375	MADERA SOUTH HIGH SCHOOL ATHLETICS		114.00
			<b>Warrant Total</b>		<b>\$114.00</b>
611468 131518	R152 01-0000-260-0000-7510-5870-5100-0	037775	MADERA TRIBUNE		95.46
			<b>Warrant Total</b>		<b>\$95.46</b>
611469 130438	R152 01-0000-300-1200-1000-4310-0000-0	974380-3	NATIONAL GEOGRAPHIC SCHOOL PUBLISH		739.20
			<b>Warrant Total</b>		<b>\$739.20</b>
611470 131273	R152 01-1100-260-1255-1000-4310-6250-0	091853	Peripole Inc.		994.00
			<b>Warrant Total</b>		<b>\$994.00</b>
611471 131496 131496 131496	R152 01-7010-490-1305-1000-4310-0000-0 01-7010-490-1305-1000-4310-0000-0 01-7010-490-1305-1000-4310-0000-0	047550	PETERS BROS. NURSERY		685.90 29.99 244.45
			<b>Warrant Total</b>		<b>\$960.34</b>
611472 131442	R152 11-0010-260-4110-2700-4300-0000-0	090988	Postal Matrix		123.43
			<b>Warrant Total</b>		<b>\$123.43</b>
611473 130091	R152 01-8150-450-0000-8110-5620-0000-0	090026-1	PRAXAIR DISTRIBUTION, INC		31.76
			<b>Warrant Total</b>		<b>\$31.76</b>
611474 130253	R152 14-0010-380-0000-8500-6170-0000-0	091787	RC General Engineering Inc.		5,865.25
			<b>Warrant Total</b>		<b>\$5,865.25</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #			Description	Amount
611475	R152	957560	RANDIK		
131468	01-0000-000-0000-0000-9320-0000-0				200.67
				<b>Warrant Total</b>	<b>\$200.67</b>
611476	R153	075208	MADERA UNIFIED PETTY CASH ACCT		
	01-0045-490-1315-4200-5800-0000-0				100.00
	01-0045-490-1315-4200-5800-0000-0				225.00
	01-0045-490-1315-4200-5800-0000-0				174.00
	01-0045-490-1315-4200-5800-0000-0				125.00
	01-3010-260-0000-2150-5200-0000-3				500.00
				<b>Warrant Total</b>	<b>\$1,124.00</b>
611477	R154	046275-1	PG&E		
	01-0000-260-0000-8200-5520-5600-0				4,036.71
	01-0000-300-0000-8200-5520-0000-0				4,150.99
	01-0000-490-0000-8200-5520-0000-0				27,820.93
	01-0000-400-0000-8200-5520-0000-0				17,055.19
	01-0000-400-1315-8200-5520-0000-0				1,556.38
	01-0000-460-0000-8200-5520-0000-0				4,045.87
	01-0000-520-0000-8200-5520-0000-0				4,565.71
	01-0000-580-0000-8200-5520-0000-0				66.99
	13-5310-260-0000-8200-5520-0000-0				3,459.37
	13-5310-520-0000-8200-5520-0000-0				90.92
	11-0010-260-4110-8200-5520-0000-0				62.00
	01-7230-280-0000-3600-4345-6930-0			garage	4,903.76
	01-7230-280-0000-3600-4345-6930-0			cng stations	1,919.53
				<b>Warrant Total</b>	<b>\$73,734.35</b>
611478	R155	090043	ALLIED ELECTRIC MOTOR SERVICE		
130025	01-8150-450-0000-8110-4300-0000-0				17.94
130025	01-8150-450-0000-8110-4300-0000-0				1,047.95
130025	01-8150-450-0000-8110-4300-0000-0				17.09
130025	01-8150-450-0000-8110-4300-0000-0				193.48
				<b>Warrant Total</b>	<b>\$1,276.46</b>
611479	R155	998290	APPLEBY & COMPANY INC.		
130526	01-0000-260-0000-7200-5800-5600-0			Sept.2012	2,495.00
				<b>Warrant Total</b>	<b>\$2,495.00</b>
611480	R155	091862	Barclay Wood Toys and Blocks, Inc.		
131382	01-0000-400-1345-1000-4310-2150-0				247.41
				<b>Warrant Total</b>	<b>\$247.41</b>
611481	R155	091513	Behavioral Intervention Association		
131006	01-6512-260-5770-3120-5800-6670-0			Aug.2012	1,874.04
				<b>Warrant Total</b>	<b>\$1,874.04</b>
611482	R155	971140	BLAIR, CHURCH & FLYNN		
130250	14-0010-260-0000-8500-6160-0000-0				2,925.00
130252	14-0010-390-0000-8500-6160-0000-0				6,260.00
130388	35-0000-490-0000-8500-6215-9710-0				60.00
				<b>Warrant Total</b>	<b>\$9,245.00</b>

