

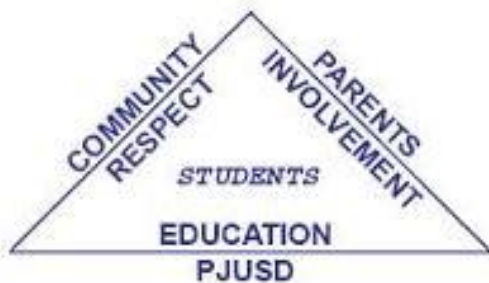
**Pierce Joint Unified School District  
Board of Trustees Regular Meeting**

**Pierce Technology Building  
940A Wildwood Raod  
Arbuckle CA 95912**

**Thursday**

**May 17, 2018**

**6:00 p.m.**



***"Students First"***



**VISION:**

Every student will  
achieve their highest  
educational goals.

**MOTTO:**

Students First!

**Pierce Joint Unified School District**  
**540A 6<sup>th</sup> Street**  
**P.O. Box 239**  
**Arbuckle CA 95912**  
**(530) 476-2892 \* (530) 476-2289 Fax**

**MISSION:**

The Pierce Joint Unified  
School District is committed  
to provide a highly qualified  
staff in a safe and healthy  
learning environment.  
Parents and community  
members are partners in our  
education community.

***BOARD OF TRUSTEES REGULAR MEETING***  
**PIERCE JOINT UNIFIED SCHOOL DISTRICT**  
**PIERCE TECHNOLOGY BUILDING**  
**940A WILDWOOD RD**  
**ARBUCKLE CA 95912**

**THURSDAY      MAY 17, 2018, 2018      6:00 p.m.**

**AGENDA**

**Governing Board**

John Friel, President

Nadine High, Vice President

Amy Charter, Member

George Green, Clerk

Abel Gomez, Member

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 540A 6<sup>th</sup> Street, Arbuckle CA 95912, during normal business hours.

- |   |             |
|---|-------------|
| 1. CALL TO ORDER  | INFORMATION |
| A. <i>Pledge of Allegiance</i>  |             |
| 2. APPROVAL OF AGENDA   | ACTION      |
| 3. HEARING OF THE PUBLIC  | INFORMATION |
| (Speakers will be given three (3) minutes to speak with a twenty (20) minute limit per topic) |             |
| 4. PHS Student Body Representative Report   | REPORT      |
| 5. FFA Recognition of State Awards  |             |
| 6. Celebrate Retiring Employees   |             |
| 7. Adjourn for Refreshments   |             |
| 8. Proceed with Meeting   |             |
| 9. PRINCIPAL'S REPORTS:   | INFORMATION |
| A. Arbuckle Elementary School/Grand Island Elementary School                                  |             |
| B. Lloyd G. Johnson Junior High School  |             |
| C. Pierce High School/Arbuckle Alternative High School  |             |

2017/18 Board Goals:

1. Pierce Joint Unified School District students will graduate high school college and career ready.
2. Pierce Joint Unified School District students will feel a sense of connectedness academically, socially, and physically in their schools.
3. Pierce Joint Unified School District will engage families and members of the greater school community as educational partners.



- |   |             |
|---|-------------|
| 10. REPORTS:  | INFORMATION |
| A. Transportation Report  |             |
| B. Financial System Update  |             |
| C. TCIP Report  |             |
| D. P2 Attendance Report   |             |
| 11. PJUEA (Pierce Joint Unified Educators Association) Report   | INFORMATION |
| 12. CSEA (California School Employees Association) Report   | INFORMATION |
| 13. Consider and approve <b>Teacher Consent Forms for:</b>  | ACTION      |
| <b>A. District-Wide:</b>  |             |
| 1. <b>Kimberly Castro – Independent Study</b>   |             |
| <b>B. Lloyd G. Johnson Junior High School:</b>  |             |
| 1. <b>Cecil Felkins – Academic Advancement</b>  |             |
| 2. <b>Jonah McInnis – Academic Advancement</b>  |             |
| 3. <b>Valerie Vandrey – Academic Advancement</b>  |             |
| 4. <b>Kevin Wolfman – Academic Advancement</b>  |             |
| 5. <b>Mary Reilly – Academic Advancement</b>  |             |
| 6. <b>Amy Hannon-Korynta – Math</b>   |             |
| <b>C. Pierce High School:</b>   |             |
| 1. <b>Scott Burnum – Leadership</b>   |             |
| 2. <b>Carol Keiser – Life Choices</b>   |             |
| 3. <b>Mike Richins – Yearbook</b>   |             |
| 4. <b>Cindy Rohde – Life Choices</b>  |             |
| 5. <b>Max Struble – Life Choices</b>  |             |
| 6. <b>Erin Sweet – Life Choices</b>   |             |
| 14. Consider and approve <b>Declaration of Need for Fully Qualified Educators for the 2018/19 School Year</b>   | ACTION      |
| 15. Consider and approve <b>Annual Statement of Need: 30-Day Substitute and Designated Subjects Career Technical Education 30-Day Substitute Teacher Permits for the 2018/19 School Year</b>  | ACTION      |
| 16. Consider and approve <b>Colusa County Consortium Plan for Serving Expelled Students</b>   | ACTION      |
| 17. Consider and approve <b>Resolution #17/18 – 19: Classification of Fund Balances in Governmental Funds</b>   | ACTION      |
| 18. Consider and approve <b>Resolution #17/18 – 20: Combined Resolution of the Governing Board of the Pierce Joint Unified School District Ordering the Biennial Election, Specifying the Number of Words for Candidate Statements, Requesting Consolidation of the Election, and Determining the Method of Resolving Tie Votes</b> | ACTION      |
| 19. Consider and approve <b>The Cancellation of the July 19, 2018 Regular Board Meeting</b>   | ACTION      |

- 20. Consider and approve **Food Service Director Job Description** ACTION
  
- 21. Consider and approve Consent Agenda: ACTION
  - A. Minutes of April 19, 2018 Regular Board Meeting
  - B. Minutes of April 19, 2018 Special Board Meeting
  - C. Minutes of April 13, 2018 Special Board Meeting
  - D. Warrant List for April 2018
  - E. Interdistrict Transfers:
    - 1. Transferring **OUT** for the 2018/19 School Year:
      - a. Four (4) Students to Woodland CA ((3) continuing)
      - b. Two (2) Students to Davis CA (continuing)
      - c. One (1) Student to Colusa CA (continuing)
    - 2. Transferring **IN** for the 2018/19 School Year:
      - a. Six (6) Students from Williams CA (new)
    - 3. Transferring **OUT** for the 2017/18 School Year:
      - a. One (1) Student to Woodland CA (continuing)
  - F. Contracts:
    - 1. 2018/19 Memorandum of Understanding between the Sutter County Superintendent of Schools Office and Pierce Joint Unified School District for the Tri-County Induction Program for the 2018/19 School Year
    - 2. Memorandum of Understanding between James Marta & Company LLP and Pierce Joint Unified School District for Performance and Financial Audit for 2016 Measure B Bond
    - 3. Agreement for Consulting Services between Eagle Architects and Pierce Joint Unified School District for Future Stadium Bleachers/Press Box at Pierce High School
    - 4. Proposal for Construction Materials Testing & Special Inspection Services between Terracon Consultants, Inc. and Pierce Joint Unified School District for Arbuckle Elementary Site Work Project
  
- 22. BOARD POLICIES: FIRST READING/  
POSSIBLE  
ACTION
  - A. FIRST READING:
    - 1. BP/AR 5132: Dress and Grooming
    - 2. E 5132: Dress and Grooming Application for Exemption – DELETE E
    - 3. AR 5132.1: School Uniform – DELETE AR
  
- 23. Items to be agendized for the next regular meeting:
  
- 24. Superintendent’s Report INFORMATION
  
- 25. Board President’s Report INFORMATION
  
- 26. CLOSED SESSION: ACTION
  - A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

<b>Certification</b>	<b>Position</b>	<b>Status</b>
Classified	Food Service Director	Retiring



Classified	Pool Maintenance Technician	Hiring
Classified	Substitute Para Educator	Hiring
Classified	District Mechanic	Resignation
Certificated	3 <sup>rd</sup> Grade Teacher – AES (2 positions)	Hiring
Certificated	Principal – JJH	Hiring
Certificated	6 <sup>th</sup> Grade Teacher – JJH	Hiring
Coach	Girls’ JV Basketball Coach – PHS	Resignation
Intern	Math Teacher – PHS	Hiring
Coach	JV Volleyball Coach – PHS	Hiring
Coach	Girls’ Varsity Basketball Coach	Hiring
Certificated	U.S. History Teacher – JJH	Hiring
Certificated	P.E. Teacher – AES	Resignation
Classified	Utility Technician – District	Resignation
Classified	District Mechanic	Hiring
Certificated	Principal – Summer School	Hiring
Classified	Administrative Assistant – Summer School	Hiring
Classified	Para Educator – Summer School	Hiring
Certificated	Kindergarten Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	9 <sup>th</sup> – 12 <sup>th</sup> Grade Teacher – Summer School	Hiring

- B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code 54956.9 – One Case
- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION for discussion regarding Superintendent’s Evaluation

27. OPEN SESSION – REPORT ACTION TAKEN IN CLOSED SESSION:

ACTION

- A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

<b>Certification</b>	<b>Position</b>	<b>Status</b>
Classified	Food Service Director	Retiring
Classified	Pool Maintenance Technician	Hiring
Classified	Substitute Para Educator	Hiring

Classified	District Mechanic	Resignation
Certificated	3 <sup>rd</sup> Grade Teacher – AES (2 positions)	Hiring
Certificated	Principal – JJH	Hiring
Certificated	6 <sup>th</sup> Grade Teacher – JJH	Hiring
Coach	Girls’ JV Basketball Coach – PHS	Resignation
Intern	Math Teacher – PHS	Hiring
Coach	JV Volleyball Coach – PHS	Hiring
Coach	Girls’ Varsity Basketball Coach	Hiring
Certificated	U.S. History Teacher – JJH	Hiring
Certificated	P.E. Teacher – AES	Resignation
Classified	Utility Technician – District	Resignation
Classified	District Mechanic	Hiring
Certificated	Principal – Summer School	Hiring
Classified	Administrative Assistant – Summer School	Hiring
Classified	Para Educator – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	Teacher – Summer School	Hiring
Certificated	9 <sup>th</sup> – 12 <sup>th</sup> Grade Teacher – Summer School	Hiring

- B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release
  
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code 54956.9 – One Case
  
- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION for discussion regarding Superintendent’s evaluation

28. ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact our office at (530) 476-2892 x13000. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: All Grade Level: K-12

Teacher: Kimberly Castro SS#: xxx-xx-3430

Credential Held: Clear Single Subject: English (Examination) Foreign Language: Spanish

1. Assignment: Independent Study Legal Authorization per EC or T5: EC 44865(k)

I mutually agree and consent to this assignment.

Teachers Signature: Kimberly Castro Date: 5/2/18

Printed/Typed Name: Kimberly Castro



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Johnson Junior High School Grade Level: 7-8

Teacher: Cecil Felkins SS#: xxx-xx-7218

Credential Held: Clear Single Subject: Social Science (Examination)  
Supplementary Authorization-Intro PE

1. Assignment: Academic Advancement Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature:  Date 05/04/18

Printed/Typed Name: Cecil Felkins



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Johnson Junior High School Grade Level: 7-8

Teacher: Jonah McInnis SS#: xxx-xx-5210

Credential Held: Preliminary Single Subject: Social Science

1. Assignment: Academic Advancement Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature:  Date: 5/1/2018

Printed/Typed Name: Jonah McInnis



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Johnson Junior High School Grade Level: 7-8

Teacher: Valerie Vandrey SS#: xxx-xx-9957

Credential Held: Clear Single Subject: English

1. Assignment: Academic Advancement Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature: Valerie Vandrey Date: 5/1/18

Printed/Typed Name: Valerie Vandrey



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

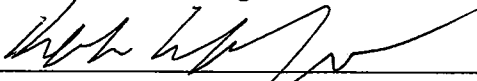
School Site: Johnson Junior High School Grade Level: 7-8

Teacher: Kevin Wolfman SS#: xxx-xx-5697

Credential Held: Preliminary Single Subject: Social Science (Examination)

1. Assignment: Academic Advancement Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature:  Date: 8/30/2018

Printed/Typed Name: Kevin Wolfman





## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Johnson Junior High School Grade Level: 7-8

Teacher: Mary Reilly SS#: xxx-xx-7978

Credential Held: Preliminary Single Subject: Science: Biological Sciences

1. Assignment: Academic Advancement Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature: Mary F. Reilly Date: 4-30-18

Printed/Typed Name: Mary Reilly



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Johnson Junior High School Grade Level: 8

Teacher: Amy Hannon-Korynta SS#: xxx-xx-6781

Credential Held: Clear Single Subject: Science: Biological Sciences (Examination)

1. Assignment: Math Legal Authorization per EC or T5: T5 80005(a)

I mutually agree and consent to this assignment.

Teachers Signature: Amy Hannon-Korynta Date: 4/12/18

Printed/Typed Name: Amy Hannon-Korynta



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019


School Site: Pierce High School Grade Level: 9-12

Teacher: Scott Burnum SS#: xxx-xx-3288

Credential Held: Clear Single Subject: Social Science, English Composition

1. Assignment: Leadership Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature:  Date: 5/8/18

Printed/Typed Name: Scott Burnum



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Pierce High School Grade Level: 9-12

Teacher: Carol Keiser SS#: xxx-xx-4877

Credential Held: Career Technical Education Teaching Credential

1. Assignment: Life Choices Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature: *Carol Keiser* Date: 5/8/18

Printed/Typed Name: Carol Keiser



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Pierce High School Grade Level: 9-12

Teacher: Mike Richins SS#: xxx-xx-5642

Credential Held: Clear Single Subject: Foreign Language: Spanish

1. Assignment: Yearbook Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature:  Date: 8 May 2018

Printed/Typed Name: Mike Richins



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Pierce High School Grade Level: 9-12

Teacher: Cindy Rohde SS#: xxx-xx-6284

Credential Held: Clear Specialist Instruction Credential: Agriculture

1. Assignment: Life Choices Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature:  Date: 5/8/18

Printed/Typed Name: Cindy Rohde



## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Pierce High School Grade Level: 9-12

Teacher: Max Struble SS#: xxx-xx-8969

Credential Held: Preliminary Single Subject: English

1. Assignment: Life Choices Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature: Max Struble Date: 5/8/18

Printed/Typed Name: Max Struble





## Teacher Consent Form

**PURPOSE:** Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Pierce High School Grade Level: 9-12

Teacher: Erin Sweet SS#: xxx-xx-2315

Credential Held: #1. Career Technical Education Teaching Credential: Hospitality, Tourism, and Recreation, Finance and Business.

Credential Held #2: Clear Single Subject: Agriculture

Credential Held #3: Specialist Instruction: Agriculture

1. Assignment: Life Choices Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature: *Erin Lynn Sweet* Date: 5/8/18

Printed/Typed Name: Erin Sweet



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

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2018/2019

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Pierce Joint Unified School District District CDS Code: 06-61614

Name of County: Colusa County Office of Education County CDS Code: 06-10060

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

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 17 / 2018 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2019.

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

Carol Geyer Superintendent

*Name*

*Signature*

*Title*

530-476-2289

530-476-2892 ext. 13001

05/18/18

*Fax Number*

*Telephone Number*

*Date*

P.O. Box 280, Arbuckle, CA 95912

*Mailing Address*

cgeyer@pierce.k12.ca.us

*EMail Address*

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

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

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

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**  
 Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

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

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

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

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

<b>Type of Emergency Permit</b>	<b>Estimated Number Needed</b>
CLAD/English Learner Authorization (applicant already holds teaching credential)	5
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

**LIMITED ASSIGNMENT PERMITS**

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

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	4
Special Education	
TOTAL	6

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

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

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

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

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes  No

If yes, how many interns do you expect to have this year? <sup>1-4</sup> \_\_\_\_\_

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

- Chico State
- Sacramento State
- University of Phoenix

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



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

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

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### INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

*References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026*

**This form must be signed by either:**

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

**OR**

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

**Certification and Authorized Signature**

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

**OR**

The situation or circumstances that necessitate the use of an emergency permit holder are as follows:  
(Attach additional sheets, if necessary.)

**To fill substitute roster.**

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I hereby certify that all of the information contained in this statement of need is true and correct.

