

**MUROC JOINT UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING  
District Board Room  
Richard B. Lynch Educational Center  
17100 Foothill Avenue † North Edwards, CA 93523**

**BOARD OF TRUSTEES**

Sherman Burkhead Jr., President  
Melinda Marchlewicz, Clerk  
Matt Carter, Member  
Raymond Howard, Member  
Casie Tucker, Member

**SUPERINTENDENT**

Michael L. McCoy Ph.D.

**STUDENT BOARD MEMBERS**

Kevin Copeland, Desert High School  
Andrew Cordes, Boron High School

**BOARD MEETING AGENDA  
Wednesday, May 10, 2017 - 6:00 p.m.**

**CALL TO ORDER**

**FLAG SALUTE**

**APPROVAL OF AGENDA**

**PUBLIC COMMENTS**

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

**PRESENTATIONS/INFORMATION ITEMS/BOARD POLICY/REPORTS**

**Presentations**

- ◆ Student Board Members Recognition
- ◆ Teachers of the Year Recognition
- ◆ Retirees Recognition

**Reports**

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

**CONSENT AGENDA**

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

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

- |   |          |
|---|----------|
| <b>A. Adoption of Minutes</b>   |          |
| 1. Regular Board Meeting, April 12, 2017  | CA 2-4   |
| <b>B. Deposit Report</b> , April 2017   | CA 5-6   |
| <b>C. Vendor History Report</b> , April 2017  | CA 7-12  |
| <b>D. Student Body Account Reports</b> , Branch Elementary, Boron Junior-Senior High, and Desert Junior-Senior High Schools                 | CA 13-18 |
| <b>E. Approval of a 10-hour-per-day/40-hour/4-day Summer Work Schedule for Clerical Staff</b>   | CA 19    |
| <b>F. Ratification of Agreement with Kern County Superintendent of Schools for Camp Keep for 2017-2018</b>                                  | CA 20-22 |
| <b>G. Ratification of Agreement with Kern County Superintendent of Schools for District Business Office Systems for 2017-2018</b>           | CA 23    |
| <b>H. Ratification of Agreement with Kern County Superintendent of Schools for District Business Office VPN Secure Access for 2017-2018</b> | CA 24    |
| <b>I. Ratification of Agreement with Kern County Superintendent of Schools for District External Accounting Services for 2017-2018</b>      | CA 25-30 |

**ACTION AGENDA**

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

- |   |          |
|---|----------|
| <b>A. Consideration/Possible Action: Approval of Personnel Actions</b>  |          |
| 1. Certificated Stipends  | AA 2     |
| 2. Certificated Resignations  | AA 3     |
| 3. Classified Resignations  | AA 4     |
| 4. Change to Classified Assignments   | AA 5-6   |
| 5. Classified Employee  | AA 7     |
| 6. Classified Substitutes   | AA 8-9   |
| 7. District Volunteers  | AA 10    |
| <b>B. Consideration/Possible Action: Approval of 2017 Swimming Pool Salary Schedule</b>   | AA 11-12 |
| <b>C. Consideration/Possible Action: Adoption of Resolution 5-17-01, Declaration of Need for Fully Qualified Educators for 2017-18</b>  | AA 13-16 |
| <b>D. Consideration/Possible Action: Adoption of Statement of Need and Approval of the Submission of Variable Term Waiver Requests for 30-Day Substitute CBEST Waivers during the 2017-18 School Year</b> | AA 17-19 |
| <b>E. Consideration/Possible Action: Approval to Continue the Summer Food Service Program at Boron Junior-Senior High School</b>  |          |

**BOARD REPORTS/COMMENTS**

- ◆ Board Member Reports and/or Comments

**ANNOUNCE CLOSED SESSION ITEMS**

**CLOSED SESSION**

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

- A. Personnel Matters
  - 1. Pursuant to Government Code Section 54957;
    - a. Public Employee Discipline/Dismissal/Release/Employment
- B. Confer with Labor Negotiator
  - 1. Certificated Bargaining Unit
  - 2. Classified Bargaining Unit
  - 3. Unrepresented Employee Groups
- C. Potential Litigation
- D. Complaints

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

**PUBLIC COMMENTS**

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

**ADJOURNMENT**

# MUROC JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

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

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

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

**MUROC JOINT UNIFIED SCHOOL DISTRICT**

**BOARD MEETING BACK-UP MATERIAL**

**CONSENT AGENDA**

**BOARD MEETING DATE:**      **May 10, 2017**

**RECOMMENDATION:**      It is recommended that all of the items on the  
following pages of the Consent Agenda be approved.