Fiscal Year: 2013  
Report Date: 10/05/2012

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Page 7 of 12

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
611483	R155	918030	BSK ASSOCIATES		
130026	01-8150-450-0000-8110-5800-0000-0				15.00
130026	01-8150-450-0000-8110-5800-0000-0				35.00
130026	01-8150-450-0000-8110-5800-0000-0				75.00
130026	01-8150-450-0000-8110-5800-0000-0				47.00
			<b>Warrant Total</b>		<b>\$172.00</b>
611484	R155	893460	BUCHANAN HIGH SCHOOL		
131505	01-0045-400-1315-4200-5800-0000-0		pre-season softball		650.00
			<b>Warrant Total</b>		<b>\$650.00</b>
611485	R155	090242	CIF CENTRAL SECTION		
131507	01-0045-400-1315-4200-5800-0000-0		dues & assessments		1,371.00
			<b>Warrant Total</b>		<b>\$1,371.00</b>
611486	R155	982961-1	CRMA		
130797	01-0000-000-0000-0000-9516-0000-0				109,605.00
			<b>Warrant Total</b>		<b>\$109,605.00</b>
611487	R155	009528	CAL VALLEY PRINTING		
131063	01-6500-260-5770-1190-5800-0000-0				290.93
131054	01-0000-490-1300-1000-5800-0000-0				258.60
			<b>Warrant Total</b>		<b>\$549.53</b>
611488	R155	916950	CENTRAL VALLEY PRESORT		
130124	01-0000-260-0000-7200-5910-5600-0				475.50
130124	01-0000-260-0000-7200-5910-5600-0				513.30
130124	01-0000-260-0000-7200-5910-5600-0				471.11
			<b>Warrant Total</b>		<b>\$1,459.91</b>
611489	R155	013903-1	EASTER SOFTBALL CLASSIC		
131506	01-0045-400-1315-4200-5800-0000-0		varsity & jv		650.00
			<b>Warrant Total</b>		<b>\$650.00</b>
611490	R155	914760	CRS INCORPORATED		
130120	01-0000-260-0000-7400-5800-5250-0		Sept.2012		1,904.00
			<b>Warrant Total</b>		<b>\$1,904.00</b>
611491	R155	007480-1	BLICK ART MATERIALS		
131260	01-0000-400-1310-1000-4310-0000-0				58.15
			<b>Warrant Total</b>		<b>\$58.15</b>
611492	R155	090950	ELECOM WEST		
130031	01-8150-450-0000-8110-4300-0000-0				643.61
130031	01-8150-450-0000-8110-5640-0000-0				272.50
130031	01-8150-450-0000-8110-5640-0000-0				387.50
130031	01-8150-450-0000-8110-5640-0000-0				272.50
			<b>Warrant Total</b>		<b>\$1,576.11</b>
611493	R155	920064	FOOD 4 LESS		
131179	01-6010-620-1200-1000-4310-0735-0				13.96
			<b>Warrant Total</b>		<b>\$13.96</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
611494 131492	R155 01-0000-490-1358-1000-5800-0000-0	956590-1	FCC Choirs	Choral festival	100.00
			<b>Warrant Total</b>		<b>\$100.00</b>
611495 131491	R155 01-0000-490-1358-1000-5800-0000-0	090324	CALIFORNIA STATE UNIVERSITY, FRESNO	choral festival	200.00
			<b>Warrant Total</b>		<b>\$200.00</b>
611496 130893	R155 01-0000-000-0000-0000-9320-0000-0	977640	FOCUS PACKAGING		6,554.43
			<b>Warrant Total</b>		<b>\$6,554.43</b>
611497 131269	R156 01-0000-650-1200-1000-4310-0000-0	091367	Starfall Education		130.35
			<b>Warrant Total</b>		<b>\$130.35</b>
611498 131458 131458	R156 01-7090-320-1200-1000-4310-0000-0 01-7091-320-1200-1000-4310-0000-0	068350	WORLD RESEARCH, INC.		391.72 156.64
			<b>Warrant Total</b>		<b>\$548.36</b>
611499 131184	R156 01-0000-000-0000-0000-9320-0000-0	931660-1	SEHI COMPUTER PRODUCTS INC		77.58
			<b>Warrant Total</b>		<b>\$77.58</b>
611500 131446	R156 01-0000-350-3300-2700-5200-0000-0	972510-3	CCIS		1,500.00
			<b>Warrant Total</b>		<b>\$1,500.00</b>
611501 131122 131124 131123 131123 131124 131122	R156 01-3010-260-1110-2700-5200-4830-2 01-3010-260-1110-2700-5200-4830-2 01-3010-260-1110-2700-5200-4830-2 01-3010-260-1110-1000-5200-4830-2 01-3010-260-1110-1000-5200-4830-2 01-3010-260-1110-1000-5200-4830-2	920312	MADERA COUNTY OFFICE OF ED.		200.00 200.00 200.00 400.00 400.00 600.00
			<b>Warrant Total</b>		<b>\$2,000.00</b>
611502 131430	R156 01-0000-000-0000-0000-9320-0000-0	090072-1	UNISOURCE WORLDWIDE INC		4,295.51
			<b>Warrant Total</b>		<b>\$4,295.51</b>
611503 131257	R156 01-0000-670-1200-1000-4310-0000-0	962230	SPINITAR		1,219.16
			<b>Warrant Total</b>		<b>\$1,219.16</b>
611504 131348	R156 01-3010-420-1200-1000-4385-4200-2	931660-1	SEHI COMPUTER PRODUCTS INC		1,389.15
			<b>Warrant Total</b>		<b>\$1,389.15</b>
611505 131499	R156 01-0045-490-1315-4200-5800-0000-0	090304	Sanger High School		350.00
			<b>Warrant Total</b>		<b>\$350.00</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
611506 131488	R156 01-0000-260-0000-7400-5200-5260-0	090742	SPCA/NC	SIEGL/EDWARDS	198.00
			<b>Warrant Total</b>		<b>\$198.00</b>
611507 131489	R156 01-0000-260-0000-7400-5200-5260-0	091877	Clarion Hotel San Jose Airport		113.61
			<b>Warrant Total</b>		<b>\$113.61</b>
611508 131490	R156 01-4035-260-1110-2100-5200-6010-2	981660	FRESNO COUNTY OFFICE OF EDUC.		100.00
			<b>Warrant Total</b>		<b>\$100.00</b>
611509 131483	R156 01-0045-490-1315-4200-5800-0000-0	091503	Vacaville High School Wrestling		325.00
			<b>Warrant Total</b>		<b>\$325.00</b>
611510 131482	R156 01-0000-490-1315-4200-5800-0000-0	090472-1	UNITED RENTALS NORTHWEST, INC.		94.01
			<b>Warrant Total</b>		<b>\$94.01</b>
611511 131473	R156 01-0000-350-3300-2700-5200-0000-0	090543	SHERATON FISHERMAN'S WHARF HOTEL		1,183.50
			<b>Warrant Total</b>		<b>\$1,183.50</b>
611512 131470 131470 131470	R156 01-4035-260-1110-2700-5200-0000-2 01-4035-260-0000-2150-5200-0000-2 01-4035-260-1110-2140-5200-0000-2	997900-1	TULARE COUNTY OFFICE		1,500.00 250.00 500.00
			<b>Warrant Total</b>		<b>\$2,250.00</b>
611513 131479	R156 01-0000-400-1300-2700-5200-0000-0	091606	The Leadership and Learning Center		679.00
			<b>Warrant Total</b>		<b>\$679.00</b>
611514 131461	R156 01-4035-260-0000-7150-5200-0000-2	091874	CCSESA		350.00
			<b>Warrant Total</b>		<b>\$350.00</b>
611515 131466	R156 01-0000-260-0000-7110-5200-5660-0	091875	California Latino School Boards Association		530.00
			<b>Warrant Total</b>		<b>\$530.00</b>
611516 131482	R156 01-0000-490-1315-4200-5800-0000-0	090472-1	UNITED RENTALS NORTHWEST, INC.		100.82
			<b>Warrant Total</b>		<b>\$100.82</b>
611517 131318	R156 01-0000-400-1315-4200-4310-0000-0	091540-1	VS ATHLETICS		207.36
			<b>Warrant Total</b>		<b>\$207.36</b>
611518 131385	R156 01-0000-260-0000-8300-5800-5600-0	057115	SONITROL OF FRESNO		44,770.50
			<b>Warrant Total</b>		<b>\$44,770.50</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611519	R156	091659	Supplemental Health Care		
131436	01-5640-260-0000-3140-5800-0000-1				756.00
131436	01-5640-260-0000-3140-5800-0000-1				954.00
131436	01-5640-260-0000-3140-5800-0000-1				954.00
131436	01-5640-260-0000-3140-5800-0000-1				792.00
131436	01-5640-260-0000-3140-5800-0000-1				990.00
131436	01-5640-260-0000-3140-5800-0000-1				509.79
<b>Warrant Total</b>					<b>\$4,955.79</b>
611520	R156	064857	VINCENT COMMUNICATIONS INC.		
130298	01-0000-260-0000-8300-4300-2550-0				431.00
130298	01-0000-260-0000-8300-4300-2550-0				52.80
130298	01-0000-260-0000-8300-4300-2550-0				52.80
130298	01-0000-260-0000-8300-4300-2550-0				52.80
130298	01-0000-260-0000-8300-5640-2550-0				56.25
130298	01-0000-260-0000-8300-5640-2550-0				56.25
130298	01-0000-260-0000-8300-5640-2550-0				56.25
<b>Warrant Total</b>					<b>\$758.15</b>
611521	R156	000073-1	A-Z BUS SALES		
130316	01-7230-000-0000-0000-9320-0000-0				25,121.38
<b>Warrant Total</b>					<b>\$25,121.38</b>
611522	R156	998701-1	Battery Systems		
130317	01-7230-000-0000-0000-9320-0000-0				943.18
130317	01-7230-000-0000-0000-9320-0000-0				1,772.51
<b>Warrant Total</b>					<b>\$2,715.69</b>
611523	R156	090893-1	BUSWEST		
130323	01-7230-000-0000-0000-9320-0000-0				7,141.98
<b>Warrant Total</b>					<b>\$7,141.98</b>
611524	R156	091187	CREATIVE BUS SALES		
130326	01-7230-000-0000-0000-9320-0000-0				387.43
130326	01-7230-000-0000-0000-9320-0000-0				78.83
130326	01-7230-000-0000-0000-9320-0000-0				65.25
<b>Warrant Total</b>					<b>\$531.51</b>
611525	R156	064857	VINCENT COMMUNICATIONS INC.		
130298	01-0000-260-0000-8300-4300-2550-0				52.80
130298	01-0000-260-0000-8300-5640-2550-0				56.25
<b>Warrant Total</b>					<b>\$109.05</b>
611526	R156	090077	TORRES FENCE CO., INC		
130667	35-0000-490-0000-8500-6200-9710-0				74,780.00
130667	35-9270-490-0000-8500-6200-9710-0				34,220.00
<b>Warrant Total</b>					<b>\$109,000.00</b>
611527	R157	9206	SARAH E AUSLEY		
	01-1100-260-1255-1000-5200-6250-0				41.07
<b>Warrant Total</b>					<b>\$41.07</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611528	R157	10104	JOY MARIE CUNNINGHAM		
			01-1100-260-1255-1000-5200-6250-0		141.53
			<b>Warrant Total</b>		<b>\$141.53</b>
611529	R157	1252	IRENE L. DAVIS		
			01-1100-260-1255-1000-5200-6250-0		70.60
			<b>Warrant Total</b>		<b>\$70.60</b>
611530	R157	9878	ORLANDO EDOARDO BELLOMO		
			01-0000-260-1155-2100-5200-6250-0		106.56
			01-0000-260-1155-2100-5200-6250-0		23.31
			<b>Warrant Total</b>		<b>\$129.87</b>
611531	R157	4376	JOHNELLE ROBINSON		
			01-1100-260-1255-1000-5200-6250-0		52.17
			<b>Warrant Total</b>		<b>\$52.17</b>
611532	R157	5907	SHANE A RIDDLE		
			01-0000-400-1300-2700-5200-0000-0		241.98
			<b>Warrant Total</b>		<b>\$241.98</b>
611533	R157	7786	TOMAS SETH GALVAN		
			01-0000-260-0000-7700-5200-5050-0		123.77
			01-0000-260-0000-7700-5200-5050-0		115.44
			<b>Warrant Total</b>		<b>\$239.21</b>
611534	R157	7645	NICK LUCCESI		
			01-0000-450-0000-8200-5200-0000-0		65.49
			<b>Warrant Total</b>		<b>\$65.49</b>
611535	R157	26666036	ANTHONY A. MONREAL		
			01-0000-260-0000-7150-5200-6110-0		351.09
			01-0000-260-0000-7150-5200-6110-0		1,267.50
			<b>Warrant Total</b>		<b>\$1,618.59</b>
611536	R158	033550-1	LAKESHORE-C/O AMERICAN EXPRESS		
131259			01-0000-670-1200-1000-4310-0000-0		199.00
131325			01-0000-620-1200-1000-4310-0000-0		91.75
131300			12-6105-260-0001-1000-4310-0000-0		146.56
			<b>Warrant Total</b>		<b>\$437.31</b>
611537	R158	090007-1	LOGICAL CHOICE		
131195			01-7090-560-1200-1000-4485-0000-0		7,930.78
			<b>Warrant Total</b>		<b>\$7,930.78</b>
611538	R159	091881	RefPay Trust Account		
131538			01-0045-490-1315-4200-5800-0000-0		8,000.00
131537			01-0045-400-1315-4200-5800-0000-0		10,000.00
131541			01-0000-390-1215-4200-5800-0000-0		10,000.00
131540			01-0000-560-1215-4200-5800-0000-0		10,000.00
131539			01-0000-600-1215-4200-5800-0000-0		10,000.00
			<b>Warrant Total</b>		<b>\$48,000.00</b>
			<b>District Totals</b>	<b>105 Warrants for</b>	<b>\$600,289.82</b>

Fiscal Year: 2013

Report Date: 10/05/2012

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 10/05/2012 to 10/05/2012**

Page 12 of 12

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				

Fund Totals		Amount
01 - General Fund		\$445,797.04
11 - Adult Education		\$185.43
12 - Child Development		\$146.56
13 - Cafeteria		\$3,550.29
14 - Deferred Maintenance		\$36,849.47
25 - Capital Fac/Developer Fees		\$2,839.86
35 - County School Facilities Fund		\$109,060.00
40 - Special Reserve - Cap Outlay		\$1,861.17
<b>Total</b>		<b>\$600,289.82</b>



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

SUBMITTED BY: MADERA UNIFIED SCHOOL DISTRICT

CHECK DATE: 10/12/2012

BOARD DATE: 10/23/2012

REGISTER NUMBERS IN REQUEST:

R: 160, 161, 162, 174, 175

R: 176, 177, 178, 179, 180

R: \_\_\_\_\_

**TOTAL REQUESTS BY FUND FOR PAYMENT:**

**TOTALS BY FUNDS:**

<b>83500</b>	<b><u>01 GENERAL FUND</u></b>	<b><u>160</u></b>	-	\$	41,236.42	-	
		<u>161</u>	-	\$	25,188.74	-	
		<u>162</u>	-	\$	5,222.94	-	
		<u>174</u>	-	\$	20,354.33	-	
		<u>175</u>	-	\$	27,268.24	-	
		<u>177</u>	-	\$	675.00	-	
		<u>178</u>	-	\$	54,954.90	-	
		<u>179</u>	-	\$	181,693.78	-	
			-			-	
			-			-	
			-			-	
	cancelled warrant 610205		-	\$	(899.44)	-	
	cancelled warrant 610897		-	\$	(111.06)	-	
	cancelled warrant 611515		-	\$	(530.00)	-	
	cancelled warrant 611461		-	\$	(1,511.81)	-	
			-			-	\$ 353,542.04
<b>83510</b>	<b><u>11 ADULT ED</u></b>	<b><u>161</u></b>	-	\$	41.23	-	
		<u>175</u>	-	\$	676.00	-	
		<u>179</u>	-	\$	1,050.00	-	
			-			-	
			-			-	
			-			-	
			-			-	\$ 1,767.23
<b>83550</b>	<b><u>12 CHILD DEVELOPMENT</u></b>	<b><u>161</u></b>	-	\$	1,465.00	-	
			-			-	
			-			-	\$ 1,465.00
<b>83540</b>	<b><u>13 CAFETERIA</u></b>	<b><u>161</u></b>	-	\$	142.85	<b><u>180</u></b>	\$ 701,240.20
		<u>176</u>	-	\$	2,957.56	-	
	cancelled warrant 609866		-	\$	(256.00)	-	
			-			-	\$ 704,084.61
<b>83560</b>	<b><u>14 DEFERRED MAINT.</u></b>	<b><u>160</u></b>	-	\$	12,901.00	-	
		<u>178</u>	-	\$	11,308.50	-	
			-			-	\$ 24,209.50
<b>83680</b>	<b><u>15 PUPIL TRANS. EQUIP.</u></b>		-			-	
			-			-	\$ -
<b>83590</b>	<b><u>17 STONE SCHOLARSHIP</u></b>		-			-	
	<b>TRUST</b>		-			-	\$ -
<b>83530</b>	<b><u>25 DEVELOPER FEES</u></b>	<b><u>160</u></b>	-	\$	13,868.24	-	
		<u>178</u>	-	\$	172.40	-	
			-			-	
			-			-	
			-			-	
			-			-	
			-			-	
			-			-	\$ 14,040.64