*Carol Meyer*  
*Signature of the District Superintendent*

Pierce Joint Unified  
*District*

4/23/18  
*Date*

*Signature of the County Superintendent of Schools*

*County*

*Date*

*It is not necessary to submit this form to the Commission on Teacher Credentialing.*

July 1, 2018  
Thru  
June 30, 2021

# Colusa County Consortium Plan

***For Serving Expelled Students***

BETWEEN

*Colusa County Superintendent of Schools Office  
Colusa Unified School District  
Maxwell Unified School District  
Pierce Joint Unified School District  
Williams Unified School District*



## Colusa County Consortium Plan for Serving Expelled Students

### Introduction

Education Code 48926 requires a countywide plan, which shall include the following provisions:

- a. Enumerate existing educational alternatives for expelled youth
- b. Identify gaps in educational services to expelled pupils
- c. Identify strategies for filling those gaps in services
- d. Identify alternative placement for pupils who are expelled from districts within the county.

Educational programs within the County of Colusa provide a variety of opportunities for students who need traditional and/or alternative education programs. Individual school districts offer a variety of program options within their respective schools. The Colusa County Office of Education-Educational Services Department operates a Community School.

A student whose behavior has resulted in expulsion is given a rehabilitation plan that is designed by the district of residence. The rehabilitation plan may involve one or more of the options outlined. A student who is simply in need of an educational alternative may also access these programs through a Parent request, District and/or County referral process.

#### **Education Code 48926:**

Each County Superintendent of Schools in counties that operate a community school pursuant to Section 1980, in conjunction with superintendents of the school districts within the county, shall develop a plan to provide education services to all expelled pupils in that county. The plan shall be adopted by the governing board of each school district within the county and by the County Board of Education.

The plan shall enumerate existing educational alternatives for expelled pupils, identify gaps in educational services to expelled pupils, and strategies for filling those service gaps. The plan shall also identify alternative placements for pupils who are expelled and have been placed in district alternative education programs, but who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils, as determined by the governing board.

Each county superintendent of schools, in conjunction with the superintendents of the school districts, shall submit to the Superintendent of Public Instruction the county plan for providing educational services to all expelled pupils in the county no later than June 30, 2018, and shall submit a triennial update of the plan to the Superintendent of Public Instruction, including the outcome data pursuant to Section 48916.1, on June 30<sup>th</sup>, thereafter.

#### **Education Code 48916.1:**

- a. At the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an education program is provided to the pupil who is subject to the expulsion order for the period of the expulsion. Except for pupils expelled pursuant to subdivision (d) of Section 48915, the governing board of a school district is required to implement the provision of this section only to the extent funds are appropriated for this purpose in the annual Budget Act or other legislation, or both.
- b. Notwithstanding any other provision of law, any educational program provided pursuant to subdivision (a) may be operated by the school district, the county superintendent of schools, or a consortium of districts or in joint agreement with the county superintendent of schools.
- c. Any educational program provided pursuant to subdivision (b) may not be situated within or on the grounds of the school from which the pupil was expelled.

- d. If the pupil subject to the expulsion order was expelled from kindergarten or grades 1 to 6, inclusive, the education program provided pursuant to subdivision (b) may not be combined or merged with educational programs offered to pupils in any of the grades 7 to 12, inclusive. The district or county program is the only program required to be provided to expelled pupils as determined by the governing board of the school district.
- e. Each school district shall maintain data as specified in this subdivision and report the data annually to the State Department of Education, commencing June 1, 2018, provide data to the CCOE, on forms provided by the State Department of Education. The school district shall maintain the following data:
  - 1. The number of pupils recommended for expulsion;
  - 2. The grounds for each recommended expulsion;
  - 3. Whether the pupil was subsequently expelled;
  - 4. Whether the expulsion order was suspended;
  - 5. The type of referral made after the expulsion; and
  - 6. The disposition of the pupil after the end of the period of expulsion.
- f. When a school district does not report outcome data as required by this subdivision, the Superintendent of Public Instruction may not apportion any further money to the school district pursuant to Section 48664 until the school district is in compliance with the provisions of this subdivision. Before withholding the apportionment of funds to a school district pursuant to this subdivision, the Superintendent of Public Instructions shall give written notice to the governing board of the school district pursuant to this subdivision, the Superintendent of Public Instruction shall give written notice to the governing board of the school district that the school district has failed to report the data required by paragraph (1) and that the school district has 30 calendar days from the date of the written notice of noncompliance to report the requested data and thereby avoid the withholding of the apportionment of funds.
- g. If the county superintendent of schools is unable for any reason to serve the expelled pupils of a school district within the county, the governing board of that school district may enter into an agreement with a County Superintendent of Schools in another county to provide education services for the district's expelled pupils.

**Existing School District Alternatives for Expelled Students**

Each school district will take steps to see that services are provided for students who have an expulsion hearing. A student whose behavior has resulted in expulsion shall be given a rehabilitation plan that is designed by the district of residence. Any recommended placement should be monitored and appropriate documentation maintained. This plan may involve one or more of the options outlined below.

The governing board of each school district will determine which educational alternatives are appropriate and available. Educational alternatives throughout Colusa County for students recommended for expulsion include, but are not limited to, the following options:

- 1. *Expulsion, suspended order, with placement on a different campus within the district;*
- 2. *Expulsion, suspended order, with placement in District Independent Study, if the parent consents;*
- 3. *Expulsion, suspended order, with subsequent transfer to another district following inter-district request processes;*

4. *Expulsion, suspended order, with transfer to the Colusa County Office of Education Community School Program;*
5. *Expulsion with subsequent transfer to Community Day school within another district; or*
6. *Expulsion with referral to the Colusa County Office of Education Community School Program.*
7. *Because the goal of the community school is to reunify students to their home schools as timely as possible, districts could consider expulsion on a semester/case by case basis as well as a Resource Specialist to monitor the Rehabilitation Plan.*

**Colusa County Consortium Plan for Serving Expelled Students**

The Colusa County Board of Education and the Governing Boards of each school district within Colusa County believe that all students are entitled to an appropriate public education. Access to educational services will assist students to achieve their educational, career, and life goals; minimize future involvement with the Juvenile Court System for those students at risk; and maximize the opportunity for a higher quality of life.

The Colusa County Board of Education, the Colusa County Superintendent of Schools, and the Governing Boards for the four Colusa County School Districts shall make every effort to keep all students in a school where an appropriate education can be provided, including those students who are expelled.

Educational programs within Colusa County provide numerous opportunities for students who need traditional and/or alternative education programs. School districts in Colusa County offer a broad spectrum of educational alternatives, including, but not limited to:

- Counseling Services
- After school Tutoring
- Alternative Educational Programs, i.e. Continuation/Alternative High Schools, Independent Study, Home Schooling, In-House Suspension and Home Suspension
- DART/SARB Referrals
- Parent Contacts

**The Colusa County Office of Education programs include:**

- Colusa County Community School at the Education Village in Williams. (Hereinafter referred to as the “S. William Abel Community School”).
- Special Education Services
- Advancement Via Individual Determination (AVID) Classes
- Multi-Tiered System of Support (MTSS)
- Opportunity or Remediation/Tutoring during school hours
- Individual Learning Plan (ILP) meetings
- Public Transit Passes
- Nutritious breakfast and lunch
- Mental Health Services
- Friday Night Live
- Educational Fieldtrips

- Career Technical Education (CTE)
- Community College Concurrent Enrollment
- Parent Contacts and Home Visits when necessary
- Collaboration with Colusa Behavioral Health
- Collaboration with Colusa County District Attorney
- Independent Study
- Collaboration with Colusa County Probation Department
- Collaboration with Colusa County Sheriff's Department

Collaboratively, the four Colusa County School Districts and the Colusa County Office of Education offer a significant continuum of services providing alternatives to students prior to expulsion and services for expelled and at-risk students.

#### **Colusa County Office of Education Overview**

The Colusa County Office of Education Educational Services Department will offer an educational option for expelled and at-risk students through the Community School, provided ADA is adequate to support the program. The Colusa County Community School program is a permissive educational program that provides the four local school districts with an educational option for expelled and at-risk youth.

#### **Colusa County Office of Education Guidelines for Countywide Programs Serving Expelled and At-Risk Students:**

- Students will successfully complete an individualized learning plan that will enable the student to return to their home school.
- Students will exhibit appropriate behavior and have good school attendance.
- Students will be provided a learning environment that is accepting of all students, increases resiliency and enhances self-esteem.
- Students will be provided an academic program of instruction that is aligned to State standards and incorporates skills that will help them be socially and emotionally successful.
- Students will be assisted in making a smooth transition back to their home school.

#### **Colusa County Educational Alternatives for Expelled and At-Risk Youths**

The Colusa County Office of Education offers the following options for expelled and at-risk youth:

- S. William Abel Community School at the Educational Village in Williams

#### **Gaps in Educational Services**

Six major gaps exist in respect to providing a comprehensive system of educational services to expelled students. Expelled students in grades 7-12 will be referred to the S. William Abel Community School at the Educational Village in Williams.

Gaps in Educational Services	Colusa County/District Strategies for Addressing Gaps
<p>1. The school districts in Colusa County are small and generally expel a small number of students during the course of a school year. Developing programs for such students, located in each district, is not financially possible. The districts and the Colusa County Office of Education must work to develop solutions that are both educationally sound and financially possible.</p>	<p>A. Depending on the Education Code violation, students may be placed on a suspended expulsion and allowed to remain on the school site with a mandatory behavior contract, terms and conditions.</p> <p>B. Depending on the Education Code violation, a student may be placed on a suspended expulsion and placed at a District Alternative/Continuation High School or in Independent Study, with a mandatory behavior contract, terms and conditions.</p> <p>C. An expelled student may possibly attend another district under a mandatory behavior contract, as determined by established inter-district agreements.</p> <p>D. Districts will continue to explore other possible means of discipline in lieu of expulsion when a student commits an expellable offense. Districts <u>will continue to explore other means of discipline prior to expelling a student.</u></p>
<p>2. The district-operated Community Day School option for expelled students, as described in current California Education Code, is difficult for the local districts to develop due to the following reasons:</p>	<p>A. The six (6) hour, or 360-minute day exceeds the required hours for a minimum school day (240 minutes), the required hours for a continuation school day (15 hours per week), and the required hours for students enrolled in the various elementary and secondary school programs.</p> <p>B. The District Community Day School program limits the available instructional strategies which can be used, such as contracted study, which limits the program flexibility required for success.</p> <p>C. The separation of students in grades K-6 from students in grades 7-8 also creates boundaries that will be financially and/or geographically difficult.</p> <p>D. The cap on the number of students able to be served by small districts severely limits the availability for each individual school district to operate their own Community Day School.</p>
<p>3. A student could be expelled from the District under Education Code 48915 and referred to either a Community Day School (if available), or the S. William Abel Community School. This student could then commit another violation of Education Code 48915, or simply not attend, and ultimately be referred to the original District. If the student fails the program or commits another expulsion type offense, there may not be any viable alternative remaining.</p>	<p>A. The S. William Abel Community School will develop, in collaboration with the Colusa County Probation Department, alternative strategies for those expelled students who commit another violation of Education Code 48915 while attending the S. William Abel Community School.</p> <p>B. The truancy notification process will begin on students with three (3) unexcused absences or three (3) tardies of thirty minutes or more. Probation will be notified immediately for those students on probation and not attending school.</p> <p>C. A County Student Study Team may be established to evaluate the student's needs and suggest alternative placements.</p> <p>D. When all educational options available to Colusa County have been exhausted, placement in a contiguous county will be explored. Colusa County Office of Education will establish a reciprocal consideration relationship with Glenn, Yolo and Sutter counties to address the service gap.</p>

<p>4. Students who are expelled by the individual small school districts within Colusa County vary as to age, grade level and expulsion offenses. The wide range of age, grade level and seriousness of the offense makes it difficult to provide appropriate programs for these districts.</p>	<p>A. Expelled students will be referred to the S. William Abel Community School. County Community School staff will develop alternative strategies for working with these students. County Community School Staff will offer curriculum for grades 7-12.</p>
<p>5. There are significant geographical distances between local small districts, thus the county operated Community School for districts would require either extensive busing, which is not financially feasible for the districts, or parent provided transportation, which is often impossible for the parents.</p>	<p>A. Colusa County Transit will be available at a minimum cost to transport students and/or parents will be responsible to transport their children to school. Special Education Students may access transportation through the IEP process.</p> <p>B. Other transportation options continue to be explored.</p>
<p>6. Students in Kindergarten and grades one through six who are expelled do not have the same educational options available as do expelled students who are in grades seven through twelve. The number of expelled students in grades one through six are not significant enough to develop an elementary school classroom or program. The geographic spread of the schools and the scarcity of expulsion cases present a challenge to establishment of a program to serve this group.</p>	<p>A. A separate Community School may be established to serve students in grades one through six if the number of mandatory expulsions in the county increase to provide sufficient ADA to fund an additional school. Elementary students may not be housed at the same campus as students in grades 7-12. Current Colusa County Office of Education programs for expelled students are all housed on a single site.</p> <p>B. A student may possibly attend another district under a mandatory behavior contract, per existing inter-district agreements.</p> <p>C. The elementary districts will use all their local alternatives in providing educational programs for their expelled students.</p> <p>D. Districts will monitor changes under the community day school and community school legislation. Joint planning may result in options that do not currently exist between participating districts.</p> <p>E. In the event that a program serving K-6 expelled students is established by the Colusa County Office of Education; an alternative location will be developed in conjunction with the districts.</p>

**Process for Referral to the Colusa County Office of Education Community School**

When a district determines that an appropriate educational option does not exist within the district for an expelled pupil or otherwise at-risk pupil, the district may refer the student to the Colusa County Superintendent of Schools' community school program (S. William Abel Community School), a different district school, another district program, a district Community Day School (if available). It is the responsibility of the district that communication be maintained with the parent and student until enrollment in the Community School or other school chosen occurs. The county will review the district Rehabilitation Plan and referral to develop an individual learning program for each student based on their individual needs and circumstances. Parents will be included and expected to work cooperatively in addressing the needs of their children.

The referring district shall provide the following documentation at the time of referral for enrollment:

- a. Completed county referral form
- b. CSIS Number (California Statewide Student Identifier Number)
- c. Expulsion Rehabilitation Plan (if applicable)
- d. Attendance and discipline information
- e. Current transcript

- f. Most recent assessment data (SBAC, ELPAC, etc.)
- g. IEP/504 Plan (if applicable)

Educational Services will provide districts with progress reports and notification of a student's change in residence, termination from the program or completion of requirements for graduation.

#### **Special Education**

Any pupil referred to S. William Abel Community School that has an active (Individual Education Plan) IEP, must present a copy of his/her most recent IEP upon registration. The referring district will hold a change of placement IEP prior to sending the pupil and invite the appropriate S. Williams Abel Community School. At the meeting, the IEP team will determine how the provisions of the IEP will be implemented at S. Williams Abel Community School. The Colusa County SELPA Local Plan will be followed for Special Education students enrolled in S. Williams Abel Community School. SELPA coordination will be necessary to ensure that the pupil's needs can and will be addressed by appropriately credentialed staff. Every effort must be made to ensure compliance with PL 101476 in the event of a special education student expulsion. It is anticipated that S. Williams Abel Community School staff and CCOE SELPA staff will coordinate efforts to ensure continuity of IEP implementation.

#### **Revenue**

Revenue generated by the student ADA while in attendance at the S. William Abel Community School and any special one-time funds, constitute the source of funding for the school. In the event the costs of operating programs that have been requested by the districts should exceed revenue generated by ADA and associated funds, excess may be billed back to the districts based on their share of program use and upon agreement between districts and county office.

Districts agree to notify the county office by February 1, of the school year prior to implementing alternative programs of any decision that would result in a significant loss of ADA for the S. William Abel Community. The notification would allow the county office to adjust staff size for the following year and present March 15 notification as required by Ed Code.

The monthly meetings of the Superintendents Council will provide a structure to facilitate dialogue between the Educational Services Department, S. William Abel Community School, and the districts to address curriculum coordination, graduation requirements, standardized testing, courses of study, and other topics of mutual interest.

#### **Student Violations**

##### **Violation of Education Code 48915, section (C)**

If a student enrolled in a Colusa County Office of Education Community School program violates any of the following sections of Education code 48915, section (c),

- a) Possessing, selling, or otherwise furnishing a firearm.
- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance.
- d) Committing or attempting to commit a sexual assault.
- e) Possession of an explosive.

Program personnel will:

- Refer the student to the police department or probation for prosecution.



- Inform and work with the home district to find an appropriate placement.
- Inform the family of the option of attending a charter school in or out of the County.
- Offer the student the option of enrolling in another program operated by the Colusa County Office of Education if available.

Additionally, if a student enrolled in a Colusa County Office of Education Community School program violates any of the following sections of Education code 48900,

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e) Committed or attempted to commit robbery or extortion.

Program personnel will:

- Refer the student to the police department or probation for prosecution.
- Inform and work with the home district to find an appropriate placement.
- Inform the family of the option of attending a charter school in or out of the County.
- Offer the student the option of enrolling in the independent study program or other school program operated by the Colusa County Office of Education.