# MUROC JOINT UNIFIED SCHOOL DISTRICT REGULAR BOARD MEETING

## **BOARD OF TRUSTEES**

Sherman Burkhead Jr., President  
Melinda Marchlewicz, Clerk  
Matt Carter, Member  
Raymond Howard, Member  
Cassie Tucker, Member

## **SUPERINTENDENT**

Michael L. McCoy Ph.D.

## **STUDENT BOARD MEMBERS**

Kevin Copeland, Desert High School  
Andrew Cordes, Boron High School

## **BOARD MEETING MINUTES**

**April 12, 2017**

### **PRESENT**

Sherman Burkhead Jr., Matt Carter, Melinda Marchlewicz, Raymond Howard, Michael McCoy

### **ABSENT**

Cassie Tucker, Kevin Copeland, Andrew Cordes

### **CALL TO ORDER**

President Burkhead Jr. called the meeting to order at 6:01 p.m.

### **FLAG SALUTE**

Webelos Scout Troop 518 led the flag salute.

### **APPROVAL OF AGENDA**

Revised pages for Personnel Actions: Action Item A-4, Classified Resignations; A-6, Classified Substitutes; and A-8, District Volunteers. Melinda Marchlewicz moved, Raymond Howard seconded, to approve the agenda as amended. **(Motion approved; vote: 4-0)**

*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*

### **PUBLIC COMMENTS**

There were no public comments at this time

### **BUDGET WORKSHOP**

No action was taken

### **PRESENTATIONS/INFORMATION ITEMS/REPORTS/BOARD POLICY**

#### **Information Items**

**Quarterly Report on Williams Uniform Complaints**

**Report on energy use at Branch Elementary:** Mr. Walker reported there was no unusual activity in the energy usage at Branch Elementary

**OEA and Measure M update**

### **CONSENT AGENDA**

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

*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*

#### **A. Adoption of Minutes**

1. Regular Board Meeting, March 8, 2017

- B. **Deposit Report**, March 2017
- C. **Vendor History Report**, March 2017
- D. **Student Body Account Reports**, Branch Elementary, Boron Junior-Senior High, and Desert Junior-Senior High Schools
- E. **Ratification of Agreement with Kern County Superintendent of Schools for County Level Educational Services for K-6 Students for 2017-2018**

### **ACTION AGENDA**

- A. **Personnel Actions:** Raymond Howard moved, Melinda Marchlewicz seconded, to approve the following personnel actions. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*
  1. Certificated Stipends
  2. Certificated Resignations
  3. Certificated Appointment
  4. Classified Resignations (*revised*)
  5. Change to Classified Assignments
  6. Classified Substitute (*revised*)
  7. Temporary Classified Assignments
  8. District Volunteers (*revised*)
  9. Amended Resolution 3-17-03, Naomi Sapiera Provisional Internship Permit
- B. **Resolution 4-17-01, Establish Fund Balance Policies as Required by GASB 54 to Preserve the Integrity of Employee Pension Funds:** Sherman Burkhead Jr. moved, Matt Carter seconded, to approve Resolution 4-17-01, establish fund balance policies to preserve the integrity of employee pension funds. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*
- C. **Office of Economic Adjustment Grant Award:** Matt Carter moved, Melinda Marchlewicz seconded, to accept the Office of Economic Adjustment grant award. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*
- D. **Independent Citizens' Bond Oversight Committee Members:** Matt Carter moved, Melinda Marchlewicz seconded, to appoint Donald Core, Natalie Dadey, LaHoma Lopez, James Lyon, George Rief Jr., Jaime White, and Thomas Wolfe to the Bond Oversight Committee. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*
- E. **Agreement with WLC Construction Services Inc. for Construction Manager's Services:** Raymond Howard moved, Matt Carter seconded, to approve the Agreement with WLC Construction Services Inc. for construction manager's services. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*
- F. **Contract with Highlands Energy for Energy Analysis as Required by Proposition 39 at District Sites.:** Matt Carter moved, Melinda Marchlewicz seconded, to ratify the Contract with Highlands Energy for energy analysis at district sites. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*
- G. **Contract with L.Y. Environmental Inc. for Asbestos & Lead Survey at District Sites:** Raymond Howard moved, Melinda Marchlewicz seconded, to ratify the contract with L.Y. Environmental Inc. for asbestos & lead survey at district sites. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*
- H. **Adoption of English Language Arts Textbooks:** Matt Carter moved, Melinda Marchlewicz seconded, to adopt Houghton Mifflin Harcourt California Journeys for grades K-5 and California Collections for grades 6-12. **(Motion approved; vote: 4-0)**  
*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*