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

83630	<u>26 PRISON MITIGATION</u>	-	-			\$	-
83620	<u>30 STATE SCHOOL BLDG. LEASE PURCHASE</u>	-	-			\$	-
83600	<u>31 REFURBISHMENT</u>	-	-			\$	-
83670	<u>32 ROOF REPLACEMENT</u>	-	-			\$	-
83730	<u>35 SCHOOL FACILITIES</u>	-	-			\$	-
83610	<u>40 SPECIAL RESERVE</u>	178	-	\$ 500.00	-	\$	500.00
83660	<u>41 BUILDING FUND</u>	-	-			\$	-
83690	<u>42 AG FARM BLDG. FUND</u>	-	-			\$	-
83650	<u>43 C.O.P. PROCEEDS SPECIAL RESERVE</u>	-	-			\$	-
83710	<u>49 REDEVELOPMENT SPECIAL RESERVE</u>	-	-			\$	-
88510	<u>53 STATE SCHOOL LOAN REPAY</u>	-	-			\$	-
88610	<u>54 LEASE PURCHASE</u>	-	-			\$	-
83640	<u>56 C.O.P. DEBT SERVICE</u>	-	-			\$	-
83580	<u>67 INSURANCE RESERVE</u>	-	-			\$	-
83570	<u>73 TRUST FUND</u>	-	-			\$	-
83520	<u>74 ATHLETIC FUND</u>	-	-			\$	-
<b>GRAND TOTAL:</b>						<b>\$</b>	<b>1,099,609.02</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 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
611702	R160	054060-1	SCHOETTLER TIRE INC.		
130365	01-7230-000-0000-0000-9320-0000-0				7,762.75
130365	01-7230-280-0000-3600-5640-6930-0				196.86
			<b>Warrant Total</b>		<b>\$7,959.61</b>
611703	R160	090068-1	UNIVERSAL SPECIALITIES INC		
130112	01-8150-450-0000-8110-4300-0000-0				157.38
130112	01-8150-450-0000-8110-4300-0000-0				502.49
130112	01-8150-450-0000-8110-4300-0000-0				208.72
130112	01-8150-450-0000-8110-4300-0000-0				248.74
			<b>Warrant Total</b>		<b>\$1,117.33</b>
611704	R160	956340-1	SIMPLEX GRINNELL		
130101	01-8150-450-0000-8110-5640-0000-0				208.14
130101	01-8150-450-0000-8110-5640-0000-0				135.41
130101	01-8150-450-0000-8110-5640-0000-0				496.03
130101	01-8150-450-0000-8110-5640-0000-0				97.70
130101	01-8150-450-0000-8110-5640-0000-0				307.38
130101	01-8150-450-0000-8110-5640-0000-0				245.00
130101	01-8150-450-0000-8110-5640-0000-0				135.41
130101	01-8150-450-0000-8110-5640-0000-0				151.57
130101	01-8150-450-0000-8110-5640-0000-0				154.39
130101	01-8150-450-0000-8110-5640-0000-0				195.40
130101	01-8150-450-0000-8110-5640-0000-0				886.09
130101	01-8150-450-0000-8110-5640-0000-0				834.31
130101	01-8150-450-0000-8110-5640-0000-0				74.67
130101	01-8150-450-0000-8110-5640-0000-0				127.93
130101	01-8150-450-0000-8110-5640-0000-0				61.95
			<b>Warrant Total</b>		<b>\$4,111.38</b>
611705	R160	060697	TECO PRODUCTS COMPANY		
131081	01-0025-490-1305-1000-4300-0000-0				154.57
131081	01-0025-490-1305-1000-4300-0000-0				134.19
131081	01-0025-490-1305-1000-4300-0000-0				78.14
130611	01-0000-400-0000-8210-4300-0000-0				50.05
			<b>Warrant Total</b>		<b>\$416.95</b>
611706	R160	091776	Yarbas Grading & Paving Inc.		
130248	14-0010-490-0000-8500-6170-0000-0				12,901.00
			<b>Warrant Total</b>		<b>\$12,901.00</b>
611707	R160	064857	VINCENT COMMUNICATIONS INC.		
131592	01-0000-560-1200-1000-4310-0000-0				1,043.78
			<b>Warrant Total</b>		<b>\$1,043.78</b>
611708	R160	997900-1	TULARE COUNTY OFFICE		
131575	01-4035-260-1110-2140-5200-0000-2				150.00
131576	01-4035-260-1110-2140-5200-0000-2		NUMBER TALKS		60.00
			<b>Warrant Total</b>		<b>\$210.00</b>
611709	R160	090254	WGI		
131577	01-0000-400-1355-1000-5800-2320-0				750.00
			<b>Warrant Total</b>		<b>\$750.00</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611710	R160	023261	FRESNO COUNTY OFFICE OF ED.		
131574	01-4035-260-1110-2140-5200-0000-2				150.00
131571	01-0000-260-1110-2130-5200-6220-0				500.00
			<b>Warrant Total</b>		<b>\$650.00</b>
611711	R160	091651	Valley Aquatic Supply		
131599	01-0000-490-1315-4200-4310-0000-0				461.24
			<b>Warrant Total</b>		<b>\$461.24</b>
611712	R160	970120-1	SCHOOL SPECIALTY INC.		
130255	25-9125-560-0000-8510-4310-0000-0				6,593.31
130255	25-9125-560-0000-8510-4310-0000-0				7,274.93
			<b>Warrant Total</b>		<b>\$13,868.24</b>
611713	R160	090072-1	UNISOURCE WORLDWIDE INC		
131366	01-0000-600-0000-8210-4300-0000-0				44.48
			<b>Warrant Total</b>		<b>\$44.48</b>
611714	R160	962230	SPINITAR		
131329	01-0000-580-1200-1000-4310-0000-0				786.04
			<b>Warrant Total</b>		<b>\$786.04</b>
611715	R160	091764	The Student Planner		
130022	01-3725-400-1300-1000-5800-0000-2				2,285.61
			<b>Warrant Total</b>		<b>\$2,285.61</b>
611716	R160	090917-1	SCHOOLWIRES, INC		
131552	01-0000-260-1110-1000-5885-5600-0				19,425.00
			<b>Warrant Total</b>		<b>\$19,425.00</b>
611717	R160	091875	California Latino School Boards Association		
131466	01-0000-260-0000-7110-5200-5660-0				375.00
			<b>Warrant Total</b>		<b>\$375.00</b>
611718	R160	090449	CALIFORNIA AGRICULTURAL TEACHERS' ASSN.		
131642	01-3550-490-1510-1000-5200-0000-0				1,600.00
			<b>Warrant Total</b>		<b>\$1,600.00</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611719	R161	899500	U.S. BANK		
	01-9170-630-1200-1000-4310-0000-0			E.RUNYON	30.80
	01-9170-630-1200-1000-4310-0000-0			E.RUNYON	52.79
	01-9170-630-1200-1000-4310-0000-0			E.RUNYON	8.99
	01-9170-630-1200-1000-4310-0000-0			E.RUNYON	26.97
	01-7090-600-1200-1000-4310-0000-0			M.BAKER	131.38
	01-0595-260-0000-7150-5800-5600-0			D.WOOD	593.24
	01-0000-650-0000-8210-4300-0000-0			*A.BEAKES	74.35
	01-0000-630-1200-2700-4300-0000-0			E.RUNYON	105.60
	01-0000-630-0000-8210-4300-0000-0			E.RUNYON	323.24
	01-0000-600-1200-2700-4300-0000-0			M.BAKER	1,769.54
	01-0000-260-0000-7110-4300-5600-0			G.BALDERAS	325.58
	01-0000-260-0000-7150-4300-6900-0			G.BALDERAS	93.88
	01-0000-490-1382-2700-4300-1050-0			J.ZIMMERMAN	1,300.85
	01-0000-440-1200-2700-4300-0000-0			S.MCPHERSON	400.38
	01-0000-420-1200-1000-4310-0000-0			A.CHAVEZ	562.54
	01-0000-400-1382-2700-4300-1050-0			S.MURRIETTA	475.83
	01-0000-310-1200-1000-4310-0000-0			L.FERNANDEZ	1,394.85
	01-0000-360-0000-8210-4300-0000-0			*M.BEVERIDGE	-19.98
	01-0000-260-0000-3900-5910-6600-0			P.VANLOON	12.15
	01-0000-260-0000-7150-5200-6900-0			G.BALDERAS	468.00
	13-5310-260-0000-8110-5640-0000-0			S.PEREZ	37.15
	01-3725-490-1300-1000-4310-0000-2			S.SCHWARTZ	174.40
	01-3010-390-1200-1000-5200-4250-2			S.RODRIGUEZ	993.06
	01-3010-390-1200-2700-5200-4250-2			S.RODRIGUEZ	496.53
	01-3725-490-1300-1000-4310-0000-0			S.SCHWARTZ	52.52
	01-3725-400-1300-1000-4310-0000-3			S.MURRIETTA	500.00
	11-0010-260-4110-2700-4300-0000-0			S.WOODS	13.34
	01-3010-600-1200-1000-4310-4250-3			M.BAKER	1,280.29
	11-0010-260-4110-1000-4310-6010-0			S.THORNTON	60.70
	11-0010-260-4110-1000-4310-0000-0			S.WOODS	27.89
	01-0000-260-0000-7400-5910-5260-0			T.GREEN	14.68
	12-9226-260-0001-1000-4310-0000-0			*D.ECKMAN	1,465.00
	01-9665-410-7110-1000-5200-8510-0			S.WOODS	205.71
	01-3550-490-1510-1000-5716-0000-0			*S.SISIL	-83.90
				<b>Warrant Total</b>	<b>\$13,368.35</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611720	R161	899500	U.S. BANK		
	01-0000-670-1200-1000-4310-0000-0		O.JERONIMO		324.74
	01-0000-260-0000-7400-5300-5260-0		H.PEREA		36.00
	01-0000-570-3200-2700-4300-0000-0		J.DENNO		54.18
	01-0045-490-1315-4200-4300-0000-0		M.BITTER		282.22
	01-3010-290-1200-1000-4310-4200-3		C.CHRISTENSEN		119.26
	01-0000-260-1110-1000-4312-6040-0		C.ELLIS		502.42
	01-0000-260-0000-7150-4300-6110-0		H.BUSTOS		76.34
	01-4203-260-1110-2140-5200-0000-2		A.DELUNA		1,063.18
	01-3010-290-1200-1000-5800-4200-3		C.CHRISTENSEN		225.00
	01-3010-560-1200-1000-4385-4250-3		J.CARRASCO		1,585.65
	01-7230-280-0000-3600-5910-6940-0		J.SMITH		9.75
	01-7230-280-0000-3600-5910-6940-0		T.NEWTON		5.75
	01-7230-280-0000-3600-4300-6940-0		J.SMITH		296.13
	01-0000-320-1200-1000-4310-0000-0		K.JUSTESEN		315.00
	01-0000-290-1200-2700-4300-0000-0		C.CHRISTENSEN		662.58
	01-0000-260-0000-7700-5200-5050-0		T.BONDI		1,010.00
	01-0000-400-0000-8210-4300-0000-0		K.ALBERTSON		242.83
	01-0000-380-1200-1000-4310-0000-0		P.LOPEZ		991.68
	01-0000-400-1300-1000-4310-0000-0		K.ALBERTSON		732.58
	01-0000-400-1300-1000-4310-0000-0		K.ALBERTSON		29.48
	01-0000-400-1560-2700-4300-1050-0		F.GUZMAN		62.54
	01-0000-560-1200-2700-4300-0000-0		J.CARRASCO		233.75
	01-0000-620-1200-2700-5200-0000-0		R.LOZANO		438.00
	01-0000-620-1200-1000-4310-0000-0		R.LOZANO		1,075.35
	01-0000-620-1200-1000-4310-0000-0		R.LOZANO		1,207.50
	13-5310-260-0000-3700-4300-0000-0		S.PEREZ		105.70
	01-0000-560-1200-1000-4310-0000-0		J.CARRASCO		387.77
	01-0000-560-1200-1000-4310-0000-0		J.CARRASCO		78.56
	01-8150-450-0000-8110-4300-0000-0		A.VANDENBERG		213.15
	01-8150-450-0000-8110-4300-0000-0		A.VANDENBERG		1,102.38
			<b>Warrant Total</b>		<b>\$13,469.47</b>
611721	R162	5446	LINDA WALL		
	01-0000-260-0000-7330-5200-5550-0				67.16
			<b>Warrant Total</b>		<b>\$67.16</b>
611722	R162	518	MARTY BITTER		
	01-0045-490-1315-4200-5200-0000-0				120.16
			<b>Warrant Total</b>		<b>\$120.16</b>
611723	R162	1702	JAMES FOSTER		
	01-8150-450-0000-8110-5200-0000-0				75.48
			<b>Warrant Total</b>		<b>\$75.48</b>
611724	R162	281	JOSEPH L. AYALA		
	01-0000-260-0000-7700-5200-5050-0				43.68
			<b>Warrant Total</b>		<b>\$43.68</b>
611725	R162	7633	ROSALIND COX		
	01-0000-260-0000-7510-5200-5100-0				73.26
			<b>Warrant Total</b>		<b>\$73.26</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
611726	R162	7098	ROBERT CHAVEZ		
	01-0000-260-0000-7200-5200-6000-0				270.29
			<b>Warrant Total</b>		<b>\$270.29</b>
611727	R162	10144	MICHAEL DUANE HENARD		
	01-0000-260-0000-7700-5200-5050-0				47.56
			<b>Warrant Total</b>		<b>\$47.56</b>
611728	R162	5149	STEVEN ROSS THORNTON		
	01-4035-260-1110-2100-5200-6010-2				53.84
			<b>Warrant Total</b>		<b>\$53.84</b>
611729	R162	88	MICHELE J. OFFER		
	01-7090-600-1200-1000-5200-0000-0				29.97
			<b>Warrant Total</b>		<b>\$29.97</b>
611730	R162	2640	GREGORY STEVEN JOHNSON		
	01-0000-260-0000-7700-5200-5050-0				188.70
			<b>Warrant Total</b>		<b>\$188.70</b>
611731	R162	5893	SUZANNE KATHLEEN SHIMONISHI		
	01-0000-260-1270-1000-5200-0000-0				46.62
	01-0000-260-1270-1000-5200-0000-0				34.97
			<b>Warrant Total</b>		<b>\$81.59</b>
611732	R162	7640	KIMBERLIE DAWN JOHNSON		
	01-0000-260-1270-1000-5200-0000-0				56.61
			<b>Warrant Total</b>		<b>\$56.61</b>
611733	R162	8036	MAURICIO ANTONIO SANCHEZ		
	01-0000-450-0000-8110-5200-0000-0				44.40
			<b>Warrant Total</b>		<b>\$44.40</b>
611734	R162	1169	ROBIN S. CROSSON		
	01-8150-450-0000-8110-5200-0000-0				668.10
			<b>Warrant Total</b>		<b>\$668.10</b>
611735	R162	26666036	ANTHONY A. MONREAL		
	01-0000-260-0000-7150-5200-6110-0				351.09
	01-0000-260-0000-7150-5200-6110-0				1,267.50
			<b>Warrant Total</b>		<b>\$1,618.59</b>
611736	R162	7145	ALMA ROSA JAUREGUI DE LUNA		
	01-3010-260-0000-2150-5200-0000-3				278.80
			<b>Warrant Total</b>		<b>\$278.80</b>
611737	R162	167	ANA D. APODACA		
	01-3010-260-0000-2150-5200-0000-3				302.80
			<b>Warrant Total</b>		<b>\$302.80</b>
611738	R162	9039	RHEANNA MARIE ANDREWS		
	01-0000-490-1300-2700-5200-0000-0				899.44
			<b>Warrant Total</b>		<b>\$899.44</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
611739	R162	3017	BEATRICE CONTRERAS		
		01-7230-280-0000-3600-5200-6940-0			17.00
			<b>Warrant Total</b>		<b>\$17.00</b>
611740	R162	732	CYNDI K. CALLICOTT		
		01-7230-280-0000-3600-5200-6940-0			49.33
			<b>Warrant Total</b>		<b>\$49.33</b>
611741	R162	3789	DORINDA MAY ODOM		
		01-7230-280-0000-3600-5200-6940-0			9.12
			<b>Warrant Total</b>		<b>\$9.12</b>
611742	R162	7078	JAIME CALDERON ARTEAGA		
		01-7230-280-0000-3600-5200-6940-0			18.45
			<b>Warrant Total</b>		<b>\$18.45</b>
611743	R162	5785	JOSE ACOSTA VALLADARES		
		01-7230-280-0000-3600-5200-6940-0			13.04
			<b>Warrant Total</b>		<b>\$13.04</b>
611744	R162	7263	JOSE FLORES		
		01-7230-280-0000-3600-5200-6940-0			8.19
			<b>Warrant Total</b>		<b>\$8.19</b>
611745	R162	4767	KIMBERLY D SCHULTZ		
		01-7230-280-0000-3600-5200-6940-0			11.15
			<b>Warrant Total</b>		<b>\$11.15</b>
611746	R162	1513	LISA KAY ERVIN		
		01-7230-280-0000-3600-5200-6940-0			17.71
			<b>Warrant Total</b>		<b>\$17.71</b>
611747	R162	2248	LISA HARDIN		
		01-7230-280-0000-3600-5200-6940-0			14.90
			<b>Warrant Total</b>		<b>\$14.90</b>
611748	R162	6982	LOUIS REYES ALDAMA		
		01-7230-280-0000-3600-5200-6940-0			13.35
			<b>Warrant Total</b>		<b>\$13.35</b>
611749	R162	7502	MICHEAL LEROY COX JR.		
		01-7230-280-0000-3600-5200-6940-0			4.84
			<b>Warrant Total</b>		<b>\$4.84</b>
611750	R162	7669	OLIMPIA INFANTE MARTINEZ		
		01-7230-280-0000-3600-5200-6940-0			6.03
			<b>Warrant Total</b>		<b>\$6.03</b>
611751	R162	5473	ROBERT WARD		
		01-7230-280-0000-3600-5200-6940-0			15.00
			<b>Warrant Total</b>		<b>\$15.00</b>
611752	R162	8026	RONALD B MOREN		
		01-7230-280-0000-3600-5200-6940-0			22.25
			<b>Warrant Total</b>		<b>\$22.25</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
611753	R162	4755	RON SCHOETTLER		
	01-7230-280-0000-3600-5200-6940-0				9.70
			<b>Warrant Total</b>		<b>\$9.70</b>
611754	R162	7694	SALVADOR MORENO		
	01-7230-280-0000-3600-5200-6940-0				13.65
			<b>Warrant Total</b>		<b>\$13.65</b>
611755	R162	7065	THOMAS RAY WHITAKER		
	01-7230-280-0000-3600-5200-6940-0				50.30
			<b>Warrant Total</b>		<b>\$50.30</b>
611756	R162	1328	WENDI LEE DEVOTO		
	01-7230-280-0000-3600-5200-6940-0				8.50
			<b>Warrant Total</b>		<b>\$8.50</b>
611757	R163	028901-3	HM RECEIVABLES		
131087	01-0010-260-1200-1000-4100-6220-0				116.47
			<b>Warrant Total</b>		<b>\$116.47</b>
611758	R164	052080-3	HM RECEIVABLES		
130581	01-6500-260-5770-1110-4310-0000-0				1,325.11