A student may choose to enroll in a different district, a charter or a private school at the parent's expense. The different district, charter, or private school, however, is under no obligation to accept or serve the expelled student.

**Colusa County Educational Plan for Expelled Youth (AB922 Plan)**

Section 48960 of the California Education Code requires each County Superintendent of Schools, in conjunction with the superintendents of the school districts within the county, to develop a plan for providing educational services to all expelled pupils in that county. It further requires that the plan be adopted by the Governing Board of each school district within the county and the County Board of Education. Finally, this Section requires that each county superintendent of schools, in conjunction with the superintendents of the school districts submit a triennial update to the plan. To demonstrate compliance with this legal mandate, the California Department of Education requires that the signatures of both the county and district superintendents be included with the plans to demonstrate that this process has occurred.

Your signatures below serve to verify that your AB922 plan has been updated and approved by your boards.

\_\_\_\_\_  
Michael P. West, Superintendent  
Colusa County Office of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dwayne Newman, Superintendent  
Colusa Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zach Thurman, Superintendent  
Maxwell Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carol Geyer, Superintendent  
Pierce Joint Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Edgar Lampkin, Superintendent  
Williams Unified School District

\_\_\_\_\_  
Date

PIERCE UNIFIED SCHOOL DISTRICT

RESOLUTION #17/18-19

**RESOLUTION FOR THE CLASSIFICATION OF  
FUND BALANCES IN GOVERNMENTAL FUNDS**

WHEREAS, the governing board of Pierce Joint Unified School District will adhere to the reporting requirements as set forth by Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions; and

WHEREAS, the District will categorize according to the following components: Nonspendable (including but not limited to, inventory, prepaid), Restricted (external restrictions), Committed (imposed by resolution), Assigned (general intent for specific use) and Unassigned (residual); and

WHEREAS, the governing board further delegates authorization to the Superintendent and/or their designate to identify intended uses of assigned funds; and

WHEREAS, the governing board further establishes the order in which fund balances will be spent when multiple fund balance types are available for a specific purpose, committed, assigned, and lastly unassigned; and

WHEREAS, the District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted one-time expenditures. The District's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties consisting of unassigned amounts equal to no less than prescribed for fiscal solvency review purposes pursuant to Education Code Section 33127. In the event that the balance drops below the established minimum level, the district's governing board will develop a plan to replenish the fund balance to the established minimum level within two years.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Pierce Joint Unified School District, in accordance with the provisions of GASB 54 adopts the following authorization for fiscal year 2017/18 to comply with the categorization of fund balance as prescribed by GASB Statement 54 as approved by the Superintendent or their designee:

PASSED AND ADOPTED by the Governing Board on May 17, 2018, by the following vote:

AYES:

NOES:

ABSENT:

I certify that the foregoing resolution was introduced, passed and adopted as stated.

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President of the Governing Board

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Secretary of the Governing Board

**Pierce Joint Unified School District  
Resolution #17/18 – 20:**

COMBINED RESOLUTION  
OF THE GOVERNING BOARD OF THE PIERCE SCHOOL DISTRICT  
ORDERING BIENNIAL ELECTION, SPECIFYING THE NUMBER OF  
WORDS FOR CANDIDATE'S STATEMENTS, REQUESTING  
CONSOLIDATION OF THE ELECTION, AND DETERMINING THE METHOD  
OF RESOLVING TIE VOTES

WHEREAS, Education Code Section 5304 requires this Board to order elections held in this District; and

WHEREAS, Education Code Section 5000 provides for a regular biennial election to elect members to the Governing Board of the School District; and

WHEREAS, there will be a total of two offices elected at large to be filled at the election, these offices are now held by the following Board members:

Amy Charter  
John R. Friel Jr.

And

WHEREAS, Elec. Code, Section 10509 and Elec. Code 13307 requires this Board to fix and determine the number of words that a candidate may submit for his or her candidate's statement and to determine if the District or the candidate will pay the cost of the statement; and

WHEREAS, Educ. Code, Section 5342 authorizes the consolidation of school district elections with other elections held on the same day by political subdivisions whose boundaries may totally or partially be coterminous within this District; and

WHEREAS, Educ. Code, Section 5016 requires the District to decide in advance the method to be used in determining the winner of an election when the final vote is tied between two or more candidates.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED:

1. That an election be, and is, ordered to be held on November 6, 2018, for the purpose of electing members to this Governing Board as specified above.
2. That in the case of an election on a measure, this Board will provide wording of the measure as it is to appear on the ballot.
3. That all costs of the candidate's statement be paid by the candidate and that no candidate may submit statement in excess of 200 words.
4. That the candidate shall submit payment to the Elections Department on submission of the candidate's statement.
5. That the County Superintendent of Schools be authorized and requested by copy of this Resolution to consolidate this election with any other election to be held on the same day by political subdivisions whose boundaries are totally or partially contained within this District for the ease and convenience of the voters in casting their ballots and the possible reduction of election costs to this District.
6. That tie votes shall be resolved by drawing lots as authorized by Education Code Section 5016.

PASSED AND ADOPTED THIS 17<sup>th</sup> day of May, 2018 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Clerk

## Pierce Joint Unified School District Job Description

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**JOB TITLE:** Food Services Director

**SALARY SCHEDULE:** Classified Management

**DEPARTMENT:** District Office

**REPORTS TO:** Chief Business Official

**BOARD APPROVED:**

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**SUMMARY:** Under the general direction of the Chief Business Official, plans and directs a comprehensive food service program on a District-wide basis; develops a nutritional program to meet National School Lunch/Breakfast requirements; establishes and sets goals and standards concerning quality of food and service; ensures program compliance with Federal, State, County and District requirements.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare all menus; check dietary balance and nutritional adequacy to meet all required regulations.
- Order, receive and maintain adequate inventory of foods, supplies and equipment.
- Distribute food received from subsidy programs.
- Review work of employees in the food service department.
- Consult with principals of schools regarding integrations of lunch program with school program.
- Monitor quality of food served.
- Periodically inspect food preparation areas for cleanliness and conformance to established operation procedures and state and local health codes.
- Set standards of efficiency and sanitation in food preparation; instruct and evaluate personnel in methods and procedures of tasks assigned.
- Assign, supervise, train and evaluate food service personnel at all sites. Schedule substitute workers covering all shifts. Interview prospective new employees and recommend employment.
- Verify all sites in compliance with all district policies and State and Federal guidelines.
- Operate standard cafeteria equipment and appliances.
- Prepare monthly, quarterly, and annual accounting reports; Commodities reports and orders; National School Lunch Program renewal application.
- Assist in reconciliation of school site daily deposits.

- Assist in development and administration of an annual operating budget for food services. Request purchase orders, verifies invoices for payment.
- Process free/reduced meal applications following state guidelines, notifying schools and families. Make application verifications in compliance with State regulations.
- Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Child Nutrition Service programs, procedures and methods.
- Federal, State and district rules and regulations.
- Modern computer equipment and software.

**ABILITY TO:**

- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Establish and maintain cooperative relationships with others.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Any combination equivalent to: associate's degree with a major in Food and Nutrition or related field; three years of supervisory experience preferably in the field of food services; and one year of relevant school nutrition experience. Must possess a valid California driver's license.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly require to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

Pierce Joint Unified School District  
540-A 6th Street Arbuckle, CA 95912  
(530) 476-2892 \* FAX (530) 476-2289  
Thursday, April 19, 2018 6:00 pm  
Pierce Joint Unified School District  
Technology Building  
940A Wildwood Rd, Arbuckle CA 95912  
Regular Board Meeting Minutes

Governing Board:

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

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1. CALL TO ORDER

President John Friel called the meeting to order at 6:00 p.m.

Members Present: Amy Charter, Nadine High, John Friel,  
and Abel Gomez.

Absent: George Green

Others Present: Summer Shadley, Nicole Newman, Carol  
Geyer, Daena Meras, Lauren Ornbaun, Soliel Villanueva and  
Melanie Brackett

Mr. Gomez led the *Pledge of Allegiance*

A. *Pledge of Allegiance*

A motion was made by Ms. Charter and seconded by Ms.  
High to approve the agenda. Voting Aye: Ms. High, Ms.  
Charter, Mr. Gomez, and Mr. Friel. Voting No: None.  
Absent: George Green

2. APPROVAL OF AGENDA

3. HEARING OF THE PUBLIC

(Speakers will be given three (3) minutes to speak  
with a twenty (20) minute limit per topic

No one spoke at this time.

4. PHS Student Body Representative Report

Lauren Ornbaun and Soliel Villanueva were in attendance to  
give the Student Body Report. Soliel reported JV and Varsity  
Baseball and Softball have been competing. League games  
have started for both all teams. Some track meets have been  
cancelled and had to be rescheduled. Golf has made it to the  
playoffs. Lauren reported that the Parli-Pro team is currently  
in Fresno. The Ag Sales team won first in state. The prom  
is scheduled for May 19<sup>th</sup>. Staff and students are preparing  
for State testing. Lauren and Soliel reported that the current  
ASB and the senior class are planning Grad Night which will  
take place the night before graduation after the Johnson  
Junior High School promotion ceremony. It will be held in  
the Girls' Gym. There will be a D.J., a photo booth,  
activities, games and two food trucks. One taco truck and  
one burger truck. There will be a raffle for seniors which will



include prizes that will be good for college. They asked the senior class what they thought they would need for college and started a list of prizes that includes mini refrigerators, microwaves, hangers, and bathroom and kitchen supplies. Seniors will not pay for food unless they want more than one meal. The underclassmen will be required to pay for a ticket to attend Grad Night which will cover their food. The price for tickets has not been determined. As representatives of the Senior class, Soliel and Lauren asked the Board for permission to decorate their graduation caps for the graduation ceremony. They outlined the regulations that would apply for all caps. Each senior would turn in their decorated cap to Mrs. Newman a week before graduation for approval. The caps will stay in Mrs. Newman's possession until the night of graduation. They also outlined examples of decorations which included colleges that seniors have been accepted to or clubs or affiliations that the senior is involved with. The Senior Class would purchase extra caps and supplies for seniors to decorate their caps in Quad C. They stated that the decorations would only be on the top of the cap and will not hang over the edges. The Board gave their permission and thought it is a great idea. They thanked the Board for letting them decorate their caps.

The Board adjourned to the Pierce High School Auditorium at 6:30 p.m. for the 2018 Spring Reclassification Ceremony to honor students reclassified from English Language Learner to English Proficient.

The Board reconvened at 6:47 in the Pierce Joint Unified School District Technology Building to proceed with the meeting.

Nicole Newman reported that she has met with Mrs. Schaap at the Alternative High School regarding the five seniors enrolled there. Three, possibly four of the five will graduate. State testing starts the week of April 30<sup>th</sup>. 9<sup>th</sup> and 10<sup>th</sup> grade will be taking NWEA tests, the 11<sup>th</sup> grade will be taking the CAASPP. Seniors who have met their CAASPP goal or who are not in jeopardy of not walking in the ceremony can stay home until 10:30 am. Ellen Voorhees and Perla have begun

5. Spring 2018 Reclassification Ceremony

6. Proceed with Meeting in the PJUSD Technology Building

7. PRINCIPAL'S REPORTS

- A. Arbuckle Elementary  
School/Grand Island Elementary School
- B. Lloyd G. Johnson Junior High School
- C. Pierce High School/Arbuckle  
Alternative High School

CAASPP goal setting with students. 125 AP tests have been ordered. Currently there are 76 students that will take an AP test. Woodland Community College was onsite and tested 40 students with Acu Placer. They will be back to do a jump start program for registration orientation on the 27<sup>th</sup>. There are 35 students that are signed up to take the SAT. This is being paid for through a College and Career grant. A Junior Night was held with 16 parents in attendance. Senior awards night was discussed with George Parker. It will take place in the new multi-purpose building on May 29<sup>th</sup>. Mrs. Newman passed out invitations to the Distinguished Dozen Dinner to the Board and Mrs. Geyer. Mrs. Newman thanked Ellen Voorhees for helping Perla with Career Day which is on May 18<sup>th</sup>. There are 35 presenters scheduled for Career Day. Mrs. Newman invited the Board members to join them for lunch on May 18<sup>th</sup>. Forty-nine students have signed up for Sac State Summer Academies. Ag Sales team took first place at State. Mrs. Newman will invite them to present at the next board meeting. A math teacher has been hired for next year. Pierce High has received the Gold Medal School award for their Get Focused Stay Focused program. This is the second year in a row this honor has been received by Pierce High. Mrs. Newman passed out the draft calendar for the rest of the school year. The calendar will go out to parents and students on Monday.

Summer Shadley reported that Arbuckle Elementary held Kindergarten registrations Monday and Tuesday afternoon. There are currently 74 TK/K students enrolled for next year. There are 19 TK students from this year that will roll into Kindergarten next year. The 2<sup>nd</sup> grade students went on their field trip to Fog Willow Farms on Tuesday. Mrs. Shadley met with Trent Sommers to go over the changes and plans for the Arbuckle Elementary classroom renovation that will take place this summer. She reported that she worked with Jeff to build a technology survey that went out to staff to get feedback on technology across the site. The 1<sup>st</sup> graders went to the Jelly Belly Factory today. The Kindergarten Sacramento Zoo field trip is next week. The multiple subject teacher interviews for K-6 will be held tomorrow afternoon. Mrs. Shadley sent a flyer out to Arbuckle Elementary parents promoting Grand Island Elementary and the great things that are happening there. It will also go on the AES Facebook page. The Walk-a-Thon is next week on Friday. CAASPP schedules are being made and the sites are gearing up for State testing. Enrollment at AES is at 618 and 52 at GI.

In Ron Fishers absence, Mrs. Geyer reported that Amy Hannon-Korynta has asked to be moved from 7<sup>th</sup> Grade science to 8<sup>th</sup> grade math. It will be a good move for the school. That opened up a science position at JJH. Two candidates will be interviewed for that position tomorrow. There are also openings for social science, English and 6<sup>th</sup> Grade at Johnson Junior High. The interviews for the 6<sup>th</sup> grade position will be tomorrow. The social science and English interviews will be held on Monday. The new JJH Principal will be part of the interview committees with the interviews that involve JJH. Summer and Nicole will also be on the interview committees. The students who have been at Shady Creek all week return tomorrow. Mr. Gomez asked if the discipline has gotten any better at JJH. Mrs. Newman replied that discipline incidents have gone down.

Mrs. Geyer reported that Bill Taylor has taken over the bus driver scheduling. Mrs. Geyer adds the events to the calendar and Bill does the schedule. There have been a few mechanical bus issues that Scot, District Mechanic, has taken care of. Mrs. Geyer outlined the trips that will be taking place in the district for the next couple of weeks. She reported that the suburbans and vans are being utilized for FLBA, FFA, and athletics.

The report was submitted to the Board. There were no questions.

The report was submitted to the Board. There were no complaints for the 3<sup>rd</sup> quarter and there were no questions.

The report was submitted to the Board. There were no questions.

The minutes from the March 12, 2018 Citizens' Bond Oversight Committee meeting were submitted to the Board. There were no questions.

The minutes from the April 9, 2018 DELAC meeting were submitted to the Board. There were no questions.

No report was given.

No report was given.