### **BOARD REPORTS/COMMENTS**

President Burkhead Jr. announced the closed session items, and open session ended at 7:37 p.m.

**CLOSED SESSION**

The Board reconvened in Closed Session at 7:45 p.m. pursuant to Government Code Section 54957 to discuss public employee discipline/dismissal/release/employment; to confer with labor negotiator regarding negotiations with both bargaining units and unrepresented employee groups; and to discuss potential litigation.

The Board returned to Open Session at 8:25 p.m. and announced the following action:

Matt Carter moved, Raymond Howard seconded, to uphold the District's prior decision without hearing complaint #3-17-01, thereby denying the appeal. **(Motion approved; vote: 4-0)**

*Vote: Burkhead Jr. Abstain Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*

**PUBLIC COMMENTS**

There were no public comments at this time

**ADJOURNMENT**

There being no further business, Matt Carter moved, Raymond Howard seconded, to adjourn the meeting at 8:26 p.m. **(Motion approved; vote: 4-0)**

*Vote: Burkhead Jr. Aye Carter Aye Howard Aye Marchlewicz Aye Tucker Absent*

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Melinda Marchlewicz, Clerk

May 10, 2017

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Board Adoption Date



APPROVED AND UNAPPROVED TRANSACTIONS												
NUMBER	DATE	ENTERED	DESCRIPTION								AMOUNT	A/R
LN.	DI	DETAIL	DESCR	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4								
170118	03/03/2017	03/03/2017	General Fund Deposit 2/27/17	ENTERED BY: JERB	APPROVED: 03/06/2017	JKL						
1.	92	DHS Donation Cash		01-9010-0-8699.00-0000-0000-072-72-030-0000							70.00	N
2.	92	Rio Tinto to BHS		01-9010-0-8699.00-0000-0000-071-71-030-0000							1,500.00	N
										TOTAL AMOUNT	1,570.00 *	
170119	03/03/2017	03/03/2017	Food Service Sales 2/27/17	ENTERED BY: JERB	APPROVED: 03/06/2017	JKL						
1.	92	Food Serv Sales 2/21/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							364.00	N
2.	92	Food Serv Sales 2/22/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							236.60	N
3.	92	Food Serv Sales 2/23/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							279.05	N
4.	92	Food Serv Sales 2/24/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							271.46	N
										TOTAL AMOUNT	1,151.11 *	
170120	03/03/2017	03/03/2017	General Fund Deposit	ENTERED BY: JERB	APPROVED: 03/06/2017	JKL						
1.	92	US Bank Rebate		01-0000-0-8699.00-0000-0000-000-00-000-0000							521.16	N
2.	92	M.DelaCruz Utilities J.House		01-0000-0-5500.00-0000-8100-096-96-000-0000							379.57	N
3.	92	K.Casel Sage House Util.		01-0000-0-5500.00-0000-8100-096-96-000-0000							141.30	N
4.	92	Donation-Fetal Pig Proj		01-9010-0-8699.00-0000-0000-072-72-030-0000							20.00	N
										TOTAL AMOUNT	1,062.03 *	
170121	03/03/2017	03/03/2017	Food Service Deposit 3/2/17	ENTERED BY: JERB	APPROVED: 03/06/2017	JKL						
1.	92	FS Sales 2/27/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							503.30	N
2.	92	FS Sales 2/28/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							363.85	N
3.	92	FS Sales 3/1/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							200.10	N
										TOTAL AMOUNT	1,067.25 *	
170122	03/22/2017	03/22/2017	General Fund Deposit 3/6/17	ENTERED BY: RLHB	APPROVED: 03/23/2017	JKL						
1.	92	Classified Retiree Insurance		01-0000-0-3702.00-1110-1000-000-00-000-9000							11,049.51	N
2.	92	Certificated Retiree Insurance		01-0000-0-3701.00-1110-1000-000-00-000-9000							17,327.40	N
3.	92	TMobile		01-0000-0-8699.00-0000-0000-000-00-000-0000							900.00	N
										TOTAL AMOUNT	29,276.91 *	
170123	03/22/2017	03/22/2017	Food Service Deposit 3/6/17	ENTERED BY: RLHB	APPROVED: 03/23/2017	JKL						
1.	92	Food Svc Sales 3/2/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							333.90	N
2.	92	Food Svs 3/3/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							251.35	N
										TOTAL AMOUNT	585.25 *	
170124	03/22/2017	03/22/2017	General Fund Deposit 3/8/17	ENTERED BY: RLHB	APPROVED: 03/23/2017	JKL						
1.	92	DHS JROTC Stambaugh 3/8/17		01-0000-0-8290.00-0000-0000-000-00-000-0000							2,785.82	N
										TOTAL AMOUNT	2,785.82 *	
170125	03/22/2017	03/22/2017	Food Svc Deposit 3/9/2017	ENTERED BY: RLHB	APPROVED: 03/23/2017	JKL						
1.	92	Food Svc Sales 3/6/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							307.91	N
2.	92	Food Svc Sales 3/7/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							239.26	N
3.	92	Food Svc Sales 3/8/17		13-5310-0-8634.00-0000-0000-000-00-000-0000							472.24	N
4.	92	Food Svc Sales Tax 3/8/17		13-5310-0-9526.00-0000-0000-000-00-000-0000							0.07	N
										TOTAL AMOUNT	1,019.48 *	