			<b>Warrant Total</b>		<b>\$1,325.11</b>
611759	R165	090038-2	HM RECEIVABLES		
130063	01-1100-260-1300-1000-4100-6220-0				9,196.47
			<b>Warrant Total</b>		<b>\$9,196.47</b>
611760	R166	090038-2	HM RECEIVABLES		
130064	01-1100-260-1300-1000-4100-6220-0				10,729.20
			<b>Warrant Total</b>		<b>\$10,729.20</b>
611761	R167	090038-2	HM RECEIVABLES		
130070	01-6300-260-1300-1000-4100-6220-0				8,585.26
			<b>Warrant Total</b>		<b>\$8,585.26</b>
611762	R168	090038-2	HM RECEIVABLES		
130377	01-6300-260-1300-1000-4100-6220-0				16,470.25
130377	01-6300-260-1300-1000-4100-6220-0				-5,522.19
130377	01-6300-260-1300-1000-4100-6220-0				102.88
			<b>Warrant Total</b>		<b>\$11,050.94</b>
611763	R169	090038-2	HM RECEIVABLES		
130593	01-6300-260-1300-1000-4100-6220-0				1,326.40
			<b>Warrant Total</b>		<b>\$1,326.40</b>
611764	R170	090038-2	HM RECEIVABLES		
130915	01-0010-260-1200-1000-4100-6220-0				827.08
			<b>Warrant Total</b>		<b>\$827.08</b>
611765	R171	927300-2	HM RECEIVABLES CO II LLC		
130648	01-7091-440-1200-1000-4310-0000-0		FOR PO# 123250		561.27
			<b>Warrant Total</b>		<b>\$561.27</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
611766 130969	R172 01-6300-260-1200-1000-4100-6220-0	927300-2	HM RECEIVABLES CO II LLC		1,801.58
			<b>Warrant Total</b>		<b>\$1,801.58</b>
611767 131086 131086	R173 01-0010-260-1200-1000-4100-6220-0 01-0010-260-1200-1000-4100-6220-0	927300-2	HM RECEIVABLES CO II LLC		13,111.00 234.29
			<b>Warrant Total</b>		<b>\$13,345.29</b>
611768 131580	R174 01-0000-400-1300-2700-5800-0000-0	026321-1	GRADUATE SERVICES, LTD		124.67
			<b>Warrant Total</b>		<b>\$124.67</b>
611769 131345	R174 01-9170-460-1200-1000-4310-0000-0	936740-1	HARCOURT OUTLINES, INC		1,275.67
			<b>Warrant Total</b>		<b>\$1,275.67</b>
611770 131481	R174 01-9170-420-1200-1000-4310-0000-0	091876	John's Incedible Pizza		1,354.98
			<b>Warrant Total</b>		<b>\$1,354.98</b>
611771 131513	R174 01-0000-490-1350-1000-4310-0000-0	090852	KUTA SOFTWARE, LLC		286.00
			<b>Warrant Total</b>		<b>\$286.00</b>
611772 130807	R174 01-0000-620-1200-1000-5800-0000-0	890906-2	PREMIER AGENDAS, INC		4,679.57
			<b>Warrant Total</b>		<b>\$4,679.57</b>
611773 131416 131416	R174 01-0000-560-1270-1000-4310-0000-0 01-0000-560-1270-1000-4310-0000-0	091832	Palos Sports		575.59 101.94
			<b>Warrant Total</b>		<b>\$677.53</b>
611774 131573	R174 01-0045-400-1315-4200-5800-0000-0	090640	REEDLEY HIGH SCHOOL		160.00
			<b>Warrant Total</b>		<b>\$160.00</b>
611775 131623	R174 01-0000-490-1300-4100-5800-1010-0	090458	MADERA COUNTY SCHOOLS FOUNDATION		110.00
			<b>Warrant Total</b>		<b>\$110.00</b>
611776 131635	R174 01-3725-400-1300-2140-5801-0000-3	091894	Peer Resource Training & Consulting		2,769.34
			<b>Warrant Total</b>		<b>\$2,769.34</b>
611777 131632 131632 131632	R174 01-0000-490-1315-4200-5440-0000-0 01-0000-400-1315-4200-5440-0000-0 01-0000-260-1110-1000-5440-5600-0	920558	MYERS-STEVENSON & TOOHEY & CO., INC.		2,619.84 2,619.84 2,839.00
			<b>Warrant Total</b>		<b>\$8,078.68</b>
611778 131643	R174 01-0000-260-1110-2130-5800-6220-0	037775	MADERA TRIBUNE	CUST#09100023-000	295.12
			<b>Warrant Total</b>		<b>\$295.12</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611779	R174	984010-3	GALLS, AN ARAMARK CO		
130297	01-0000-260-0000-8300-4300-2550-0				68.04
130297	01-0000-260-0000-8300-4300-2550-0				147.45
130297	01-0000-260-0000-8300-5805-2550-0				105.28
			<b>Warrant Total</b>		<b>\$320.77</b>
611780	R174	890789	ROOSEVELT HIGH SCHOOL		
131606	01-0045-400-1315-4200-5800-0000-0		37 RUNNERS x \$6 ea		222.00
			<b>Warrant Total</b>		<b>\$222.00</b>
611781	R175	026076-1	GRAINGER		
131581	01-7230-280-0000-3600-4300-6930-0				160.17
131581	01-7230-280-0000-3600-4300-6930-0				179.34
			<b>Warrant Total</b>		<b>\$339.51</b>
611782	R175	025024-1	GEORGE'S AUTO SUPPLY, INC		
130042	01-8150-450-0000-8110-4300-0000-0				14.55
130042	01-8150-450-0000-8110-4300-0000-0				273.21
130042	01-8150-450-0000-8110-4300-0000-0				6.86
130042	01-8150-450-0000-8110-4300-0000-0				1,347.44
130042	01-8150-450-0000-8110-4300-0000-0				52.53
130042	01-8150-450-0000-8110-4300-0000-0				3.21
130042	01-8150-450-0000-8110-4300-0000-0				7.01
			<b>Warrant Total</b>		<b>\$1,704.81</b>
611783	R175	091143	GOLF CAR CENTRAL SERVICE		
130044	01-8150-450-0000-8110-4300-0000-0				14.01
130044	01-8150-450-0000-8110-4300-0000-0				62.39
130044	01-8150-450-0000-8110-4300-0000-0				450.40
130044	01-8150-450-0000-8110-5640-0000-0				280.00
130044	01-8150-450-0000-8110-5640-0000-0				45.00
130044	01-8150-450-0000-8110-5640-0000-0				55.00
130044	01-8150-450-0000-8110-5640-0000-0				75.00
			<b>Warrant Total</b>		<b>\$981.80</b>
611784	R175	984010-3	GALLS, AN ARAMARK CO		
130297	01-0000-260-0000-8300-4300-2550-0				128.34
			<b>Warrant Total</b>		<b>\$128.34</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611785	R175	029179	THE HORN SHOP		
130736	01-1100-260-1255-1000-5800-6250-0				12.00
130736	01-1100-260-1255-1000-5800-6250-0				37.00
130736	01-1100-260-1255-1000-5800-6250-0				36.89
130736	01-1100-260-1255-1000-5800-6250-0				204.73
130736	01-1100-260-1255-1000-5800-6250-0				99.13
130736	01-1100-260-1255-1000-5800-6250-0				314.78
130736	01-1100-260-1255-1000-5800-6250-0				287.20
130736	01-1100-260-1255-1000-5800-6250-0				251.33
130736	01-1100-260-1255-1000-5800-6250-0				427.32
130736	01-1100-260-1255-1000-5800-6250-0				773.62
130736	01-1100-260-1255-1000-5800-6250-0				1,733.50
130933	01-1100-260-1255-1000-4310-6250-0				142.18
131524	01-1100-260-1255-1000-4310-6250-0				100.80
131524	01-1100-260-1255-1000-4310-6250-0				173.48
			<b>Warrant Total</b>		<b>\$4,593.96</b>
611786	R175	910280	HOLIDAY'S AUTO SPECIALTIES, INC.		
130341	01-7230-000-0000-0000-9320-0000-0				5.39
130341	01-7230-280-0000-3600-5640-6930-0				589.73
130341	01-7230-280-0000-3600-5640-6930-0				80.56
130341	01-7230-280-0000-3600-5640-6930-0				75.00
130341	01-7230-280-0000-3600-5640-6930-0				1,991.59
			<b>Warrant Total</b>		<b>\$2,742.27</b>
611787	R175	042629	J W MYERS, INC		
130053	01-8150-450-0000-8110-4300-0000-0				110.16
			<b>Warrant Total</b>		<b>\$110.16</b>
611788	R175	047438-1	J W PEPPER & SON		
130654	01-0000-400-1355-1000-4310-2320-0				402.60
			<b>Warrant Total</b>		<b>\$402.60</b>
611789	R175	091837	Industrial Caster		
131096	01-8150-450-0000-8110-4300-0000-0				162.57
			<b>Warrant Total</b>		<b>\$162.57</b>
611790	R175	029605	IDEAL SAW WORKS		
130052	01-8150-450-0000-8110-4300-0000-0				25.75
			<b>Warrant Total</b>		<b>\$25.75</b>
611791	R175	090058	JOHNSTONE SUPPLY		
130056	01-8150-450-0000-8110-4300-0000-0				131.01
130056	01-8150-450-0000-8110-4300-0000-0				45.35
130056	01-8150-450-0000-8110-4300-0000-0				55.05
130056	01-8150-450-0000-8110-4300-0000-0				23.69
			<b>Warrant Total</b>		<b>\$255.10</b>
611792	R175	091843	Loss Protection and Investigations, Inc.		
131223	01-0000-260-0000-7200-5800-5600-0				94.00
			<b>Warrant Total</b>		<b>\$94.00</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611793	R175	091851	Live Scan Fresno		
131265	11-0010-260-4110-1000-5800-0000-0				676.00
			<b>Warrant Total</b>		<b>\$676.00</b>
611794	R175	987570	MADERA AUTO CENTER		
130347	01-7230-280-0000-3600-5640-6930-0				338.61
130347	01-7230-000-0000-0000-9320-0000-0				88.81
130347	01-7230-000-0000-0000-9320-0000-0				7.08
			<b>Warrant Total</b>		<b>\$434.50</b>
611795	R175	091854	Mammoth Oxygen		
131290	01-0000-490-1305-1000-4310-0000-0				312.48
131290	01-0000-490-1305-1000-4310-0000-0				167.01
			<b>Warrant Total</b>		<b>\$479.49</b>
611796	R175	090070-2	MWE		
130271	01-8150-450-0000-8110-4300-0000-0				155.46
			<b>Warrant Total</b>		<b>\$155.46</b>
611797	R175	091817	MICHCO		
130852	01-8150-450-0000-8110-4300-0000-0				353.21
			<b>Warrant Total</b>		<b>\$353.21</b>
611798	R175	900900	N V B EQUIPMENT		
130353	01-7230-280-0000-3600-5640-6930-0				2,862.98
			<b>Warrant Total</b>		<b>\$2,862.98</b>
611799	R175	090981-1	O'REILLY AUTOMOTIVE, INC		
130356	01-7230-000-0000-0000-9320-0000-0				258.31
130356	01-7230-280-0000-3600-4300-6930-0				39.86
			<b>Warrant Total</b>		<b>\$298.17</b>
611800	R175	091385-1	NEXEO SOLUTIONS		
130084	01-8150-450-0000-8110-4300-0000-0				1,600.57
			<b>Warrant Total</b>		<b>\$1,600.57</b>
611801	R175	091398	NAPA AUTO PARTS		
130351	01-7230-000-0000-0000-9320-0000-0				184.22
			<b>Warrant Total</b>		<b>\$184.22</b>
611802	R175	936490-1	QUALITY PRODUCTS		
131258	01-9170-670-1249-2422-4200-0000-0				417.93
			<b>Warrant Total</b>		<b>\$417.93</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611803	R175	890963-1	REFRIGERATION SUPPLIES DIST.		
130093	01-8150-450-0000-8110-4300-0000-0				132.81
130093	01-8150-450-0000-8110-4300-0000-0				278.97
130093	01-8150-450-0000-8110-4300-0000-0				80.47
130093	01-8150-450-0000-8110-4300-0000-0				1,073.95
130093	01-8150-450-0000-8110-4300-0000-0				319.01
130093	01-8150-450-0000-8110-4300-0000-0				102.95
130093	01-8150-450-0000-8110-4300-0000-0				151.93
130093	01-8150-450-0000-8110-4300-0000-0				120.57
130093	01-8150-450-0000-8110-4300-0000-0				237.76
130093	01-8150-450-0000-8110-4300-0000-0				49.32
130093	01-8150-450-0000-8110-4300-0000-0				1,052.13
130093	01-8150-450-0000-8110-4300-0000-0				32.08
130093	01-8150-450-0000-8110-4300-0000-0				313.87
			<b>Warrant Total</b>		<b>\$3,945.82</b>
611804	R175	995890	IMAGE 2000		
131441	01-8150-450-0000-8110-4400-0000-0				3,361.80
			<b>Warrant Total</b>		<b>\$3,361.80</b>
611805	R175	025024-1	GEORGE'S AUTO SUPPLY, INC		
130337	01-7230-000-0000-0000-9320-0000-0				1,297.75
130337	01-7230-280-0000-3600-4300-6930-0				26.92
			<b>Warrant Total</b>		<b>\$1,324.67</b>
611806	R175	901890-1	GOTTSCHALK MUSIC CENTER		
130738	01-1100-260-1255-1000-5800-6250-0				50.00
130738	01-1100-260-1255-1000-5800-6250-0				50.00
			<b>Warrant Total</b>		<b>\$100.00</b>
611807	R175	965600-1	K.W. SOLUTIONS, INC.		
131364	01-0000-440-0000-8210-4300-0000-0				208.55
			<b>Warrant Total</b>		<b>\$208.55</b>
611808	R176	149	ROSEMARY G. ANGELES		
	13-5310-260-0000-3700-5230-0000-0				129.87
			<b>Warrant Total</b>		<b>\$129.87</b>
611809	R176	231	JOANN ARTER		
	13-5310-260-0000-3700-5230-0000-0				61.05
			<b>Warrant Total</b>		<b>\$61.05</b>
611810	R176	232	LORETTA RENEE ARTER		
	13-5310-260-0000-3700-5230-0000-0				353.26
			<b>Warrant Total</b>		<b>\$353.26</b>
611811	R176	250	BRENDA ATKINS		
	13-5310-260-0000-3700-5230-0000-0				89.91
			<b>Warrant Total</b>		<b>\$89.91</b>
611812	R176	430	GLORIA BECK		
	13-5310-260-0000-3700-5230-0000-0				83.92
			<b>Warrant Total</b>		<b>\$83.92</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
611813	R176	5731	RHODA D. BLACK		
			13-5310-260-0000-3700-5230-0000-0		7.77
				<b>Warrant Total</b>	<b>\$7.77</b>
611814	R176	7990	CHARLENE V CANE		
			13-5310-260-0000-3700-5230-0000-0		74.49
				<b>Warrant Total</b>	<b>\$74.49</b>
611815	R176	905	CONNIE CHAMBERS		
			13-5310-260-0000-3700-5230-0000-0		36.63
				<b>Warrant Total</b>	<b>\$36.63</b>
611816	R176	1010	KAREN CLINTON		
			13-5310-260-0000-3700-5230-0000-0		26.64
				<b>Warrant Total</b>	<b>\$26.64</b>
611817	R176	7255	MARIA GUADALUPE CORNIER		
			13-5310-260-0000-3700-5230-0000-0		62.55
				<b>Warrant Total</b>	<b>\$62.55</b>
611818	R176	1110	MARY HELEN CORTEZ		
			13-5310-260-0000-3700-5230-0000-0		46.62
				<b>Warrant Total</b>	<b>\$46.62</b>
611819	R176	1234	BRENDA DANIELS		
			13-5310-260-0000-3700-5230-0000-0		27.75
				<b>Warrant Total</b>	<b>\$27.75</b>
611820	R176	1206	MARILYN F DAVI		
			13-5310-260-0000-3700-5230-0000-0		126.54
				<b>Warrant Total</b>	<b>\$126.54</b>
611821	R176	1298	TERESA DELEIJA		
			13-5310-260-0000-3700-5230-0000-0		88.25
				<b>Warrant Total</b>	<b>\$88.25</b>
611822	R176	8053	LUCELINDA E DINIS		
			13-5310-260-0000-3700-5230-0000-0		21.98
				<b>Warrant Total</b>	<b>\$21.98</b>
611823	R176	9062	MARIA FLORES		
			13-5310-260-0000-3700-5230-0000-0		23.20
				<b>Warrant Total</b>	<b>\$23.20</b>
611824	R176	9658	DARLENE JEANETTE GARCIA		
			13-5310-260-0000-3700-5230-0000-0		24.42
				<b>Warrant Total</b>	<b>\$24.42</b>
611825	R176	1848	DORA A GARCIA		
			13-5310-260-0000-3700-5230-0000-0		124.32
				<b>Warrant Total</b>	<b>\$124.32</b>
611826	R176	9054	IRMA GURROLA		
			13-5310-260-0000-3700-5230-0000-0		42.18
				<b>Warrant Total</b>	<b>\$42.18</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611827	R176	9975	ADELINA CAZARES HUERTA		
	13-5310-260-0000-3700-5230-0000-0				54.95
			<b>Warrant Total</b>		<b>\$54.95</b>
611828	R176	9638	SUZANA JAUREGUI		
	13-5310-260-0000-3700-5230-0000-0				23.20
			<b>Warrant Total</b>		<b>\$23.20</b>
611829	R176	2627	ROSEMARY JIMENEZ		
	13-5310-260-0000-3700-5230-0000-0				25.53
			<b>Warrant Total</b>		<b>\$25.53</b>
611830	R176	2728	JESSICA E KELLEY		
	13-5310-260-0000-3700-5230-0000-0				34.80
			<b>Warrant Total</b>		<b>\$34.80</b>
611831	R176	8415	LYNN KELLEY		
	13-5310-260-0000-3700-5230-0000-0				32.25
			<b>Warrant Total</b>		<b>\$32.25</b>
611832	R176	3032	JOSIE G. LOPEZ		
	13-5310-260-0000-3700-5230-0000-0				75.48
			<b>Warrant Total</b>		<b>\$75.48</b>
611833	R176	8151	NORMA L LOPEZ		
	13-5310-260-0000-3700-5230-0000-0				88.80
			<b>Warrant Total</b>		<b>\$88.80</b>