8. REPORTS:

A. Transportation Report

B. 3<sup>rd</sup> Quarter Discipline Report

C. 3<sup>rd</sup> Quarter Williams Uniform Complaint Procedure Quarterly Report

D. Annual Interdistrict Transfer Report

E. Citizens' Bond Oversight Committee Meeting Report

F. DELAC Meeting Report

9. PJUEA (Pierce Joint Unified Educators Association)

10. CSEA (California School Employees Association)

A motion was made by Ms. Charter and seconded by Mr. Gomez to approve the Teacher Consent Form for Laurie Amsler – Lloyd G. Johnson Junior High School. Voting Aye: Ms. High, Ms. Charter, Mr. Gomez, and Mr. Friel. Voting No: None. Absent: George Green

A motion was made by Ms. High and seconded by Ms. Charter to approve the Pierce High School Athletic Handbook. Voting Aye: Ms. High, Ms. Charter, Mr. Gomez, and Mr. Friel. Voting No: None. Absent: George Green

A motion was made by Mr. Gomez and seconded by Ms. Charter to approve Resolution #17/18 – 18: Budget Revision. Voting Aye: Ms. High, Ms. Charter, Mr. Gomez, and Mr. Friel. Voting No: None. Absent: George Green

A motion was made by Ms. High and seconded by Ms. Charter to approve the 2018/19 Migrant Education Plan. Voting Aye: Ms. High, Ms. Charter, Mr. Gomez, and Mr. Friel. Voting No: None. Absent: George Green

11. Consider and approve **Teacher Consent Form for Laurie Amsler – Lloyd G. Johnson Junior High School**
12. Consider and approve **Pierce High School Athletic Handbook**
13. Consider and approve: **Resolution #17/18 – 18: Budget Revision**
14. Consider and approve **2018/19 Migrant Education Plan**
15. Consider and approve **Consent Agenda:**
  - A. Minutes of March 8, 2018 Regular Board Meeting
  - B. Minutes of March 8, 2018 Special Board Meeting
  - C. Minutes of March 8, 2018 Special Board Meeting
  - D. Minutes of March 22, 2018 Special Board Meeting
  - E. Minutes of March 30, 2018 Special Board Meeting
  - F. Warrant List for March 2018
  - G. Interdistrict Transfers:
    1. Transferring **IN** for the **2017/18** School Year:
      - a. One (1) Student from Williams CA (new)
      - b. Four (4) Students to Woodland CA (new)
    2. Transferring **OUT** for the **2018/19** School Year:
      - a. Four (4) Students to Woodland CA ((2) continuing)
      - b. One (1) Student to Maxwell CA (new)

3. Transferring **IN** for the **2018/19** School Year:
  - a. Four (4) Students from Williams CA ((1 new))
- H. Overnight Field Trip Requests:
  1. Varsity Volleyball Athlete Committed Conference – Chico CA
- I. Donations:
  1. Gary and Lorilee Henderson – Shady Creek
  2. The Community Foundation of Colusa County – Shady Creek

A motion was made by Ms. High and seconded by Ms. Charter to approve the consent agenda. Voting Aye: Ms. High, Ms. Charter, Mr. Gomez, and Mr. Friel. Voting No: None. Absent: George Green

16. BOARD POLICIES:
  - A. FIRST READING:
    1. BP/AR 1312.3 – Uniform Complaint Procedures
    2. AR 3230 – Federal Grant Funds
    3. AR 3514.2 – Integrated Pest Management
    4. BP/AR 3551 – Food Service Operations/Cafeteria Fund
    5. BP/AR 3553 – Free and Reduced Price Meals
    6. BP 4111/4211/4311 – Recruitment and Selection
    7. BP/AR 4119.11/4219.11/4319.11 – Sexual Harassment
    8. AR 4161.1/4361.1 – Personal Illness/Injury Leave
    9. AR 4161.8/4261.8/4361.8 – Family Care and Medical Leave
    10. AR 4261.1 – Personal Illness/Injury Leave
    11. BP/AR 5022 – Student and Family Privacy Rights
    12. BP/E 5145.6 – Parental Notifications
    13. BP 6162.5 – Student Assessment
    14. BP/AR 6171 – Title I Programs

Ms. Charter asked a question regarding charging fees. There was discussion regarding charging for Shady Creek. Ed. Code states that there is an exception for science camps and fees may be charged. A motion was made by Ms. Charter and seconded by Mr. Gomez to approve the First Reading Board Policies. Voting Aye: Ms. High, Ms. Charter, Mr. Gomez, and Mr. Friel. Voting No: None. Absent: George Green

17. Items to be adgenized for next regular meeting

- MOU for TCIP
- MOU for ROP
- P-2 Report
- CIF Representatives
- Local LCAP Indicators
- Honor Retirees
- FFA Ag Sales State Champions Presentation

Carol Geyer reported that there is a science training on Monday in the Technology Building. All science teachers 7-12 grade will attend a State training that will be broadcast. A pool meeting was held with Parks and Rec that went well. Mrs. Geyer met with the new JJH Principal, Jessica Geierman, on Tuesday. They toured the campus together and Mrs. Geierman was introduced to some of the staff. Mrs. Geyer attended a CSEA meeting last night to gain LCAP input. A secretary meeting was held yesterday to go over the registration process and forms for the next school year. Mrs. Geyer will attend a State and Federal programs meeting tomorrow.

Mr. Friel stated that the new multi-purpose room and weight room really look good. The projects are really coming along.

18. Superintendent’s Report

19. Board President’s Report

20. CLOSED SESSION:

A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

Certification	Position	Status
Certificated	Kindergarten Teacher – AES	Resignation
Certificated	3 <sup>rd</sup> Grade Teacher – AES	Retiring
Certificated	U.S. History Teacher – JJH	Resignation
Certificated	P.E. Teacher – JJH	Retiring
Certificated	Long Term Substitute: Computers – JJH	Hiring
Certificated	6 <sup>th</sup> Grade Teacher – JJH	Retiring
Certificated	6 <sup>th</sup> Grade Teacher – JJH	Resignation
Certificated	8 <sup>th</sup> Grade Math Teacher – JJH	Resignation

Coach	JV Volleyball Coach – PHS	Resignation
Coach	JV Baseball Coach – PHS	Hiring
Coach	Girls' Varsity Basketball Coach – PHS	Resignation
Classified	Substitute Bus Driver	Hiring

- B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code Section 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Pursuant to Paragraph (2) or (3) of Subdivision (D) of Government Code
- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION for Superintendent's evaluation

The Board went into CLOSED SESSION at 6:48 p.m.

The Board reconvened at 7:26 p.m. and reported action taken on the following:

- A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:  
**A motion was made by Ms. Charter and seconded by Mr. Gomez to approve the PUBLIC EMPLOYMENT. Voting Aye: Mr. Gomez, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: Mr. Green**

- 21. OPEN SESSION
  - A. Report Action Taken in CLOSED SESSION

Certification	Position	Status
Certificated	Kindergarten Teacher – AES	Resignation
Certificated	3 <sup>rd</sup> Grade Teacher – AES	Retiring

Certificated	U.S. History Teacher – JJH	Resignation
Certificated	P.E. Teacher – JJH	Retiring
Certificated	Long Term Substitute: Computers – JJH	Hiring
Certificated	6 <sup>th</sup> Grade Teacher – JJH	Retiring
Certificated	6 <sup>th</sup> Grade Teacher – JJH	Resignation
Certificated	8 <sup>th</sup> Grade Math Teacher – JJH	Resignation
Coach	JV Volleyball Coach – PHS	Resignation
Coach	JV Baseball Coach – PHS	Hiring
Coach	Girls' Varsity Basketball Coach – PHS	Resignation
Classified	Substitute Bus Driver	Hiring

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline / dismissal / release. **No ACTION taken.**

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code 54956.9 – One Case. **No ACTION taken.**

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION for Superintendent's evaluation. **No ACTION taken.**

The Board adjourned at 7:30 p.m.

22. ADJOURN

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Carol Geyer, Secretary to the Board of Trustees



**Pierce Joint Unified School District**

540-A 6th Street Arbuckle, CA 95912

(530) 476-2892 \* FAX (530) 476-2289

Friday, April 19, 2018

1:00 p.m.

**Pierce Technology Building**

940A Wildwood Rd, Arbuckle CA 95912

**Special Board Meeting Minutes**

**Governing Board:**

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

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1. CALL TO ORDER

President John Friel called the meeting to order at 1:00 p.m.

Members Present: Nadine High, Amy Charter, and John Friel

Absent: George Green and Abel Gomez

Others Present: Carol Geyer, Nicole Newman, Michael Doherty, Jeff Stuivenberg, George Parker, and Cathy Marsh

A. *Pledge of Allegiance*

Ms. Charter led the *Pledge of Allegiance*

2. APPROVAL OF AGENDA

A motion was made by Ms. High and seconded by Ms. Charter to approve the agenda. Voting aye: Ms. High, Ms. Charter, and Mr. Friel. Voting no: None. Absent: Mr. Green and Mr. Gomez

3. HEARING OF THE PUBLIC

No one spoke at this time.

4. Facility Planning Meeting

George Parker led the facility planning portion of the meeting. He gave an update on the new multi-purpose building at the high school saying that it is 80% complete. An event on May 29 is planned for the facility. He had a sample of the flooring and passed it around the group. The color for a 'Pierce' yellow is still being worked on.

Roofing projects are being completed at the high school and middle school with the installation of gutters. Roof work at Arbuckle Elementary is continuing.

Work on the south end of the north gym was done over spring break to clean out the room and remove any lead from the area. This space will be converted into a new weight room. Structural plans need to be completed that will allow for the removal of some walls and installing a beam.

A site map of Arbuckle Elementary was presented that showed the layout of where portables will be moved while the new classroom wing is being built next year. Relocation of those portables will start as soon as school is out at the beginning of June. Staff at Arbuckle Elementary have been giving input on technology needs and furniture ideas.

The new locker room project at the high school still has a projected start date goal of December. The type of building materials will be part of the planning. It is currently a masonry building with the thought of replacing it with the same. Electrical service upgrades for the high school will be part of this project scope.

State funding eligibility was discussed. The district could possibly be eligible for close to \$7 million dollars in state funds through new construction, modernization, CTE, and facility hardship grants; however, these funds could possibly be 4 years out. All applications will be submitted for the projects that allow for these types of grants.

The plan for the CTE grant is to expand the agricultural science program and create an ag science lab in what is now the current cafeteria and floriculture rooms. A floriculture classroom will be included as well. The kitchen space could possibly be converted into offices. Modernization of the main building including updating the restrooms would possibly be part of the scope of work as well.

A spreadsheet with projected project costs and state funding eligibility sources was distributed to the group.

Facility Hardship grants are going to be submitted for the football stadium bleachers and the fire alarm systems.

Mr. Parker will do further investigation into athletic field layouts around the high school campus.

Upgrades to the swimming pool include new pumps, a new sweep and a new roof in the dressing rooms.

The committee then went on a site walk of what will be the new weight room and the new multi-purpose room.

The Board adjourned at 2:10 p.m.

5. Adjourn

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Carol Geyer, Secretary to the Board  
of Trustees

**Pierce Joint Unified School District**  
540-A 6th Street Arbuckle, CA 95912  
(530) 476-2892 \* FAX (530) 476-2289  
**Friday, April 13, 2018**  
**8:00 a.m.**  
**Pierce Technology Building**  
**940A Wildwood Rd, Arbuckle CA 95912**  
**Special Board Meeting Minutes**

**Governing Board:**

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

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President John Friel called the meeting to order at 8:04 a.m.  
Members Present: Nadine High, George Green, Amy Charter,  
Abel Gomez and John Friel  
Absent: None  
Others Present: Carol Geyer

Ms. High led the *Pledge of Allegiance*

A motion was made by Ms. High and seconded by Ms. Charter to  
approve the agenda. Voting aye: Ms. High, Mr. Green, Ms.  
Charter, Mr. Gomez, and Mr. Friel. Voting no: None. Absent:  
None

No one spoke at this time.

The Board went into CLOSED SESSION at 8:05.

The Board reconvened at 2:54. No ACTION was taken.

The Board adjourned at 2:55 p.m.

1. CALL TO ORDER

A. *Pledge of Allegiance*

2. APPROVAL OF AGENDA

3. HEARING OF THE PUBLIC

4. CLOSED SESSION:

A. PUBLIC EMPLOYMENT: Pursuant  
to Government Code 54957, the Board  
will meet in CLOSED SESSION to  
conduct Lloyd G. Johnson Junior High  
School Principal Interviews

5. OPEN SESSION

A. Report ACTION taken in CLOSED  
SESSION

6. Adjourn

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Carol Geyer, Secretary to the Board  
of Trustees

BATCH 38

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/06/2018

04/04/18 PAGE 10

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 01 GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
4300	MATERIALS AND SUPPLIES	2,384.65
5200	TRAVEL AND CONFERENCE	1,757.58
5500	OPERATIONS & HOUSEKEEPING SERV	76.48
5600	RENTALS, LEASES AND REPAIRS	5,270.67
5800	CONSULTING SERV/OPERATING EXP	160.00
9516	WORKER'S COMP LIAB	15,363.00
	TOTAL FUND :	25,012.38

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 21

BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
6200	NEW & IMPROVEMENT OF BUILDINGS	454,742.93
	TOTAL FUND :	454,742.93
	TOTAL DISTRICT:	479,755.31

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0038 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
002380	ALHAMBRA PV-001131	FLD NOT USED	395082	UNDISTRIBUTED	MATERIALS AND SUPPLIES	72.53
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	29.99
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	110.90
				WARRANT TOTAL		\$213.42 *
000043	COLUSA COUNTY OFFICE OF ED PO-000412	FLD NOT USED	395083	UNDISTRIBUTED	TRAVEL AND CONFERENCE	700.00
	PV-001133	FLD NOT USED		UNDISTRIBUTED	WORKER'S COMP LIAB	15,363.00
				WARRANT TOTAL		\$16,063.00 *
005217	CONTRACT PAPER GROUP PO-000520	PIERCE HIGH SCHOOL	395084	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	550.62
		ARBUCKLE ALTERNATIVE HIGH SCH		ALTERNATIVE SCHOOLS	MATERIALS AND SUPPLIES	500.00
				WARRANT TOTAL		\$1,050.62 *
005264	DE LAGE LANDEN PUBLIC FINANCE PV-001130	FLD NOT USED	395085	UNDISTRIBUTED	COPY MACHINE MAINTENANCE	1,429.08
		ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE	2,200.08
		JOHNSON JR HIGH SCHOOL		REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE	1,641.51
				WARRANT TOTAL		\$5,270.67 *
000588	DEMCO INC PO-000531	JOHNSON JR HIGH SCHOOL	395086	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	89.35
				WARRANT TOTAL		\$89.35 *
005408	RON FISHER PV-001135	JOHNSON JR HIGH SCHOOL	395087	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	240.00
				WARRANT TOTAL		\$240.00 *
005163	GAYNOR TELESYSTEMS INCORP PV-001134	FLD NOT USED	395088	UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	160.00
				WARRANT TOTAL		\$160.00 *
004902	GEORGE GRIFFIN PV-001138	GRAND ISLAND ELEMENTARY SCHOOL	395089	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	297.57
				WARRANT TOTAL		\$297.57 *
005183	AMY HANNON-KORYNTA PV-001140	JOHNSON JR HIGH SCHOOL	395090	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	160.01
				WARRANT TOTAL		\$160.01 *
000726	MAR/CAL PO-000512	ARBUCKLE ELEMENTARY SCHOOL	395091	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	156.78
				WARRANT TOTAL		\$156.78 *
005621	MCF CONSTRUCTION SERVICES PV-001128	FLD NOT USED	395092	UNDISTRIBUTED	NEW & IMPROVEMENT OF BUILDINGS	12,000.00

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0038 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
WARRANT TOTAL						\$12,000.00 *
003755	MJB WELDING INC PO-000393	PIERCE HIGH SCHOOL	395093	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	227.27 \$227.27 *
000094	PACIFIC GAS & ELECTRIC CO PV-001132	FLD NOT USED	395094	UNDISTRIBUTED WARRANT TOTAL	GAS AND ELECTRICITY	76.48 \$76.48 *
005449	MARY REILLY PV-001139	JOHNSON JR HIGH SCHOOL	395095	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	38.74 \$38.74 *
004501	JEANINE SCHAAP PV-001137	ARBUCKLE ALTERNATIVE HIGH SCH	395096	ALTERNATIVE SCHOOLS WARRANT TOTAL	MATERIALS AND SUPPLIES	40.53 \$40.53 *
000310	SCHOOL SPECIALTY INC PO-000530	ARBUCKLE ELEMENTARY SCHOOL	395097	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	60.78 \$60.78 *
001750	SCOE PO-000428 PO-000468	FLD NOT USED FLD NOT USED	395098	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE TRAVEL AND CONFERENCE	300.00 300.00 \$600.00 *
005609	SIMILE CONSTRUCTION SVC INC PV-001127	FLD NOT USED	395099	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	441,562.93 \$441,562.93 *
004986	ERIN SWEET PV-001136	PIERCE HIGH SCHOOL	395100	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	267.16 \$267.16 *
005365	TERRACON CONSULTANTS INC PV-001129	FLD NOT USED	395101	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	1,180.00 \$1,180.00 *
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 20		TOTAL AMOUNT OF WARRANTS:	\$479,755.31*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 20		TOTAL AMOUNT OF WARRANTS:	\$479,755.31**

BATCH 39

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/13/2018

04/12/18 PAGE 10

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
3400	HEALTH & WELFARE	15,631.10
4300	MATERIALS AND SUPPLIES	7,617.61
5200	TRAVEL AND CONFERENCE	410.71
5500	OPERATIONS & HOUSEKEEPING SERV	9,052.54
5600	RENTALS, LEASES AND REPAIRS	320.00
5800	CONSULTING SERV/OPERATING EXP	15,241.72
5900	COMMUNICATIONS	3,071.83
8600	LOCAL REVENUES	679.31
9514	HEALTH/WELFARE LIAB	15,184.00
	TOTAL FUND :	67,208.82



APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/13/2018

04/12/18 PAGE 11  
FUND : 13 CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
5800	CONSULTING SERV/OPERATING EXP	409.62
	TOTAL FUND :	409.62
	TOTAL DISTRICT:	67,618.44