092 MUROC UNIFIED  
Cash Deposit Report

DEPOSIT TRANSACTIONS  
Date last used from: 03/01/2017 To 03/31/2017  
Transaction Number from: 0 To 999999  
Date entered from: 00/00/0000 To 99/99/9999

J95858 DC0100 L.00.01 04/28/17 PAGE 2

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	AMOUNT	A/R
LN.	DI	DETAIL DESCR				
170126	03/23/2017	03/23/2017	General Fund Deposit 3/9/17	ENTERED BY: RLHB APPROVED: 03/24/2017 MRN		
1.	92	Branch ASB Check 1904	01-0000-0-8699.00-0000-0000-000-00-000-0000		81.54	N
2.	92	Branch ASB Check 1906	01-0000-0-8699.00-0000-0000-000-00-000-0000		596.62	N
3.	92	Branch ASB Check 1905	01-0000-0-8699.00-0000-0000-000-00-000-0000		1,581.86	N
4.	92	Branch ASB Check 1907	01-0000-0-8699.00-0000-0000-000-00-000-0000		589.98	N
5.	92	Branch ASB Check 1909	01-0000-0-8699.00-0000-0000-000-00-000-0000		448.52	N
6.	92	Branch ASB Check 1908	01-0000-0-8699.00-0000-0000-000-00-000-0000		452.63	N
7.	92	Branch ASB Check 1910	01-0000-0-8699.00-0000-0000-000-00-000-0000		333.06	N
8.	92	Branch ASB Check 1911	01-0000-0-8699.00-0000-0000-000-00-000-0000		10.80	N
9.	92	KCSOS Check 44375357	01-0000-0-8699.00-0000-0000-000-00-000-0000		60.00	N
10.	92	KCSOS Check 44373802	01-0000-0-8699.00-0000-0000-000-00-000-0000		417.35	N
			TOTAL AMOUNT		4,572.36	*
170127	03/23/2017	03/23/2017	General Fund Deposit 3/14/17	ENTERED BY: RLHB APPROVED: 03/24/2017 MRN		
1.	92	KCSOS Check 44376782	01-0000-0-8699.00-0000-0000-000-00-000-0000		450.82	N
2.	92	BJHS ASB Check 5572	01-0000-0-8699.00-0000-0000-000-00-000-0000		509.90	N
3.	92	Grainger Refund Chk 1003782259	01-8150-0-4300.00-0000-8100-090-90-000-0000		3,299.18	N
4.	92	DHS Cash	01-1100-0-4100.00-1110-1000-072-72-000-0000		171.00	N
5.	92	DHS Cash	01-0000-0-4300.00-1110-1000-072-72-000-0000		742.00	N
6.	92	AP Test Pymts from DHS Parents	01-0000-0-4300.00-1110-1000-072-72-000-0000		2,373.00	N
7.	92	Northrop Grumman Check 2275645	01-0000-0-8699.00-0000-0000-000-00-000-0000		179.13	N
			TOTAL AMOUNT		7,725.03	*
170128	03/23/2017	03/23/2017	Food Services Deposit 3/14/17	ENTERED BY: RLHB APPROVED: 03/24/2017 MRN		
1.	92	Food Svc Sales Tax 3/9/17	13-5310-0-9526.00-0000-0000-000-00-000-0000		0.20	N
2.	92	Food Svc Sales 3/10/17	13-5310-0-8634.00-0000-0000-000-00-000-0000		247.55	N