611834	R176	8056	FRANCISCO V MAGOS		
	13-5310-260-0000-3700-5230-0000-0				6.66
			<b>Warrant Total</b>		<b>\$6.66</b>
611835	R176	9978	MONALISA JESSICA MATA		
	13-5310-260-0000-3700-5230-0000-0				6.72
			<b>Warrant Total</b>		<b>\$6.72</b>
611836	R176	8172	MARIA L MEDINA		
	13-5310-260-0000-3700-5230-0000-0				15.54
			<b>Warrant Total</b>		<b>\$15.54</b>
611837	R176	7204	VALERIE MILES-MATTINGLY		
	13-5310-260-0000-3700-5230-0000-0				26.64
			<b>Warrant Total</b>		<b>\$26.64</b>
611838	R176	5756	ANGELA R MIRELEZ		
	13-5310-260-0000-3700-5230-0000-0				51.62
			<b>Warrant Total</b>		<b>\$51.62</b>
611839	R176	3530	MARSHA MOMARY		
	13-5310-260-0000-3700-5230-0000-0				85.42
			<b>Warrant Total</b>		<b>\$85.42</b>
611840	R176	7152	MARICELA MORENO		
	13-5310-260-0000-3700-5230-0000-0				46.62
			<b>Warrant Total</b>		<b>\$46.62</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr# PO #	Register # Account #	Payee #	Payee Name	Description	Amount
611841	R176	3831	ISABEL ORNELAS		
			13-5310-260-0000-3700-5230-0000-0		79.26
			<b>Warrant Total</b>		<b>\$79.26</b>
611842	R176	7850	KIMBERLY S. PEDROZA		
			13-5310-260-0000-3700-5230-0000-0		8.88
			<b>Warrant Total</b>		<b>\$8.88</b>
611843	R176	4093	LYNDA POWELL		
			13-5310-260-0000-3700-5230-0000-0		94.91
			<b>Warrant Total</b>		<b>\$94.91</b>
611844	R176	4462	PATRICIA RODRIGUEZ		
			13-5310-260-0000-3700-5230-0000-0		32.97
			<b>Warrant Total</b>		<b>\$32.97</b>
611845	R176	4445	KATHY A. RODRIGUEZ		
			13-5310-260-0000-3700-5230-0000-0		23.31
			<b>Warrant Total</b>		<b>\$23.31</b>
611846	R176	4518	PETER M. ROQUE		
			13-5310-260-0000-3700-5230-0000-0		159.84
			<b>Warrant Total</b>		<b>\$159.84</b>
611847	R176	4576	KIMBERLY RUSSELL		
			13-5310-260-0000-3700-5230-0000-0		18.65
			<b>Warrant Total</b>		<b>\$18.65</b>
611848	R176	7973	FABIEN SAMORA		
			13-5310-260-0000-3700-5230-0000-0		18.87
			<b>Warrant Total</b>		<b>\$18.87</b>
611849	R176	4415	ARLENE SAUCEDA		
			13-5310-260-0000-3700-5230-0000-0		368.75
			<b>Warrant Total</b>		<b>\$368.75</b>
611850	R176	5565	MICHAEL WILLIAMS		
			13-5310-260-0000-3700-5230-0000-0		126.54
			<b>Warrant Total</b>		<b>\$126.54</b>
611851	R177	965440	BARROWS		
			01-0000-000-0000-0000-9509-0000-0		675.00
			<b>Warrant Total</b>		<b>\$675.00</b>
611852	R178	965440	BARROWS		
131596			01-0000-260-0000-7390-5890-6950-0		475.00
			<b>Warrant Total</b>		<b>\$475.00</b>
611853	R178	929350	ACCREDITING COMMISSION		
131536			01-0000-490-1300-2700-5803-2700-0	MSHS	750.00
			<b>Warrant Total</b>		<b>\$750.00</b>
611854	R178	090008	ADVANCED ENGINES		
131565			01-7230-280-0000-3600-5640-6930-0		35.00
131565			01-7230-280-0000-3600-5640-6930-0		60.00
			<b>Warrant Total</b>		<b>\$95.00</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611855	R178	924810	ANDY'S SPORTS		
131582	01-7230-280-0000-3600-5800-6930-0				400.83
			<b>Warrant Total</b>		<b>\$400.83</b>
611856	R178	090096	AXIOM ADVISORS & CONSULTANTS		
131555	01-0510-260-0000-7200-5885-9910-0				4,750.00
131556	01-0510-260-0000-3130-5885-0000-0				13,800.00
			<b>Warrant Total</b>		<b>\$18,550.00</b>
611857	R178	920492-1	B&H PHOTO-VIDEO		
131438	01-3010-560-1200-1000-4385-4250-2				199.85
			<b>Warrant Total</b>		<b>\$199.85</b>
611858	R178	982961-1	CRMA		
131533	01-9316-400-0000-8500-5460-0000-0		J street coverage		3,500.00
			<b>Warrant Total</b>		<b>\$3,500.00</b>
611859	R178	941600	DEPARTMENT OF GENERAL SERVICES		
131641	01-0000-260-0000-7400-5840-5260-0		acct#OR6398		80.00
			<b>Warrant Total</b>		<b>\$80.00</b>
611860	R178	091284	CALIFORNIA VISION TECHNOLOGIES		
131443	01-3010-400-1300-1000-4485-4250-3				3,992.54
			<b>Warrant Total</b>		<b>\$3,992.54</b>
611861	R178	010914	CALLOWAY HOUSE INC.		
131593	01-0000-560-1200-2700-4300-0000-0				23.91
			<b>Warrant Total</b>		<b>\$23.91</b>
611862	R178	012080	CENTRAL JANITOR'S SUPPLY CO.		
131215	01-0000-000-0000-0000-9320-0000-0				2,059.10
			<b>Warrant Total</b>		<b>\$2,059.10</b>
611863	R178	013903	CLOVIS HIGH SCHOOL		
131546	01-0045-400-1315-4200-5800-0000-0		frosh/jv basketball		800.00
131587	01-0045-400-1315-4200-5800-0000-0		girls jv/frosh basketball		300.00
			<b>Warrant Total</b>		<b>\$1,100.00</b>
611864	R178	013917	CLOVIS WEST HIGH		
131548	01-0045-400-1315-4200-5800-0000-0		showdown		300.00
			<b>Warrant Total</b>		<b>\$300.00</b>
611865	R178	091778	Community Matters		
130128	01-3725-400-1300-1000-5800-0000-2		balance due		511.61
			<b>Warrant Total</b>		<b>\$511.61</b>
611866	R178	959340-1	CPI		
131645	01-5640-260-0000-3120-5800-6640-1				125.00
			<b>Warrant Total</b>		<b>\$125.00</b>
611867	R178	923001	CREATIVE COPY		
131583	01-7230-280-0000-3600-5800-6940-0				58.88
			<b>Warrant Total</b>		<b>\$58.88</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611868	R178	920367-1	DISCOUNT SCHOOL SUPPLY		
131405	01-0000-670-1200-1000-4310-0000-0				343.22
			<b>Warrant Total</b>		<b>\$343.22</b>
611869	R178	948030-1	EDUCATIONAL DATA SYSTEMS, INC		
131299	01-0000-260-1110-1000-5800-6040-0				3,579.25
			<b>Warrant Total</b>		<b>\$3,579.25</b>
611870	R178	090950	ELECOM WEST		
130536	14-0010-560-0000-8500-6200-0000-0				11,308.50
			<b>Warrant Total</b>		<b>\$11,308.50</b>
611871	R178	967710	EAGLE MEDICAL		
131515	01-9665-410-7110-1000-5800-8710-0				235.00
			<b>Warrant Total</b>		<b>\$235.00</b>
611872	R178	937140-1	ENVIROCLEAN SANITATION SUPPLY		
131519	25-9125-440-0000-8510-4300-0000-0				172.40
			<b>Warrant Total</b>		<b>\$172.40</b>
611873	R178	950340-1	ETA hand2mind		
131457	01-7090-600-1200-1000-4310-0000-0				1,137.57
			<b>Warrant Total</b>		<b>\$1,137.57</b>
611874	R178	941220-1	FISHER SCIENTIFIC		
131380	01-0000-400-1345-1000-4310-2150-0				176.32
			<b>Warrant Total</b>		<b>\$176.32</b>
611875	R178	942750-1	Flaghouse Inc		
131415	01-0000-560-1270-1000-4310-0000-0				166.13
			<b>Warrant Total</b>		<b>\$166.13</b>
611876	R178	984860-1	FOLLETT LIBRARY RESOURCES		
131231	01-3010-620-1200-1000-4200-4200-3				1,472.73
			<b>Warrant Total</b>		<b>\$1,472.73</b>
611877	R178	939870	DIVISION OF STATE ARCHITECT		
131680	40-0000-460-0000-8100-5800-0000-0		monroe		500.00
			<b>Warrant Total</b>		<b>\$500.00</b>
611878	R178	023699-1	FRESNO OXYGEN		
131289	01-0000-490-1305-1000-4310-0000-0				328.35
			<b>Warrant Total</b>		<b>\$328.35</b>
611879	R178	003457-1	APPLE COMPUTER, INC		
131349	01-3010-420-1200-1000-4485-4200-2				7,194.45
131349	01-3010-420-1200-1000-4485-4200-2				1,869.92
131349	01-3010-420-1200-1000-4485-4200-2				6,230.24
			<b>Warrant Total</b>		<b>\$15,294.61</b>
611880	R179	977910-1	AmeriPride Uniform Services		
130674	01-0000-400-0000-8210-4300-0000-0				145.19
130674	01-0000-400-0000-8210-4300-0000-0				145.19
			<b>Warrant Total</b>		<b>\$290.38</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611881	R179	914720-1	AMERIPRIDE UNIFORM SERVICES		
130617	01-0000-490-0000-8210-5800-0000-0				126.11
130617	01-0000-490-0000-8210-5800-0000-0				126.11
131372	01-0000-450-0000-8200-5800-0000-0				380.31
131372	01-0000-450-0000-8200-5800-0000-0				380.31
131372	01-0000-450-0000-8200-5800-0000-0				380.31
131372	01-0000-450-0000-8200-5800-0000-0				380.31
<b>Warrant Total</b>					<b>\$1,773.46</b>
611882	R179	941530	ATKINSON, ANDELSON, LOYA,		
131677	01-0605-260-0000-7200-5840-5270-0				34.88
131677	01-0510-260-0000-7200-5840-9910-0				4,339.61
131677	01-0000-260-0000-7200-5840-5600-0				12,301.51
<b>Warrant Total</b>					<b>\$16,676.00</b>
611883	R179	090127	BAILEY, BARBARA		
130808	11-3555-260-4110-1000-5800-0000-0		outreach consultant		416.67
130808	11-3905-260-4110-1000-5800-0000-0		outreach consultant		633.33
<b>Warrant Total</b>					<b>\$1,050.00</b>
611884	R179	999420	BOARD OF EQUALIZATION - FUEL		
130322	01-7230-280-0000-3600-5880-6930-0		Jly-Sep 2012		931.32
<b>Warrant Total</b>					<b>\$931.32</b>
611885	R179	090096	AXIOM ADVISORS & CONSULTANTS		
131554	01-0510-260-0000-7200-5800-5600-0				5,058.75
<b>Warrant Total</b>					<b>\$5,058.75</b>
611886	R179	091825	California Teaching Fellows Foundation		
130954	01-6010-290-1200-1000-5100-0735-0		alpha		7,343.00
130943	01-6010-580-1200-1000-5100-0735-0		washington		7,343.00
130955	01-6010-310-1200-1000-5100-0735-0		berenda		7,343.00
130958	01-6010-320-1200-1000-5100-0735-0		dixieland		8,468.60
130956	01-6010-630-1200-1000-5100-0735-0		cesar chavez		7,343.00
130957	01-6010-600-1200-1000-5100-0735-0		desmond		8,859.00
130951	01-6010-420-1200-1000-5100-0735-0		madison		7,343.00
130948	01-6010-460-1200-1000-5100-0735-0		monroe		7,343.00
130945	01-6010-650-1200-1000-5100-0735-0		pershing		7,343.00
130961	01-6010-380-1200-1000-5100-0735-0		la vina		8,468.60
130950	01-6010-390-1200-1000-5100-0735-0		mlk		8,859.00
130949	01-6010-440-1200-1000-5100-0735-0		millview		7,343.00
130947	01-6010-620-1200-1000-5100-0735-0		nishimoto		7,343.00
130946	01-6010-670-1200-1000-5100-0735-0		parkwood		7,343.00
130944	01-6010-520-1200-1000-5100-0735-0		sierra vista		7,343.00
130953	01-3010-300-1200-1000-5100-0735-2		adams		7,343.00
130959	01-3010-360-1200-1000-5100-0735-2		howard		6,565.40
130952	01-3010-470-1200-1000-5100-0735-2		lincoln		6,565.40
130960	01-3010-560-1200-1000-5100-0735-2		jefferson		6,992.60
<b>Warrant Total</b>					<b>\$142,894.60</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #				
611887	R179	090579-1	CALSTRS/JEM		
131553	01-0000-260-0000-7200-5890-5600-0			Aug.2012	856.00
				<b>Warrant Total</b>	<b>\$856.00</b>
611888	R179	916950	CENTRAL VALLEY PRESORT		
130399	01-3010-260-1110-2495-5800-4870-3				1,130.80
130399	01-3010-260-1110-2495-5910-4870-3				1,130.81
				<b>Warrant Total</b>	<b>\$2,261.61</b>
611889	R179	016100	CUMMINS-WEST INC.		
130327	01-7230-280-0000-3600-5640-6930-0				735.21
130327	01-7230-000-0000-0000-9320-0000-0				123.94
				<b>Warrant Total</b>	<b>\$859.15</b>
611890	R179	091754	Educational Furniture & Equipment Co.		
130488	01-0000-600-1200-1000-4400-0000-0				5,363.87
				<b>Warrant Total</b>	<b>\$5,363.87</b>
611891	R179	937140-1	ENVIROCLEAN SANITATION SUPPLY		
131486	01-0000-000-0000-0000-9320-0000-0				630.34
131253	01-0000-400-0000-8210-4300-0000-0				237.05
				<b>Warrant Total</b>	<b>\$867.39</b>
611892	R179	021875	FEDERAL EXPRESS CORP.		
131225	01-0000-260-0000-7200-5910-5600-0				39.25
				<b>Warrant Total</b>	<b>\$39.25</b>
611893	R179	091220	Funk, Kathryn Elizabeth		
131397	01-5640-260-0000-3140-5800-0000-1			mass screening	3,822.00
				<b>Warrant Total</b>	<b>\$3,822.00</b>
611894	R180	951810	ACC BUSINESS		
130190	13-5310-260-0000-3700-5920-0000-0				50.39
				<b>Warrant Total</b>	<b>\$50.39</b>
611895	R180	920053	Advance Pierre Foods		
130209	13-5310-000-0000-0000-9320-0000-0				4,131.28
				<b>Warrant Total</b>	<b>\$4,131.28</b>
611896	R180	893200	BAKER DISTRBUTING CO		
130192	13-5310-400-0000-8110-5640-0000-0				364.38
				<b>Warrant Total</b>	<b>\$364.38</b>
611897	R180	091808	Better Life Brand Apparel		
130737	13-5310-260-0000-3700-4370-0000-0				1,649.44
				<b>Warrant Total</b>	<b>\$1,649.44</b>
611898	R180	090732	Cargill, Inc		
130193	13-5310-000-0000-0000-9320-0000-0				7,366.73
				<b>Warrant Total</b>	<b>\$7,366.73</b>
611899	R180	090670	Case Parts Company		
130194	13-5310-260-0000-8110-5640-9260-0				297.95
130194	13-5310-600-0000-8110-5640-0000-0				76.44
				<b>Warrant Total</b>	<b>\$374.39</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611900	R180	948640	COCA COLA BOTTLING OF CA		
130195	13-5310-000-0000-0000-9320-0000-0				2,333.52
130195	13-5310-260-0202-3700-4700-0000-0				10,951.71
			<b>Warrant Total</b>		<b>\$13,285.23</b>
611901	R180	890180	CULLIGAN BOTTLED WATER		
130196	13-5310-260-0000-3700-5800-0000-0				101.44
			<b>Warrant Total</b>		<b>\$101.44</b>
611902	R180	925560	DANIELSEN CO.		
130197	13-5310-000-0000-0000-9320-0000-0				155,630.59
			<b>Warrant Total</b>		<b>\$155,630.59</b>
611903	R180	090222	Diamond Locksmiths		
131608	13-5310-260-0000-8110-5640-0000-0				16.38
			<b>Warrant Total</b>		<b>\$16.38</b>
611904	R180	920213	DON LEE FARMS		
130198	13-5310-000-0000-0000-9320-0000-0				1,621.58
			<b>Warrant Total</b>		<b>\$1,621.58</b>
611905	R180	053414	EARTH GRAINS		
130199	13-5310-260-0000-3700-4705-0000-0				8,059.01
			<b>Warrant Total</b>		<b>\$8,059.01</b>
611906	R180	977640	FOCUS PACKAGING		
130200	13-5310-000-0000-0000-9320-0000-0				3,988.26
			<b>Warrant Total</b>		<b>\$3,988.26</b>
611907	R180	090582	G.A. SYSTEMS, INC		
131609	13-5310-390-0000-8110-5640-0000-0				81.24
			<b>Warrant Total</b>		<b>\$81.24</b>
611908	R180	024752	GENERAL BUILDERS SUPPLY CO.		
130202	13-5310-390-0000-8110-5640-0000-0				2.62
130202	13-5310-400-0000-8110-5640-0000-0				29.38
130202	13-5310-260-0000-8110-5640-9260-0				114.29
130202	13-5310-600-0000-8110-5640-0000-0				55.49
			<b>Warrant Total</b>		<b>\$201.78</b>
611909	R180	938860	GOLD STAR FOODS		
130203	13-5310-000-0000-0000-9320-0000-0				21,617.54
			<b>Warrant Total</b>		<b>\$21,617.54</b>
611910	R180	091893	Heartland Payment Systems, Inc.		
131613	13-5310-260-0000-3700-6500-0000-0				436.39
131614	13-5310-260-0000-3700-5200-0000-0				450.00
			<b>Warrant Total</b>		<b>\$886.39</b>
611911	R180	995890	IMAGE 2000		
130204	13-5310-260-0000-3700-5650-0000-0				423.54
			<b>Warrant Total</b>		<b>\$423.54</b>