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0039 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
000139	ARBUCKLE FOOD CENTER PV-001151 PIERCE HIGH SCHOOL	395228	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	79.51 \$79.51 *
000141	ARBUCKLE PUBLIC UTILITIES PV-001143 FLD NOT USED PV-001144 FLD NOT USED	395229	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	WATER WATER	44.00 4,253.16 \$4,297.16 *
005047	AUTO GLASS SOLUTIONS PV-001159 FLD NOT USED	395230	UNDISTRIBUTED WARRANT TOTAL	RENTALS, LEASES AND REPAIRS	320.00 \$320.00 *
001973	CALIFORNIA ASCD PO-000477 DO-PHS	395231	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	390.00 \$390.00 *
005400	CINTAS PV-001152 FLD NOT USED FLD NOT USED FLD NOT USED	395232	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	336.17 30.28 409.62 \$776.07 *
000295	COLUSA CO WATER WORKS DIST #1 PV-001145 FLD NOT USED	395233	UNDISTRIBUTED WARRANT TOTAL	WATER	120.00 \$120.00 *
005221	CREATIVE BUS SALES PV-001160 FLD NOT USED	395234	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	66.48 \$66.48 *
000028	DEPT OF JUSTICE PV-001150 FLD NOT USED	395235	UNDISTRIBUTED WARRANT TOTAL	FINGERPRINTING	393.00 \$393.00 *
004973	ANGELA DORANTES PV-001141 FLD NOT USED	395236	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	20.71 \$20.71 *
005712	MARTHA ESPINOZA PV-001142 FLD NOT USED	395237	UNDISTRIBUTED WARRANT TOTAL	FINGERPRINTING	10.00 \$10.00 *
005534	FLYERS ENERGY LLC PV-001154 FLD NOT USED FLD NOT USED	395238	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	FUEL FUEL	524.85 2,904.09 \$3,428.94 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0039 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
000127	FRONTIER PV-001162	FLD NOT USED	395239	UNDISTRIBUTED WARRANT TOTAL	COMMUNICATIONS	3,071.83 \$3,071.83 *
000633	NANCY HULL PV-001163	FLD NOT USED	395240	REGULAR EDUCATION, K-12 WARRANT TOTAL	HEALTH & WELFARE-CERTIFICATED	144.10 \$144.10 *
005687	HUST BROTHERS INC. PV-001156	FLD NOT USED FLD NOT USED	395241	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	218.65 586.71 \$805.36 *
004888	KALI LEONARD O.D. PO-000552	FLD NOT USED	395242	REGULAR EDUCATION, K-12 WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	290.65 \$290.65 *
005694	LOZANO SMITH LLP PV-001164	FLD NOT USED	395243	UNDISTRIBUTED WARRANT TOTAL	LEGAL FEES	14,181.62 \$14,181.62 *
000094	PACIFIC GAS & ELECTRIC CO PV-001146 PV-001147	FLD NOT USED FLD NOT USED	395244	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	GAS AND ELECTRICITY GAS AND ELECTRICITY	991.57 376.27 \$1,367.84 *
000746	PIERCE HIGH SCHOOL PV-001148	PIERCE HIGH SCHOOL	395245	UNDISTRIBUTED WARRANT TOTAL	ALL OTHER LOCAL REVENUE	679.31 \$679.31 *
004206	RECOLOGY BUTTE COLUSA COUNTIES PV-001153	FLD NOT USED	395246	UNDISTRIBUTED WARRANT TOTAL	GARBAGE	3,267.54 \$3,267.54 *
003466	SAC-VAL PV-001155 PV-001157	FLD NOT USED FLD NOT USED	395247	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	1,316.18 363.15 \$1,679.33 *
000310	SCHOOL SPECIALTY INC PO-000527	FLD NOT USED	395248	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	615.66 \$615.66 *
001125	SHIFFLER EQUIP SALES INC PV-001158	FLD NOT USED	395249	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	640.42 \$640.42 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0039 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
005532	SNAP-ON TOOLS PV-001161	FLD NOT USED	395250	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	301.91 \$301.91 *
000841	TRI-COUNTY SCHOOLS PV-001149	FLD NOT USED FLD NOT USED FLD NOT USED	395251	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	HEALTH & WELFARE-CLASSIFIED HEALTH & WELFARE-CLASSIFIED HEALTH/WELFARE LIAB	6,865.00 8,622.00 15,184.00 \$30,671.00 *
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS:	24	TOTAL AMOUNT OF WARRANTS:	\$67,618.44*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS:	24	TOTAL AMOUNT OF WARRANTS:	\$67,618.44**

BATCH 40

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/20/2018

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DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
4100	TEXTBOOKS	3,528.22
4300	MATERIALS AND SUPPLIES	9,342.99
5200	TRAVEL AND CONFERENCE	5,768.48
5600	RENTALS, LEASES AND REPAIRS	1,828.58
5800	CONSULTING SERV/OPERATING EXP	28,605.70
5900	COMMUNICATIONS	884.99
8600	LOCAL REVENUES	3,114.80
9516	WORKER'S COMP LIAB	15,363.00
	TOTAL FUND :	68,436.76

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/20/2018

04/19/18 PAGE 8

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
4700	FOOD	231.87
	TOTAL FUND :	231.87

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/20/2018

04/19/18 PAGE 9  
FUND : 21 BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
6200	NEW & IMPROVEMENT OF BUILDINGS	58,310.00
	TOTAL FUND :	58,310.00
	TOTAL DISTRICT:	126,978.63

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0040 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
001120	A-Z BUS SALES INC PV-001191	FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED	395402	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	131.41- 653.88 77.94 77.94- \$522.47 *
000128	ALSCO-GEYER IRRIGATION INC PV-001177	FLD NOT USED	395403	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	14.77 \$14.77 *
004503	ALSCO-GEYER/ACE HARDWARE PO-000472 PV-001196	PIERCE HIGH SCHOOL FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED	395404	REGULAR EDUCATION, K-12 UNDISTRIBUTED UNDISTRIBUTED COMMUNITY SERVICES UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	58.88 590.19 244.16 13.66 8.12 \$915.01 *
004101	NICOLE ARIAS PV-001167	PIERCE HIGH SCHOOL	395405	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	76.30 \$76.30 *
005701	BASES LOADED PO-000503	PIERCE HIGH SCHOOL	395406	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	501.45 \$501.45 *
003371	BOARD OF EQUALIZATION PV-001186	FLD NOT USED	395407	UNDISTRIBUTED WARRANT TOTAL	FUEL	49.96 \$49.96 *
005202	BOZ ELECTRIC PV-001192	FLD NOT USED	395408	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	2,500.00 \$2,500.00 *
000071	CLOSE LUMBER INC PV-001176	FLD NOT USED	395409	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	87.79 \$87.79 *
000043	COLUSA COUNTY OFFICE OF ED PV-001178 PV-001193	FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED	395410	UNDISTRIBUTED REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 UNDISTRIBUTED WARRANT TOTAL	WORKER'S COMP LIAB MATERIALS AND SUPPLIES CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	15,363.00 1,663.46 1,209.79 1,062.00 \$19,298.25 *
005121	CUMMINS PACIFIC LLC PO-000568	FLD NOT USED	395411	UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	450.00



DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0040 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
WARRANT TOTAL						\$450.00 *
000588	DEMCO INC PO-000551	ARBUCKLE ELEMENTARY SCHOOL	395412	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	95.53 \$95.53 *
004034	DIVISION OF THE STATE PV-001187	FLD NOT USED	395413	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	57,150.00 \$57,150.00 *
004973	ANGELA DORANTES PV-001180	FLD NOT USED	395414	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	20.71 \$20.71 *
005660	DUDE SOLUTIONS PV-001188	FLD NOT USED FLD NOT USED	395415	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	660.00 1,980.00 \$2,640.00 *
000514	ELFRINK'S INC. PV-001195	FLD NOT USED	395416	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	140.87 \$140.87 *
005138	EVERBANK COMMERCIAL FINANCE PV-001170	GRAND ISLAND ELEMENTARY SCHOOL	395417	REGULAR EDUCATION, K-12 WARRANT TOTAL	COPY MACHINE MAINTENANCE	219.06 \$219.06 *
004859	FLORA FRESH INC PO-000557	PIERCE HIGH SCHOOL	395418	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	354.46 \$354.46 *
000127	FRONTIER PO-000406 PO-000407	FLD NOT USED FLD NOT USED	395419	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES CONSULTING SERV/OPERATING EXP	452.95 893.26 \$1,346.21 *
004586	GEARY PACIFIC SUPPLY PV-001190	FLD NOT USED	395420	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	982.03 \$982.03 *
005183	AMY HANNON-KORYNTA PV-001183	JOHNSON JR HIGH SCHOOL	395421	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	23.24 \$23.24 *
005119	HD SUPPLY FACILITIES MAINT PV-001175	FLD NOT USED FLD NOT USED	395422	UNDISTRIBUTED UNDISTRIBUTED	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	57.27 73.31

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0040 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	9.68-
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	7.64-
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	55.17
				WARRANT TOTAL		\$168.43 *
005482	HIGBY'S COUNTRY FEED INC. PO-000017	PIERCE HIGH SCHOOL	395423	VOCATIONAL EDUCATION	MATERIALS AND SUPPLIES	279.67
	PO-000528	JOHNSON JR HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	84.18
				WARRANT TOTAL		\$363.85 *
002896	HODGES BADGE CO INC PO-000522	ARBUCKLE ELEMENTARY SCHOOL	395424	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	55.80
				WARRANT TOTAL		\$55.80 *
001787	INLAND BUSINESS SYSTEMS PV-001174	GRAND ISLAND ELEMENTARY SCHOOL	395425	REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE	81.40
	PV-001185	PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	235.11
		PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE	244.53
		PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE	244.53
		PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE	244.53
		PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE	244.53
		FLD NOT USED		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	1,388.68
		FLD NOT USED		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	1,388.67
		FLD NOT USED		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	1,388.68
				WARRANT TOTAL		\$5,460.66 *
005281	CAROL KEISER PV-001166	PIERCE HIGH SCHOOL	395426	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	234.00
				WARRANT TOTAL		\$234.00 *
000483	BLAKE KITCHEN PV-001182	GRAND ISLAND ELEMENTARY SCHOOL	395427	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	70.85
				WARRANT TOTAL		\$70.85 *
005192	CATHERINE LOPEZ PV-001181	FLD NOT USED	395428	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	219.09
				WARRANT TOTAL		\$219.09 *
005694	LOZANO SMITH LLP PV-001194	FLD NOT USED	395429	UNDISTRIBUTED	LEGAL FEES	14,272.12
				WARRANT TOTAL		\$14,272.12 *
005710	M&J WELL SUPPLY PO-000556	PIERCE HIGH SCHOOL	395430	VOCATIONAL EDUCATION	MATERIALS AND SUPPLIES	1,496.67
				WARRANT TOTAL		\$1,496.67 *
005711	MARCY COOK MATH PO-000562	ARBUCKLE ELEMENTARY SCHOOL	395431	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	146.68

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0040 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
-----						
WARRANT TOTAL						\$146.68 *
003446	TAMMY MINTEN PV-001165	FLD NOT USED	395432	UNDISTRIBUTED	TRAVEL AND CONFERENCE	20.71
WARRANT TOTAL						\$20.71 *
001724	PJUSD PV-001172	ARBUCKLE ELEMENTARY SCHOOL	395433	UNDISTRIBUTED	ALL OTHER LOCAL REVENUE	35.00
WARRANT TOTAL						\$35.00 *
000233	PJUSD REVOLVING ACCOUNT RC-000013	FLD NOT USED FLD NOT USED DO-JJH	395434	UNDISTRIBUTED UNDISTRIBUTED REGULAR EDUCATION, K-12	ALL OTHER LOCAL REVENUE ALL OTHER LOCAL REVENUE TRAVEL AND CONFERENCE	1,543.61 1,536.19 717.00
WARRANT TOTAL						\$3,796.80 *
001861	RON RECTOR PV-001184	GRAND ISLAND ELEMENTARY SCHOOL	395435	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	21.26
WARRANT TOTAL						\$21.26 *
003187	SCHOOL SAFETY SOLUTIONS.LLC PV-001169	FLD NOT USED	395436	UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	262.50
WARRANT TOTAL						\$262.50 *
000310	SCHOOL SPECIALTY INC PO-000539	ARBUCKLE ELEMENTARY SCHOOL	395437	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	33.15
	PO-000542	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	58.85
	PO-000553	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	70.75
	PV-001179	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	40.74
WARRANT TOTAL						\$229.13 *
005365	TERRACON CONSULTANTS INC PV-001171	FLD NOT USED	395438	UNDISTRIBUTED	NEW & IMPROVEMENT OF BUILDINGS	1,160.00
WARRANT TOTAL						\$1,160.00 *
005115	TOP TIER DATACOM INC. PV-001189	FLD NOT USED	395439	UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	1,150.00
WARRANT TOTAL						\$1,150.00 *
005545	U.S. BANK CORP PAYMENT SYSTEM RC-000014	FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED PIERCE HIGH SCHOOL	395440	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	94.77 25.86- 206.88 244.63 207.36 115.55

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0040 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
		DO-JJH		REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	393.00
		PIERCE HIGH SCHOOL		VOCATIONAL EDUCATION	TRAVEL AND CONFERENCE	3,995.56
		FLD NOT USED		UNDISTRIBUTED	FOOD	8.76
		FLD NOT USED		UNDISTRIBUTED	FOOD	34.43
		FLD NOT USED		UNDISTRIBUTED	FOOD	188.68
				WARRANT TOTAL		\$5,463.76 *
001199	UMPQUA BANK PV-001168	FLD NOT USED	395441	UNDISTRIBUTED	RENTALS, LEASES AND REPAIRS	550.00
				WARRANT TOTAL		\$550.00 *
000610	VERIZON WIRELESS PV-001173	FLD NOT USED	395442	UNDISTRIBUTED	COMMUNICATIONS	884.99
				WARRANT TOTAL		\$884.99 *
003649	WIESER EDUCATIONAL PO-000533	PIERCE HIGH SCHOOL	395443	REGULAR EDUCATION, K-12	TEXTBOOKS	3,528.22
				WARRANT TOTAL		\$3,528.22 *
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 42		TOTAL AMOUNT OF WARRANTS:	\$126,978.63*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 42		TOTAL AMOUNT OF WARRANTS:	\$126,978.63**

BATCH 41

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/27/2018

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FUND : 01 GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
3400	HEALTH & WELFARE	1,943.57
4200	BOOKS OTHER THAN TEXTBOOKS	18.04
4300	MATERIALS AND SUPPLIES	3,511.68
4400	NONCAPITALIZED EQUIPMENT	13,835.25
5200	TRAVEL AND CONFERENCE	78.79
5500	OPERATIONS & HOUSEKEEPING SERV	18,913.43
5800	CONSULTING SERV/OPERATING EXP	26,926.99
7100	TUITION	1,517.00
9514	HEALTH/WELFARE LIAB	137,921.75
	TOTAL FUND :	204,666.50

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DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/27/2018

04/26/18 PAGE 12  
FUND : 13 CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
4300	MATERIALS AND SUPPLIES	1,465.98
4700	FOOD	11,987.50
5800	CONSULTING SERV/OPERATING EXP	85.00
	TOTAL FUND :	13,538.48

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/27/2018

FUND : 25

04/26/18 PAGE 13  
CAPITAL FACILITIES FUND

OBJECT	DESCRIPTION	AMOUNT
5800	CONSULTING SERV/OPERATING EXP	6,996.25
	TOTAL FUND :	6,996.25

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE SUMMARY BY OBJECT  
FOR WARRANTS DATED 04/27/2018