**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611912	R180	090661	INNOVATION COMMERCIAL FLOORING INC.		
130918	13-5310-260-0000-8110-5640-0000-0				3,696.26
130918	13-5310-260-0000-3700-4400-0000-0				7,701.29
			<b>Warrant Total</b>		<b>\$11,397.55</b>
611913	R180	969830	Integrated Food Service		
131611	13-5310-000-0000-0000-9320-0000-0				3,045.00
			<b>Warrant Total</b>		<b>\$3,045.00</b>
611914	R180	091757	La Tapatia Tortilla		
130223	13-5310-000-0000-0000-9320-0000-0				339.48
			<b>Warrant Total</b>		<b>\$339.48</b>
611915	R180	037570	MADERA PRODUCE		
130205	13-5310-260-0000-3700-4704-0000-0				30,648.75
130205	13-5370-260-0000-3700-4704-0000-0				98,934.40
			<b>Warrant Total</b>		<b>\$129,583.15</b>
611916	R180	037668	MADERA RADIO DISPATCH		
130206	13-5310-260-0000-8110-5640-0000-0				70.15
130206	13-5310-260-0000-3700-5920-0000-0				132.00
			<b>Warrant Total</b>		<b>\$202.15</b>
611917	R180	893720	Mission Linen Supply		
131612	13-5310-000-0000-0000-9320-0000-0				1,422.30
			<b>Warrant Total</b>		<b>\$1,422.30</b>
611918	R180	042629	J W MYERS, INC		
130207	13-5310-260-0000-8110-5640-0000-0				33.33
			<b>Warrant Total</b>		<b>\$33.33</b>
611919	R180	911140	P & D APPLIANCE SERVICE CENTER		
130208	13-5310-260-0000-8110-5640-9260-0				251.88
			<b>Warrant Total</b>		<b>\$251.88</b>
611920	R180	047226	PECKS PRINTERY		
131615	13-5310-260-0000-3700-5800-0000-0				122.84
			<b>Warrant Total</b>		<b>\$122.84</b>
611921	R180	048281	Pitney Bowes		
130225	13-5310-260-0000-3700-4300-0000-0				429.44
130225	13-5310-260-0000-3700-5650-0000-0				22.63
			<b>Warrant Total</b>		<b>\$452.07</b>
611922	R180	989460	PLASTIC PACKAGE INC		
130210	13-5310-000-0000-0000-9320-0000-0				19,718.50
			<b>Warrant Total</b>		<b>\$19,718.50</b>
611923	R180	902080	The Platinum Packaging Group		
130211	13-5310-000-0000-0000-9320-0000-0				14,664.24
			<b>Warrant Total</b>		<b>\$14,664.24</b>
611924	R180	049233	PRODUCER'S DAIRY		
130215	13-5310-260-0000-3700-4701-0000-0				76,133.60
130215	13-5310-260-0000-3700-4702-0000-0				76.19
			<b>Warrant Total</b>		<b>\$76,209.79</b>



**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Check/Warr#	Register #	Payee #	Payee Name		Amount
PO #	Account #		Description		
611925	R180	976120	PURCHASE POWER		
130224	13-5310-260-0000-3700-5910-0000-0				10,000.00
			<b>Warrant Total</b>		<b>\$10,000.00</b>
611926	R180	890963	REFRIGERATION SUPPLY DISTRIBUTOR		
130216	13-5310-260-0000-8110-5640-0000-0				781.15
130216	13-5310-400-0000-8110-5640-0000-0				179.73
130216	13-5310-260-0000-8110-5640-9260-0				24.96
			<b>Warrant Total</b>		<b>\$985.84</b>
611927	R180	091892	Sacramento Rancho Cordova Holiday Inn		
131610	13-5310-260-0000-3700-5200-0000-0				191.16
			<b>Warrant Total</b>		<b>\$191.16</b>
611928	R180	053990	SAVE MART OF MODESTO		
130217	13-5310-260-0000-3700-4703-0000-0				79.45
130217	13-5310-260-0203-3700-4700-0000-0				39.71
130217	13-5310-260-0000-3700-4706-0000-0				35.48
130217	13-5310-260-0000-3700-4700-0000-0				31.91
			<b>Warrant Total</b>		<b>\$186.55</b>
611929	R180	983190	SCHOOL LUNCH PRODUCTS		
130218	13-5310-000-0000-0000-9320-0000-0				158,552.64
			<b>Warrant Total</b>		<b>\$158,552.64</b>
611930	R180	999470	SMART & FINAL		
131616	13-5310-260-0000-3700-4371-0000-0				37.72
			<b>Warrant Total</b>		<b>\$37.72</b>
611931	R180	090131	Sparkletts/Alhambra Waters		
130191	13-5310-260-0000-8200-5530-0000-0				28.26
			<b>Warrant Total</b>		<b>\$28.26</b>
611932	R180	945270	SYSCO FOODSERVICES OF MODESTO		
130219	13-5310-000-0000-0000-9320-0000-0				4,455.99
			<b>Warrant Total</b>		<b>\$4,455.99</b>
611933	R180	059888	TALKINGTON AIR COND.		
130220	13-5310-390-0000-8110-5640-0000-0				220.20
130220	13-5310-400-0000-8110-5640-0000-0				690.00
130220	13-5310-490-0000-8110-5640-0000-0				570.00
130220	13-5310-560-0000-8110-5640-0000-0				120.00
130220	13-5310-600-0000-8110-5640-0000-0				170.00
130220	13-5310-260-0000-8110-5640-9260-0				128.00
130220	13-5310-260-0000-8110-5640-0000-0				182.60
			<b>Warrant Total</b>		<b>\$2,080.80</b>
611934	R180	923970	TYSON FOODS, INC		
131617	13-5310-000-0000-0000-9320-0000-0				29,379.60
			<b>Warrant Total</b>		<b>\$29,379.60</b>
611935	R180	994970	UNISOURCE MAINT SUPPLY SYSTEMS		
130221	13-5310-000-0000-0000-9320-0000-0				4,899.49
			<b>Warrant Total</b>		<b>\$4,899.49</b>