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FUND : 95 STUDENT BODY FUND

OBJECT	DESCRIPTION	AMOUNT
5800	CONSULTING SERV/OPERATING EXP	425.00
	TOTAL FUND :	425.00
	TOTAL DISTRICT:	225,626.23



DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0041 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
000139	ARBUCKLE FOOD CENTER PV-001203 PIERCE HIGH SCHOOL	395634	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	72.25 \$72.25 *
002124	CALIFORNIA'S VALUED TRUST PV-001204 FLD NOT USED FLD NOT USED	395635	REGULAR EDUCATION, K-12 UNDISTRIBUTED WARRANT TOTAL	HEALTH & WELFARE-CERTIFICATED HEALTH/WELFARE LIAB	1,943.57 137,921.75 \$139,865.32 *
004155	KIMBERLY CASTRO PV-001198 PIERCE HIGH SCHOOL PV-001199 PIERCE HIGH SCHOOL	395636	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS TRAVEL AND CONFERENCE	18.04 78.79 \$96.83 *
003208	CDW-G COMPUTING SOLUTIONS PO-000566 FLD NOT USED	395637	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	3,500.00 \$3,500.00 *
005718	CHAPMAN EQUIPMENT SOLUTIONS PO-000595 FLD NOT USED	395638	UNDISTRIBUTED WARRANT TOTAL	NONCAPITALIZED EQUIPMENT	13,835.25 \$13,835.25 *
004711	COLLEGE CITY MARKET PO-000571 PIERCE HIGH SCHOOL	395639	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	19.07 \$19.07 *
002466	COLUSA COUNTY FARM PO-000018 PIERCE HIGH SCHOOL	395640	VOCATIONAL EDUCATION WARRANT TOTAL	MATERIALS AND SUPPLIES	185.44 \$185.44 *
000043	COLUSA COUNTY OFFICE OF ED PV-001212 FLD NOT USED PV-001213 FLD NOT USED	395641	UNDISTRIBUTED SPECIAL EDUCATION-UNSPECIFIED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP OTHER TUITION, ETC. TO COUNTY	11,164.00 1,517.00 \$12,681.00 *
001763	COLUSA DAIRY PV-001202 FLD NOT USED	395642	UNDISTRIBUTED WARRANT TOTAL	FOOD	382.34 \$382.34 *
000429	CRYSTAL CREAMERY PV-001205 FLD NOT USED	395643	UNDISTRIBUTED WARRANT TOTAL	FOOD	3,844.64 \$3,844.64 *
000428	THE DANIELSEN CO. PV-001201 FLD NOT USED FLD NOT USED FLD NOT USED	395644	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES FOOD	1,198.68 194.95 7,760.52

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0041 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
WARRANT TOTAL						\$9,154.15 *
000574	CAROL GEYER PV-001197	FLD NOT USED	395645	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	18.99 \$18.99 *
004976	HARRIS COMPUTER SYSTEMS PV-001207	FLD NOT USED	395646	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	85.00 \$85.00 *
005285	IMPERO SOFTWARE INC. PO-000548	FLD NOT USED	395647	REGULAR EDUCATION, K-12 WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	10,368.00 \$10,368.00 *
005549	IXL LEARNING PV-001211	JOHNSON JR HIGH SCHOOL	395648	REGULAR EDUCATION, K-12 WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	1,865.00 \$1,865.00 *
005222	J.M. KING CONSULTING INC. PV-001209 PV-001210	FLD NOT USED FLD NOT USED	395649	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	6,706.25 290.00 \$6,996.25 *
005583	LINCOLN AQUATICS PV-001206	FLD NOT USED	395650	COMMUNITY SERVICES WARRANT TOTAL	MATERIALS AND SUPPLIES	984.54 \$984.54 *
003755	MJB WELDING INC PO-000558	PIERCE HIGH SCHOOL	395651	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	418.59 \$418.59 *
000094	PACIFIC GAS & ELECTRIC CO PV-001200	FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED	395652	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED COMMUNITY SERVICES WARRANT TOTAL	GAS AND ELECTRICITY GAS AND ELECTRICITY GAS AND ELECTRICITY GAS AND ELECTRICITY GAS AND ELECTRICITY GAS AND ELECTRICITY	3,835.32 1,112.17 11,909.25 1,926.46 111.13 19.10 \$18,913.43 *
005553	POWERHOUSE SCIENCE CENTER PV-001208	FLD NOT USED	395653	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	425.00 \$425.00 *
000310	SCHOOL SPECIALTY INC PO-000541	ARBUCKLE ELEMENTARY SCHOOL ARBUCKLE ELEMENTARY SCHOOL	395654	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	33.26 132.30

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0041 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
WARRANT TOTAL					\$165.56 *
001953	STAPLES ADVANTAGE	395655			
	PO-000510 JOHNSON JR HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	44.88
	PO-000518 ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	93.77
	PO-000529 ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	79.58
	PO-000535 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	9.04
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	77.11
	PO-000564 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	243.53
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	72.35
WARRANT TOTAL					\$620.26 *
005386	STRICTLY TECHNOLOGY LLC	395656			
	PO-000567 FLD NOT USED		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	29.99
WARRANT TOTAL					\$29.99 *
003621	SYNCB/AMAZON	395657			
	PO-000375 PIERCE HIGH SCHOOL		NONAGENCY-EDUCATIONAL	MATERIALS AND SUPPLIES	142.99
	PO-000523 ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	399.98
	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	150.12
	PO-000538 ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	127.97
	PO-000543 PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	173.38
	PO-000544 PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	59.35
	PO-000545 ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	45.54
WARRANT TOTAL					\$1,099.33 *
***	BATCH TOTALS ***	TOTAL NUMBER OF WARRANTS:	24	TOTAL AMOUNT OF WARRANTS:	\$225,626.23*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF WARRANTS:	24	TOTAL AMOUNT OF WARRANTS:	\$225,626.23**

2018/2019 MEMORANDUM OF UNDERSTANDING

Tri-County Induction Program

Sutter County Superintendent of Schools Office

and

Pierce JUSD Participating District or COE

---

**General**

This Memorandum of Understanding (MOU) is entered into between the Sutter County Superintendent of Schools Office (SCSOS), Local Educational Agency (LEA) for the Tri-County Induction Program, and a participating district or COE referred to as District in this MOU, to implement the Tri-County Induction Program.

The effective date of this MOU is July 1, 2018 – June 30, 2019. The terms of this agreement shall remain in force unless mutually amended.

**Purpose**

The purpose of this MOU is to establish a formal level of commitment between SCSOS and the District.

**Responsibilities – General**

A. SCSOS agrees to provide support for the Program Administrator and a secretary to administer the accredited induction program per the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE) guidelines. This includes:

1. Providing workspace for the director and secretary -- including computer and fax access, telephone and office supplies, and meeting space for program activities.
2. Developing, establishing and processing payment for contracts with outside vendors for professional services as needed and/or required.
3. Developing, establishing and processing payment for contracts with Mentors and other personnel for professional services as needed and/or required.
4. Establishing and maintaining accurate records and reports.
5. Supplying to the California Commission on Teacher Credentialing (CTC) and the California State Department of Education (CDE) reports and other information as requested on all matters related to program requirements and activities.

B. The participating district agrees to the following:

1. Appoint a liaison who will regularly attend Advisory Committee meetings (in-person or virtually), oversee all activities within the district and assume the responsibilities established by the Tri-County Induction Program (including notifying TCIP when a candidate leaves before the end of the school year, providing follow-up on Mentors and Candidates not meeting requirements, etc).

Carol Geyer

Name of Liaison

cgeyer@pierce.k12.ca.us

Liaison's Email address

2. The district will distribute information about TCIP to **all new hires** at the point of hire so that induction can begin in the teacher's first year of teaching (Precondition 1, Standard 1).
3. The district will notify the Induction program regarding the mentor match within the first 30 days of the candidate's enrollment in the program, matching the mentor and candidate according to credentials held, grade level and/or subject area, as appropriate to the participant's employment (Precondition 2, Standard 4).
4. The district will help TCIP assure that each candidate receives an average of not less than one hour per week of individualized "just in time" support/mentoring coordinated and/or provided by the mentor in a face to face meeting (Precondition 3).
5. The district will assist TCIP in ensuring that CSTP goals for each participating teacher will be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program (Precondition 4, Standard 3).
6. The district guarantees that the Individual Learning Plan will be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes (Precondition 5).
7. The district and/or site will assist TCIP in identifying participants for the Early Completion option for "experienced and exceptional" candidates who meet the program's established criteria (Precondition 6).
8. Provide an annual update about TCIP to the district's governing board with evidence provided to TCIP by **June 30, 2019**.
9. Participate in program evaluation surveys through The Sinclair Group.

**Responsibilities – Fiscal**

A. SCSOS, in its capacity as LEA, agrees to the overall fiscal responsibility for the funding of the administration of the program.

B. The district agrees to the following – select one:

**Program Participation Options**

The district will select one of the following options. All Options require full participation in the Tri-County Induction Program (TCIP) by all participants.

**Option 1:**

District pays SCSOS \$2,660 per candidate to select, hire, match and provide continuous training to its Mentors using the criteria as outlined below. Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the candidate, it is their responsibility to notify the candidate upon hiring and collect all fees due. If the candidate leaves the program during the year, the district will be responsible for reimbursing the cost to the Mentor on a prorated basis. It is the responsibility of the district to notify TCIP when a Candidate or Mentor leaves the Program.



**Option 2\*:**

\*The district agrees to provide written verification of the above selection, hiring, and matching process to TCIP upon request.

\*The district selects, hires, matches and compensates Mentors who have (Standards 2,3,4):

- Knowledge of the context and the content area of the candidate's teaching assignment
- A demonstrated commitment to professional learning and collaboration
- Possess a Clear Teaching Credential with a minimum of three years of effective teaching experience
- The ability, willingness, and flexibility to meet candidate needs for support
- The ability to provide "just in time" support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills each week for a minimum of a one hour face to face meeting
- A demonstrated ability to facilitate candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction
- The ability to connect candidates with available resources to support their professional growth and accomplishment of the ILP
- The ability to weekly review the CSTP ILP goals and documentation of development/growth with candidates and make adjustments as needed
- Regular attendance at all required trainings, on-time, prepared, and actively involved in a positive professional manner
- Timely responses to survey requests
- The ability to use mentoring instruments appropriately
- Demonstrated best practices in adult learning, commitment
- The ability to reflect on mentoring practice, and engage with mentoring peers in professional learning networks

1. The district supports the release of Mentors (Standard 6):

- Who do not meet Program requirements
- Whose candidate initiates a request to change Mentors
- Who TCIP requests a release based on failure to meet the above criteria

2. The district assumes all financial (litigation) responsibilities stemming from any legal action brought against Tri-County Induction Program from an employee of said District.

Program Participation:

Participating District/COE shall defend and indemnify the Sutter County Superintendent of Schools Office (SCSOS), its officers, agents and employees, for any claim or cause of action against SCSOS, its officers, agents or employees, arising from SCSOS's performance of services or duties in connection with the Tri-County Induction Program pursuant to the MOU on behalf of (the Participating District/COE). This duty to defend and indemnify includes, but is not limited to, payment of necessary attorneys' fees and other costs incurred in litigation. In the event that a particular claim or cause of action arises from services performed on behalf of (Participating District/COE) or from more than one Participating District/COE, (Participating District/COE) agrees to share costs on an equitable basis.

Signature of District Authorized Official

Name: Carol Meyer Title: Superintendent

District: Pierce JUSD Email: cmeyer@pierce.k12.ca.us

\*\*\*\*\*

Received at SCSOS \_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Sutter County Superintendent of Schools



# **Teacher Induction Program Preconditions and Program Standards**

## **Commission on Teacher Credentialing**

**Standards Adopted  
*October 2016***

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Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, California 95811  
(888) 921-2682 (toll free)

## **Teacher Induction**

The Teacher Induction standards govern the program for Preliminary Multiple Subject, Single Subject and Education Specialist teachers complete to earn a Clear Teaching Credential.

### **Preconditions for Teacher Induction Programs**

1. Each Induction program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching.
2. The Induction program must identify and assign a mentor to each participating teacher within the first 30 days of the participant's enrollment in the program, matching the mentor and participating teacher according to credentials held, grade level and/or subject area, as appropriate to the participant's employment.
3. Each Induction program must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.
4. Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program.
5. The Individual Learning Plan must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.
6. An Induction program sponsor must make available and must advise participants of an Early Completion option for "experienced and exceptional" candidates who meet the program's established criteria.



## **Induction Program Design for Mentoring Clear Teaching Credential Candidates**

### **Standard 1: Program Purpose**

Each Induction program must support candidate development and growth in the profession by building on the knowledge and skills gained during the Preliminary Preparation program to design and implement a robust mentoring system as described in the following standards that helps each candidate work to meet the *California Standards for the Teaching Profession*.

### **Standard 2: Components of the Mentoring Design**

The Induction program's mentoring design must be based on a sound rationale informed by theory and research, and must provide multiple opportunities for candidates to demonstrate growth in the California Standards for the Teaching Profession. The mentoring approach implemented by the program must include the development of an Individualized Learning Plan (ILP) for candidates based on needs determined by the teacher and program provider, in consultation with the site administrator and guided by the Preliminary Program Transition Plan. The ILP must address identified candidate competencies that support the recommendation for the credential. Mentoring support for candidates must include both "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills. The program's design features both individually and as a whole must serve to strengthen the candidate's professional practice and contribute to the candidate's future retention in the profession.

### **Standard 3: Designing and Implementing Individual Learning Plans within the Mentoring System**

The Individualized Learning Plan (ILP) must address the *California Standards for the Teaching Profession* and provide the road map for candidates' Induction work during their time in the program along with guidance for the mentor in providing support. The ILP must be collaboratively developed at the beginning of Induction by the candidate and the mentor, with input from the employer regarding the candidate's job assignment, and guidance from the program staff. The ILP must include candidate professional growth goals, a description of how the candidate will work to meet those goals, defined and measurable outcomes for the candidate, and planned opportunities to reflect on progress and modify the ILP as needed. The candidate's specific teaching assignment should provide the appropriate context for the development of the overall ILP; however, the candidate and the mentor may add additional goals based on the candidate's professional interests such as, for example, advanced certifications, additional content area literacy, early childhood education, case management, evidence-based practices supportive of specific disabilities within the candidate's caseload, consultation, collaboration, co-teaching, and collaborating with para-educators and service providers. Within the ILP, professional learning and support opportunities must be identified for each candidate to practice and refine effective teaching practices for all students through focused cycles of inquiry.

The program must assist the candidate and the mentor with assuring the availability of resources necessary to accomplish the ILP. The program must ensure dedicated time for regular mentor and candidate interactions, observations of colleagues and peers by the candidate, and other activities contained in the ILP. In addition, the mentoring process must support each candidate's consistent practice of reflection on the effectiveness of instruction, analysis of student and other outcomes data, and the use of these data to further inform the repeated cycle of planning and instruction. Within the ongoing mentoring interactions, the mentor must encourage and assist candidates to connect with and become part of the larger professional learning community within the profession.

#### **Standard 4: Qualifications, Selection and Training of Mentors**

The Induction program assigns qualified mentors and provides guidance and clear expectations for the mentoring experience based on the program's design. Qualifications for mentors must include but are not limited to:

- Knowledge of the context and the content area of the candidate's teaching assignment
- Demonstrated commitment to professional learning and collaboration
- Possession of a Clear Teaching Credential
- Ability, willingness, and flexibility to meet candidate needs for support
- Minimum of three years of effective teaching experience

Guidance and clear expectations for the mentoring experience provided by the program must include but are not limited to:

- Providing "just in time" support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills
- Facilitation of candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction
- Connecting candidates with available resources to support their professional growth and accomplishment of the ILP
- Periodically reviewing the ILP with candidates and making adjustments as needed

The program must provide ongoing training and support for mentors that includes, but is not limited to:

- Coaching and mentoring
- Goal setting
- Use of appropriate mentoring instruments
- Best practices in adult learning
- Support for individual mentoring challenges, reflection on mentoring practice, and opportunities to engage with mentoring peers in professional learning networks
- Program processes designed to support candidate growth and effectiveness

**Standard 5: Determining Candidate Competence for the Clear Credential Recommendation**

The Induction program must assess candidate progress towards mastery of the *California Standards for the Teaching Profession* to support the recommendation for the clear credential. The documentation of candidate progress must reflect the learning and professional growth goals indicated within the Individualized Learning Plan and evidence of the candidate's successful completion of the activities outlined in the ILP.

Prior to recommending a candidate for a Clear Credential, the Induction program sponsor must verify that the candidate has satisfactorily completed all program activities and requirements, and that the program has documented the basis on which the recommendation for the clear credential is made. The program sponsor's verification must be based on a review of observed and documented evidence, collaboratively assembled by the candidate, the mentor and/or other colleagues, according to the program's design. The Induction program's recommendation verification process must include a defensible process of reviewing documentation, a written appeal process for candidates, and a procedure for candidates to repeat portions of the program, as needed.

**Standard 6: Program Responsibilities for Assuring Quality of Program Services**

The program must regularly assess the quality of services provided by mentors to candidates, using criteria that include candidate feedback, the quality and perceived effectiveness of support provided to candidates in implementing their Individualized Learning Plan, and the opportunity to complete the full range of program requirements. Induction program leaders must provide formative feedback to mentors on their work, including establishment of collaborative relationships. Clear procedures must be in place for the reassignment of mentors, if the pairing of candidate and mentor is not effective.

The program must provide a coherent overall system of support through the collaboration, communication and coordination between candidates, mentors, school and district administrators, and all members of the Induction system.



**James Marta & Company LLP**  
**Certified Public Accountants**

*Accounting, Auditing, Consulting, and Tax*

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April 18, 2018

Daena Meras  
Chief Business Official  
Pierce Joint Unified School District  
540A 6th Street  
Arbuckle, California 95912

RE: Performance and Financial Audit for 2016 Measure B Bond.