Fiscal Year: 2013  
 Report Date: 10/10/2012

**Madera Unified School District**  
**Commercial Warrant Listing**  
**For Warrants Dated 10/10/12 to 10/10/12**

Page 23 of 23

Check/Warr#	Register #	Payee #	Payee Name		
PO #	Account #		Description		Amount
611936	R180	091784	Wallace Packaging, LLC		
130222	13-5310-000-0000-0000-9320-0000-0				8,694.00
			<b>Warrant Total</b>		<b>\$8,694.00</b>
611937	R180	930980	Wawona Frozen Foods		
131618	13-5310-000-0000-0000-9320-0000-0				4,456.28
			<b>Warrant Total</b>		<b>\$4,456.28</b>
			<b>District Totals</b>	<b>236 Warrants for</b>	<b>\$1,161,782.40</b>

Fund Totals	Amount
01 - General Fund	\$415,459.42
11 - Adult Education	\$1,767.23
12 - Child Development	\$1,465.00
13 - Cafeteria	\$704,340.61
14 - Deferred Maintenance	\$24,209.50
25 - Capital Fac/Developer Fees	\$14,040.64
40 - Special Reserve - Cap Outlay	\$500.00
<b>Total</b>	<b>\$1,161,782.40</b>



## **AGENDA ITEM**

### **MADERA UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2012

**Subject:** Grant Writing Services

**Responsible Staff:** Rosalind Cox, Director of Facilities/Purchasing

**Agenda Placement:** Information & Reports

**Background/ rationale:**

The District issued a Request for Proposal (RFP) for grant writing services to various firms/consultants.

The main objective is for the firm to research, identify and write at the direction of the District for federal, state and private foundation grants.

The District received one proposal from California Consulting. A representative from California Consulting will present their company's services.

**Financial impact:** To be determined.

**Superintendent's recommendation:**

The Superintendent recommends this presentation to the Board.

**Supporting documents attached:** None.