We are pleased to confirm our understanding of the services we are to provide for Pierce Joint Unified School District.

**I. SCOPE OF WORK**

We have been engaged to perform an audit of Pierce Joint Unified School District's 2016 Measure B Bond, Balance Sheet as of June 30, 2018, and the related Statement of Revenues and Expenditures and Changes in Fund Balance for the year then ended. We are also engaged to conduct a performance audit in accordance with standards applicable to performance audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and in accordance with Government Auditing Standards and provide assistance with the preparation of the financial statements. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with Government Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

## II. MANAGEMENT'S RESPONSIBILITIES

At the outset, it is imperative that we state the scope of your responsibilities in connection with this engagement:

- a. The financial statements are the responsibility of Pierce Joint Unified School District's management.
- b. Encompassed in that responsibility is the establishment and maintenance of effective internal control over financial reporting, the establishment and maintenance of proper accounting records, and the selection of appropriate accounting principles.
- c. Management is responsible for the design and implementation of programs and controls to prevent or detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (a) management, (b) individuals who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements.
- d. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the organization received in communications from members, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.
- e. Management is responsible:
  - i. for the identification of the applicable reporting framework.
  - ii. for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America.
  - iii. for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- f. Management is responsible to provide us with:
  - i. access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
  - ii. additional information that we may request from management for the purpose of the audit; and
  - iii. unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. You are responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

As part of our engagement we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on your financial statements. Further, you are responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

### **III. OUR RESPONSIBILITY**

Our responsibility is to express an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles, and is limited to the period covered by our audit. Facts and circumstances may require us to qualify that opinion, or to disclaim it, or to express an adverse opinion. We will also express an opinion on performance requirements for the District's 2016 Measure B general obligation bond funds. Other facts and circumstances may require us to provide additional information on our report. We will keep you informed if and when we begin to reach conclusions that our report may need to be modified because of such facts and circumstances.

### **IV. CHARACTER AND LIMITATIONS OF AN AUDIT**

Our audit will be conducted in accordance with generally accepted auditing standards. Those standards require that we initially assess the risk that errors, fraud, irregularities, and illegal acts may cause the financial statements to contain a material misstatement. This is necessary because we do not audit all the transactions and balances in the financial statements, only a selected portion of them, in some cases a very small portion. The costs for us to examine a large portion of them, or all of them of a certain category, or all of them in all categories, would be prohibitive. Consequently, there are risks.

In making this initial assessment, we are required to obtain an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of financial statements and to design appropriate audit procedures. Those considerations mandate your complete cooperation and honesty about your knowledge and understanding of the possibility of the existence of errors, fraud, irregularities and illegal acts. By signing this letter, you agree that you will provide this cooperation and that you will be totally honest with us.

Based on that assessment, the standards require us to design the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether caused by errors, fraud, irregularities and illegal acts. Accordingly, a material misstatement may remain undetected. While we are required to exercise due care and professional skepticism, since our opinion is based on the concept of reasonable assurance, we are not an insurer and our report does not constitute a guarantee. We will inform you of all matters of fraud that come to our attention. We will also inform you of illegal acts that come to our attention, unless they are clearly inconsequential. We will inform you of any need to extend our procedures because of them and our estimate of their additional cost.

The discovery, subsequent to the date of the auditor's report, that one or more errors, frauds, irregularities, or illegal acts causing the financial statements to contain one or more material misstatements, have occurred does not necessarily mean that our audit was not conducted in accordance with generally accepted auditing standards.

An audit includes obtaining an understanding of internal control sufficient to plan the audit, but is not designed to provide assurance on internal control or to identify significant deficiencies conditions. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of certain assets, revenues and expenses by correspondence with selected individuals, legal counsel, creditors, and financial institutions.

Management is responsible for making all financial records and related information available for purposes of the audit.

In the event that the financial information provided is incomplete or inaccurate, then we will either complete the work at our standard rate, or delay the audit until this information is complete and accurate.

At the conclusion of our audit, we will require you to furnish us a management representation letter confirming, among others, your responsibility for your financial statements and for the design and implementation of program and controls to prevent and detect fraud. This letter is a required audit procedure prior to issuing our report. By signing this engagement letter and furnishing a management representation letter, you agree to indemnify us and hold us harmless for any liability and costs arising from knowing misrepresentations by management.

In accordance with auditing standards generally accepted in the United States of America, we will also issue a written report describing the scope of our testing over internal control over financial reporting, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

## **V. OTHER STIPULATIONS**

### **Fees**

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. Unpaid fee balances will bear interest at 18 percent per annum. Our fee for the audits will not exceed \$5,500 for the year ended June 30, 2018.

This fee includes a presentation to the Bond Oversight Committee. We will bill you on a monthly basis for our services and invoices are payable upon presentation. Unpaid fee balances 30 days overdue will bear interest at 18 percent per annum. This fee is based upon the assumption that the closing journal entries will be made and accounting will be finalized and closed before the year end audit fieldwork. Additional time and billing charges will incur if accounting service is provided for closing accounting records. Attendance at special meetings will be billed at our hourly rates.

Whenever possible, we will attempt to use your organization's personnel to assist in the preparation of schedules and analyses of accounts. We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. This effort could substantially reduce our time requirements, facilitate the timely conclusion of the audit, and help you hold down audit fees.

Our initial fee estimate assumes we will receive the aforementioned assistance from your personnel and unexpected circumstances will not be encountered. In the event that the GASB, FASB, AICPA, GAO, OMB, or the State of California issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. If to complete our work or in conjunction with our audit we are asked or are required to perform account

reconciliation or other work not otherwise in the scope of an audit, our fee for addressing the additional requirements will be at our standard hourly rates for each person involved in the additional work.

In the event we are required to respond to discovery requests, subpoenas, and outside inquiries, we will first obtain your permission unless otherwise required to comply under the law. Our time and expense to comply with such requests will be charged at our standard hour rates in addition to the stated contract.

### **Reports**

We will issue a report on the audit of the Pierce Joint Unified School District's 2016 Measure B Bond for the year ended June 30, 2018. The purpose of an audit is to express an opinion as to whether your financial statements are fairly presented, in all material respects in conformity with United States generally accepted accounting principles, and is limited to the period covered by our audit. We will issue a written report upon the completion of our audit to the Pierce Joint Unified School District. Our report will be addressed to the Citizens' Bond Oversight Committee of Pierce Joint Unified School District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. In the event we must withdraw from the engagement, our fees will be limited to the fees incurred up to the point of withdrawal.

We will also issue a written report on internal control, a report to those charged with governance and a management comment letter (if applicable).

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

We will provide you with 10 copies of the report and a PDF format copy. If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

The intended users of the report are the board of directors of the Pierce Joint Unified School District and the Citizens Bond Oversight Committee. You agree to be responsible to distribute the reports to those charged with governance and to the appropriate officials of the responsible party.



**Working Papers**

The working papers for this engagement are the property of James Marta & Company LLP and constitute confidential information. However, we may be requested to make certain working papers available or provide copies of them to certain regulators pursuant to authority given to it by law or regulation or peer reviewers. If requested, access to such working papers will be provided under the supervision of James Marta & Company LLP. The regulator's may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

We agree to retain our work papers related to this audit for a period of at least seven (7) years from the date of our report.

**Mediation Provision**

Disputes arising under this agreement (including scope, nature, and quality of services to be performed by us, our fees and other terms of the engagement) shall be submitted to mediation. A competent and impartial third party, acceptable to both parties shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all costs against any non-prevailing party found not to have participated in the mediation process in good faith.

Several technical accounting and auditing words and phrases have been used herein. We presume you to understand their meaning or that you will notify us otherwise so that we can furnish appropriate explanations.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing a copy of this letter and returning it to us.

We appreciate the opportunity to serve you and look forward to working with you and your staff.

Sincerely,

*James Marta + Company LLP*

James Marta & Company LLP  
Certified Public Accountants  
Sacramento, California

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Pierce Joint Unified School District

Approved by:

*[Signature]*

Title:

*Chief Business Official*

Date:

*4/18/18*

**Eagle Architects**  
349 Silver Lake Drive  
Chico, CA 95973  
(530)898-0123

May 4, 2018

Carol Geyer  
Superintendent  
Pierce Joint Unified School District  
540A Sixth Street  
Arbuckle, CA. 95912

Subject: Agreement for Consulting Services  
Bleachers & Press Box Replacement  
Pierce High School  
960 Wildwood Road  
Arbuckle, CA. 95912

Dear Ms. Geyer,

I am glad to have the opportunity to continue a working relationship with Pierce Joint Unified School District. Please review, sign and return one (1) original of the attached Agreement for Consulting Services with Eagle Architects for the Bleachers & Press Box Replacement at Pierce High School in Arbuckle.

The scope of work shall include the replacement of the existing bleachers & press box located at the south end of the stadium at Pierce High School. The work shall include removal of the existing bleachers, press box, modifications to existing guard rail, creation of a new ADA accessible path of travel from the new bleachers to the existing accessible parking stalls, new accessible gate, new electrical power, data & signal to press box, emergency lighting to bleacher area & new fire alarm to press box. The work shall include new bleachers & press box provided by bleacher manufacturer. Gates and fire access will be based upon a review of the existing site and acceptance by local fire authority. The duration of this contract shall be from May 9, 2018 through an approximate completion of August 31, 2019. The compensation for this project shall be on a fixed fee basis. See attached fixed fee schedule below:

Task	Fee
Site visit, ADA Survey & field verify existing conditions Architect & Electrical Engineer	\$2330
Site topo survey at existing concrete walk, ADA accessible path of travel and existing accessible parking stalls to be done by others and not part of this contract.	N/A
Construction Documents Include the following documents: 1. Cover sht./ plot plan/general notes 2. Site plan/ADA access entire campus 3. Demo & New Enlarged Site Plans	\$21,870

<ol style="list-style-type: none"> <li>4. Site Plan Local Fire Review/Authority</li> <li>5. Accessible Site Details</li> <li>6. Architectural details</li> <li>7. Specifications in Project Manual Book</li> <li>8. Bleacher emergency lighting plan</li> <li>9. Press Box power plan</li> <li>10. Press box fire alarm plan with calculations</li> <li>11. Press Box data plan with new IDF &amp; data outlets</li> <li>12. One Line diagram</li> <li>13. Electrical Site Plan</li> <li>14. Electrical distribution system calculations</li> <li>15. Bleachers Manufacturers Drawings (Provided by Manufacturer)</li> <li>16. Bleachers concrete footings/details (Provided by manufacturer &amp; their structural engineer)</li> <li>17. Gates &amp; Access Approval from Arbuckle Fire Dept.</li> <li>18. Submit construction documents to DSA for plan check review electronically through "The Box"</li> <li>19. Redline comments from DSA plan check</li> <li>20. DSA back check review &amp; approval.</li> </ol>	
<p>Bidding-</p> <p>Prepare &amp; issue documents for Bidding</p> <p>Prepare Addendums with DSA review &amp; approval</p> <p>Attend Bid Walk Through with district &amp; bidders- Architect only</p>	\$2330
<p>Construction Administration</p> <p>Attend Pre-construction meeting with contractor &amp; DSA inspector- architect only</p> <p>Review submittals from contractor</p> <p>Review and answer RFIs</p> <p>Prepare CCDs with DSA approval</p> <p>DSA forms/paperwork</p> <p>Provide DSA-6AE Interium Verified Reports for DSA Inspector card Sign-off-(limited to 1 site visit &amp; report)</p> <p>Upload &amp; interact with DSA through "The Box"</p> <p>Final Observation/Punch list walk through- Architect &amp; Electrical Engineer</p>	\$6740
<p>Project Closeout with DSA</p> <p>Prepare documents for closeout</p> <p>DSA forms/paperwork</p>	\$2050
<p>Total Fee</p> <p>This fee proposal is good for 30 days. After 30 days fee subject to change.</p>	\$35,320
<p>Reimburseables- Printing costs to be billed at cost plus 10%- Estimated Budget</p>	\$3000

All additional Services for architect shall be billed at an hourly rate of \$125.00.  
All additional Services for electrical engineer shall be billed at an hourly rate of \$155.00. Department of the State Architect(DSA) Fees to be paid by school district.

All invoices will be billed based upon the percentage complete for each item in each task. All invoices are due and payable no more than 14 days after the invoice date. Interest of 12% annually will accrue on invoices 60 days past due. All documents produced by Eagle Architects are copyrighted under US copyright laws. Eagle Architects holds copyrights to all instruments of service until transferred or grants licenses for those rights

I hope this meets with your approval and I look forward to continue my relationship with Pierce Joint Unified School District.

Sincerely,  
Eagle Architects

Alan S. Chambers  
Principal

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ACCEPTED

IN WITNESS WHEREOF, Pierce Joint Unified School District and Eagle Architects have executed this Agreement.

CLIENT  
Pierce Joint Unified School District

CONSULTANT  
Eagle Architects

---

By: Carol Geyer, Superintendent  
Date:

---

By: Alan S. Chambers, President  
Date:



May 4, 2018

Pierce Joint Unified School District  
540-A 6th Street  
Arbuckle, CA 95912

Attn: Mr. George Parker, Capital Projects Manager  
P: 530-476-2892, x13003  
E: [gparker@pierce.k12.ca.us](mailto:gparker@pierce.k12.ca.us)

**Re: Proposal for Construction Materials Testing & Special Inspection Services  
Arbuckle Elementary School – Increment 1, Site Work  
701 Hall Street  
Arbuckle, California 95912  
Terracon Proposal No. PNB181072**

Dear Mr. Parker:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal and cost estimate to provide Testing services for the subject project listed above. This proposal outlines our understanding of the scope of services to be performed by Terracon on this project and provides a Cost Estimate for our services.

## **A. PROJECT INFORMATION**

It is our understanding that the Arbuckle Elementary School, Increment 1 Site Work package will consist of relocation of 7 existing portable classroom buildings, including but not limited to; site demolition, grading, paving and new utility installation. Our preparation of this proposal is based on the following items:

- Review of the DSA AES Classroom Building Increment 1 Site Development Drawings, DSA Application No. 02-116802, File No. 06-18, prepared by CA+SA Studio, Project No. 2018-020.00, dated "Addendum 1".
- Review of the DSA Form 103, DSA Application No. 02-116802, File No. 06-18, dated 04/25/2018 for Increment 1 prepared by Trent Sommers.
- Email from George Parker with approximate expected start date of June 4, 2018 for demolition and relocations, with duration extending to August 1, 2018.

Terracon Consultants, Inc.

P (916) 928-4690

50 Goldenland Court, Suite 100

F (916) 928-4697

Sacramento, CA 95834

[terracon.com](http://terracon.com)

Environmental



Facilities



Geotechnical



Materials

93 01 110

**Proposal for Construction Materials Testing Services**

AES Inc. 1 – Site Work ■ Arbutle, California

May 4, 2018 ■ Proposal No. PNB181072



**B. SCOPE OF SERVICES**

Terracon will provide construction materials and testing services as needed throughout the project, on an as-requested basis. Our understanding of the required construction materials services for this project is based on information provided. The general services estimated to be provided by Terracon on this project include the following:

- Field Density Testing;
- Post-Installed Anchors in Concrete;
- Structural Welding for both Field and Shop;
- Laboratory testing of soil and aggregates;
- Project administration, engineering review, and reporting.

Our services will be provided on an as-scheduled basis. Services must be scheduled a minimum 24 hours in advance. These services are provided to give the owner a greater degree of confidence in the work being constructed; however, these services in no way relieve the various contractors from their responsibility for properly constructing work.

Terracon can only provide the services discussed herein when properly scheduled. Our services will be provided only at the specific starting times scheduled by the contractor. Failure on the contractor's part to notify Terracon of the construction activities which require our involvement could jeopardize our ability to provide the necessary materials testing certification upon completion of the project. Testing and observations will only determine compliance with project plans and specifications at the test locations, at the time our services are performed.

**C. COMPENSATION**

The fee for our services, including all field work, laboratory testing, engineering analyses and report preparation will be based upon the unit costs prepared for this project as shown in the following table. The time required for construction materials testing on the project will be directly related to the schedule and performance of the various contractors on the site and how many trips are made to the site. As a result, total fees for the construction materials services will be based upon the applicable unit rates. Based on these rates, information provided, and noted assumptions, we recommend an allowance of **\$12,380** for the proposed services on this project.

**Responsive ■ Resourceful ■ Reliable**

**Proposal for Construction Materials Testing Services**

AES Inc. 1 – Site Work ■ Arbutle, California

May 4, 2018 ■ Proposal No. PNB181072



<u>Service</u>	<u>Hours/Units</u>	<u>Rate</u>	<u>Fee</u>
<u>Soils/AC</u>			
Soil Inspector w/ Nuc Gauge	56 hours	\$ 95.00 /hour	\$ 5,320.00
Trip Charge	14 each	\$ 70.00 /each	\$ 980.00
PM/PE Review/Admin Support	14 reports	\$ 90.00 /report	\$ 1,260.00
Estimated Soils Total			\$ 7,560.00
<u>Structural Steel</u>			
Certified Field Welding Inspector	8 hours	\$ 100.00 /hour	\$ 800.00
Certified Shop Welding Inspector	8 hours	\$ 100.00 /hour	\$ 800.00
Trip Charge	2 each	\$ 70.00 /each	\$ 140.00
PM/PE Review/Admin Support	2 reports	\$ 90.00 /report	\$ 180.00
Estimated SS Total			\$ 1,920.00
<u>Concrete &amp; Reinforcing</u>			
Anchor Observation	8 hours	\$ 95.00 /hour	\$ 760.00
Trip Charge	2 each	\$ 70.00 /each	\$ 140.00
PM/PE Review/Admin Support	2 reports	\$ 90.00 /report	\$ 180.00
Estimated Conc./Reinf. Total			\$ 1,080.00
<u>Laboratory Services</u>			
D4318 Atterberg Plasticity Index	1 each	\$ 100.00 /each	\$ 100.00
Proctor Mod Effort 4 in D1557	2 each	\$ 190.00 /each	\$ 380.00
Proctor Mod Effort 6 in D1557	1 each	\$ 200.00 /each	\$ 200.00
Estimated Lab Total			\$ 680.00
<u>Project Management</u>			
Project Manager	4 hours	\$ 160.00 hour	\$ 640.00
DSA Interim Verified Report	1 each	\$ 250.00 /each	\$ 250.00
DSA Affidavit	1 each	\$ 250.00 /each	\$ 250.00
Estimated Management Total			\$ 1,140.00
Estimated Grand Total			\$ 12,380.00

The scope of services is based upon our understanding of the project from a review of the project plans provided to us, and our experience with similar projects. The total fee could vary depending on the actual construction schedule and number of trips made to the project site. Once a construction schedule is available for our review, we would be happy to revisit the above cost estimate. We have assumed shop fabrication will take place within an hour from our nearest Terracon Office.

Work performed in addition to the anticipated items will be billed in accordance with Terracon's standard fee schedule. Requirements relative to invoicing must be provided prior to the start of work so that payments to Terracon can be made in the appropriate time frames discussed below.

Time will be charged in 4 and 8 hour increments with a 4-hour minimum for field inspections and observation and shall be billed from portal to portal. Weekends and holidays will be charged in 4 and 8 hour increments. Overtime and double time, if any, will be applied per California Labor law.

**Responsive ■ Resourceful ■ Reliable**

## Proposal for Construction Materials Testing Services

AES Inc. 1 – Site Work ■ Arbutle, California

May 4, 2018 ■ Proposal No. PNB181072

# Terracon

Terracon can only provide the services discussed herein when properly scheduled. Our services will be provided only at the specific starting times scheduled by the contractor. Failure on the contractor's part to notify Terracon of the construction activities which require our involvement could jeopardize our ability to provide the necessary materials testing certification upon completion of the structure.

The following assumptions were used in preparing this proposal:

- Our fees for trips to the site will be charged portal to portal;
- The above rates include CA prevailing wage;
- We have assumed that contractors on the site will work a single shift 5-day per week schedule;
- This project is located approximately 45 miles from our office and laboratory. Average drive time is 45 minutes each way.
- A preliminary construction schedule was not reviewed in the preparation of this proposal. The durations estimated in this proposal are only based on our review of the drawings and provided and should be verified by the construction team;
- An out-of-scope charge of \$95/hour will be applied for all stand-by time and/or time spent on activities which were not cancelled with prior timely notice (within 8 working hours of requested field inspection);
- Staff time, laboratory testing and extra trips required for re-testing and/or re-inspection will be marked on the monthly invoices and be considered out-of-scope items;
- All work performed during weekends and holidays or in excess of 8 hours per day will be billed at 1.5 times the applicable hourly billing rates;
- **Inspection may be scheduled by calling our dispatch line at (209) 263-0593 or sending an email to [noa-scheduling@terracon.com](mailto:noa-scheduling@terracon.com) (please cc [ryan.king@terracon.com](mailto:ryan.king@terracon.com) as well). This goes to our scheduler who will confirm the inspection. Our scheduler will need the project info/location, type of inspection to be performed, start time, duration, and other job-specific information such as special PPE requirements. Inspection requests should be emailed/called in at least 24 hours prior to the inspection or by 12:00pm the day before the inspection is needed, whichever is earlier;**
- Terracon's services specifically exclude job site safety responsibility;
- Our services do not relieve any contractor/subcontractor from complying with project plans and specifications; and,
- Invoices for the project will be submitted on a monthly basis.

**Responsive ■ Resourceful ■ Reliable**



**D. AUTHORIZATION**

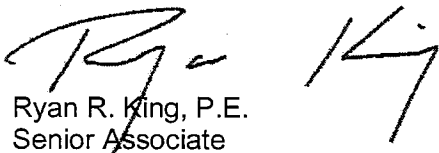
This proposal may be accepted by returning an executed copy of the attached Agreement for Services along with this proposal to Terracon Consultants, Inc. You may expedite by emailing it to [ryan.king@terracon.com](mailto:ryan.king@terracon.com). Please be aware that we will be unable to distribute field and laboratory reports until a signed contract is received. This proposal is valid only if authorized within sixty days from the listed proposal date.

Terracon provides environmental, geotechnical, construction materials testing, and facilities services on a wide variety of projects; locally, regionally and nationally. Increased involvement by Terracon will provide value added to your project; by saving you time and money on our other services, for more detailed information on our services visit our website at [www.terracon.com](http://www.terracon.com). Please contact me if you would like a separate proposal for additional services.

We appreciate your consideration of Terracon for this work, and look forward to working as your materials engineering consultant on this and future projects.

Sincerely,

**Terracon Consultants, Inc.**

  
Ryan R. King, P.E.  
Senior Associate

  
Robert E. Holmer, G.E.  
Office Manager

Attached: Agreement for Services

**AGREEMENT FOR SERVICES**

This **AGREEMENT** is between Pierce Joint Unified School District ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Arbuckle Elementary School Site Improvements project ("Project"), as described in Consultant's Proposal dated 05/04/2018 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii)

commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

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## Dress And Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. [4119.22/4219.22/4319.22](#) - Dress and Grooming)

(cf. [5145.2](#) - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. [5144](#) - Discipline)

## Gang-Related Apparel

Note: Education Code [35183](#) authorizes the Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board approving the school plan must determine that the policy is necessary for the health and safety of students. In *Marvin H. Jeglin et al v. San Jacinto Unified School District et al* a federal district court held that in order to justify a gang-related dress code, there must be evidence of a gang presence at a school and actual or threatened disruption or material interference with school activity. Education Code [32281](#) specifies that for the purpose of establishing a schoolwide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code [48950](#).

Note: District policy should not include a districtwide prohibition against wearing gang-related apparel; pursuant to Education Code [35183](#), such a dress code must be initiated at the school-site level and apply only to the school where it is initiated.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [5136](#) - Gangs)

## Uniforms

Note: Education Code [35183](#) authorizes the Board to approve a site-initiated plan that requires a school's students to wear uniforms. The Board approving such a plan must determine that the policy is necessary for the health and safety of students.



~~In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.~~

Note: Pursuant to Education Code [35183](#), if the Board approves a plan requiring uniforms, it must provide a method whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy, and the Board's policy must state that such students shall not be penalized academically, otherwise discriminated against or denied attendance to school.

~~If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code [35183](#))~~

Note: Pursuant to Education Code [35183](#), a policy requiring uniforms may not be implemented without the availability of resources to assist economically disadvantaged students. In *Hartzell v. Connell* the California Supreme Court stated that public schools may not charge a fee for any activity that is part of the regular school program. It is arguable that requiring uniforms would be considered a violation of *Hartzell* since the cost of the uniform could be deemed a "fee." However, the California Supreme Court in *Arcadia Unified School District v. California Department of Education* indicates that a court might find clothing was not an "essential element of school activity." Although the district's responsibility in this area is not clear, Boards with schools requiring uniforms are required to address this matter.

~~The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.~~

Legal Reference:

EDUCATION CODE

[35183](#) School dress codes; uniforms

[32281](#) School safety plans

[48907](#) Student exercise of free expression

[49066](#) Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

[302](#) Pupils to be neat and clean on entering school

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

*Arcadia Unified School District v. California Department of Education*, (1992) 2 Cal. 4th 251

*Marvin H. Jeglin et al v. San Jacinto Unified School District et al* 827 F.Supp. 1459 (C.D. Cal. 1993)

(3/92 10/94) 10/96, 5/18

## Dress and Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. [0420](#) - School Plans/Site Councils)

Note: SB 310 (Ch. 575, Statutes of 2001) added Education Code [35183.5](#) to provide that students be allowed to wear hats and other sun-protective clothing outdoors. Each school site may adopt rules that specify the types of sun-protective clothing that students will be allowed to wear outdoors and specify the types of clothing and hats that may be "inappropriate."

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code [35183.5](#))

Note: Optional items #1-6 below may be used as a basis for either administrative regulations or school-site rules.

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. ~~Sandals must have heel straps.~~ For safety reasons, no backless shoes in grades TK-8. ~~Thongs or backless shoes or sandals are not acceptable.~~
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. [3260](#) - Fees and Charges)



No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code [49066](#))

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

### Gang-Related Apparel

Note: The following section is for use by districts in which individual schools have adopted a dress code prohibiting gang-related apparel. Legal counsel should be consulted when drafting language related to gang apparel.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code [32282](#))

Note: Education Code [35183.5](#), as added by SB 310 (Ch. 575, Statutes of 2001), requires schools to allow students to wear hats and other types of sun-protective clothing while outside. However, the school's dress code policy may prohibit specific hats or apparel that has been determined to be gang-related.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each ~~year~~ semester and updated whenever related information is received.

### Uniforms

~~Note: The following optional section is for use only by districts with schools that have a school uniform policy pursuant to Education Code [35183](#).~~

~~In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code [35183](#))~~

~~At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code [35183](#))~~

~~Parents/guardians shall also be informed of their right to have their child exempted.~~

Note: The following three optional paragraphs may be revised as desired to reflect district practice.

~~The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.~~

~~The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.~~



~~The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.~~

~~Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)~~

(10/94 10/96) 11/01, 5/18

Pierce USD | E 5132 Students

**APPLICATION FOR EXEMPTION  
FROM STUDENT UNIFORM PROGRAM**

Student: Parent/Guardian:

School: Grade:

**REQUEST**

I hereby request an exemption for the above-named child from the school uniform program.

Parent/Guardian signature Date

**SCHOOL CONFERENCE (IF HELD)**

Date:

Participates:

Results:

**FINAL DETERMINATION OF PARENT/GUARDIAN**

The above-named child will:

Parent/Guardian signature Date

Principal or Designee Date

Exhibit PIERCE UNIFIED SCHOOL DISTRICT

version: September 10, 2009 Arbuckle, California

Students E(2) 5132.1

**APPLICATION FOR ASISTANCE IN THE  
ACQUISITION OF SCHOOL UNIFORMS**

I, , am applying for assistance in the acquisition of may child/children's school uniform(s). Reason(s) for requesting financial assistance are:

\_\_\_\_\_ AFDC \_\_\_\_\_ FREE LUNCH \_\_\_\_\_ OTHER

My family has a total of \_\_\_\_\_ children and \_\_\_\_\_ adults

Names of Children:

I certify under penalty of perjury that the above declaration is true and correct.

Parent/Guardian signature Date

Address Telephone

City/Zip

PLEASE RETURN TO PRINCIPAL'S OFFICE

For Office Use Only

The Applicant's Request is:

( Granted. The following aid shall be provided

( Denied for the following reason(s):

Principal or Designee Date

Exhibit PIERCE UNIFIED SCHOOL DISTRICT

version: September 10, 2009 Arbuckle, California

Students E(3) 5132.1

PARENTAL NOTIFICATION

OF NONCOMPLIANCE WITH SCHOOL UNIFORMS POLICY

Student: Date:

Dear Parent:

Your child did not wear uniform attire to school on . Our students are expected to dress in uniforms daily or bring a parent/guardian note explaining why they are not in uniform. Please fill in the section below and return this note to school tomorrow:

My child did not wear uniform attire to school on

because:

Parent/Guardian signature Date

Exhibit PIERCE UNIFIED SCHOOL DISTRICT

version: September 10, 2009 Arbuckle, California

## Pierce USD | AR 5132.1 Students

### School Uniform

#### School Uniform Policy Development

After receiving Governing Board approval of the School Uniform Policy, the Superintendent or designee shall distribute written informational materials to students and parents/guardians notifying them of the Board's decision to adopt a schoolwide uniform policy and of their right to participate in an informal meeting with the principal and staff at their students' school site to participate in the selection of the specific type of uniform to be worn by the students. At a minimum, the principal, staff and parents/guardians shall consider and determine the following issues:

1. Type of colors of uniform;
2. Basic components of standard uniform;
3. Requirements of jackets/outer garments or other optional uniform garments;
4. Optional articles of attire, if any (shoes, hats, etc.);
5. Means by which a uniform closet may be established;
6. Methods to recycle clothes within the school community; and
7. A detailed cost estimate of the basic uniform requirement and a detailed cost estimate of optional uniform garments;

#### School Uniform Policy Implementation

The district shall not implement the School Uniform Policy unless six months notice has been given to students and parents/guardians of the district's decision to adopt a school uniform policy.

#### Exemptions

If a parent/guardian wishes to have their child exempted from the uniform policy, the parent/guardian must observe the following procedures:

1. Request an Application for Exemption (E(1) 5132.1);
2. Complete the application and submit it in person to the principal's office at the student's school; and

No student shall be penalized academically or otherwise discriminated against or denied attendance to school if the student's parents/guardians choose not to have the student comply with the school uniform policy.

#### Financial Assistance

The district shall make available resources to assist economically disadvantaged students who request such assistance in complying with the School Uniform Policy. Economically disadvantage student shall be defined to include those students who can demonstrate a financial need for reduced cost uniforms or free uniforms, as determined by the district. Specifically, the district has the following programs available to families declaring a financial hardship:

1. A uniform closet;

2. A reserve will be established to provide financial assistance to purchase uniforms;
3. A reserve will be established to provide for full assistance in providing uniforms.

Each site will determine what is a basic allocation of clothes that will be provided upon approval of financial assistance.

If a parent/guardian wishes to apply for assistance in complying with the School Uniform Policy due to financial hardship, the parent/guardian must observe the following procedures:

1. Request an Application for Financial Aid for School Uniforms (E(2) 5132.1)
2. Complete the application and submit it to the principal's office at the student's school.

The principal or designee shall review the Application for Financial Aid and make a determination as to whether such request shall be granted or denied. If reasons other than those set forth in the application form the basis of the principal or designee's decision to grant or deny a request, those reasons shall be clearly set forth on the designated portion of the application. In the event the application for aid is granted, the principal or designee shall immediately notify the requesting party of the approval of the application as well as the specifics concerning the type of aid they will be receiving

In the event that the application for aid is denied, the applicant may appeal the principal's decision, in writing, within 30 days of receipt of the decisions to the Superintendent. The Superintendent shall review the appeal and render a decision with regard to the matter within 10 days of receipt of appeal. The Superintendent's decision is final on a financial aid application and no appeal process is provided for an adverse decision.

#### Compliance

Students are expected to wear uniforms daily unless otherwise exempted as set forth herein. However, no student will be considered noncompliant with the school uniform policy in the following instances:

1. When noncompliance derives from hardship;
2. When a student wears the uniform of a recognized youth organization such as the Boy Scouts or Girl Scouts on regular meetings days;
3. When a student wears the uniform of a school club or athletic program on designated days;
4. When wearing a school uniform violates a student's religious belief;
5. When a student wears a button, armband, or other accouterment to exercise the right of freedom of expression as provided by Education Code 48907, unless the button, armband or other accouterment signifies or is related to gangs, gang membership, or gang activity as provided by Education Code 35183; or
6. When a student's parent/guardian has secured an exemption from the school uniform policy.

A student who is not exempted from wearing the school uniform but who comes to school in other attire, must bring a note, written by his/her parent/guardian, explaining why the student is out of uniform on that particular day. In the event that a student fails to bring a note, the parent/guardian shall be contacted. (E(3) 5132.1)

#### New Students

New students at a school site shall be given 20 school days from the date of enrollment to comply with the School Uniform Policy. Upon enrolling in a school, site staff shall provide the parent/guardian with the appropriate informational materials regarding the school's policy.

Regulation PIERCE UNIFIED SCHOOL DISTRICT

approved: May 15, 1997 Arbuckle, California

reviewed: February 20, 2003

reviewed: September 10, 2009