3.	92	Food Svc Sales 3/13/17	13-5310-0-8634.00-0000-0000-000-00-000-0000		257.69	N
4.	92	Food Svc Sales 3/9/17	13-5310-0-8634.00-0000-0000-000-00-000-0000		230.67	N
			TOTAL AMOUNT		736.11	*
170129	03/23/2017	03/23/2017	Food Services Deposit 3/20/17	ENTERED BY: RLHB APPROVED: 03/24/2017 MRN		
1.	92	Food Svc Sales 3/14/17	13-5310-0-8634.00-0000-0000-000-00-000-0000		295.30	N
2.	92	Food Svc Sales 3/15/17	13-5310-0-8634.00-0000-0000-000-00-000-0000		119.55	N
3.	92	Food Svc Sales 3/16/17	13-5310-0-8634.00-0000-0000-000-00-000-0000		268.45	N
			TOTAL AMOUNT		683.30	*
170130	03/23/2017	03/23/2017	General Fund Deposit 3/20/17	ENTERED BY: RLHB APPROVED: 03/24/2017 MRN		
1.	92	DHS ASB Transp Inv 2016-32	01-0000-0-8699.00-0000-0000-000-00-000-0000		220.96	N
2.	92	DHS ASB Transp Inv 2016-30	01-0000-0-8699.00-0000-0000-000-00-000-0000		33.44	N
3.	92	State of CA Tax Overpymt	01-0000-0-2200.00-1110-8100-090-90-000-0000		83.01	N
4.	92	Office Depot Unclaimed Funds	01-1100-0-4300.00-1110-1000-096-96-000-0000		370.41	N
			TOTAL AMOUNT		707.82	*
			DISTRICT TOTAL		52,942.47	**
			GRAND TOTAL		52,942.47	***

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
ACE CITY HARDWARE	C314952		13.94	03/27/2017
APPLE VALLEY COMMUNICATION INC	25469A	25469BID	28,100.00	03/29/2017
Affordable Tire	299136		452.99	04/07/2017
AutoZone Inc.	4174827860	Open P.O.	41.89	04/07/2017
AutoZone Inc.	4174829577	Open P.O.	22.40	04/07/2017
AutoZone Inc.	4174830042	Open P.O.	43.37	04/07/2017
AutoZone Inc.	4174817961	Open P.O.	160.32	03/27/2017
BARKER, JOE	Supplies		127.74	04/04/2017
BERGLUND, SHARYN	Reissued-Lost Wa		124.46	04/07/2017
BORON COMM SERV DIST	8093		708.50	04/07/2017
BORON COMM SERV DIST	8070		2,066.79	04/07/2017
BORON SANITATION	2924205		1,625.15	04/11/2017
BORON SANITATION	2934671 Joshua		62.70	04/11/2017
BORON SANITATION	2934670 Sage		62.70	04/11/2017
BUDDY'S ALL STARS INC	42528-01CM		-	03/30/2017
BUDDY'S ALL STARS INC	42551-00	See Quote	767.52	03/30/2017
BUDDY'S ALL STARS INC	42545-01		192.99	03/30/2017
BUDDY'S ALL STARS INC	42545-00		32.11	04/04/2017
CARTIER, KAYCIE	Teacher Reimburs		125.00	04/12/2017
CHAMPION HARDWARE	138881	Multiple Locks	2,424.49	03/24/2017
CHAUNTELL JANNAZO	002		10,485.00	04/04/2017
CHEVRON BUSINESS CARD SERVICES	49941937		68.31	03/27/2017
CLARK & HOWARD NORTH INC.	37380		525.00	04/04/2017
CONTERRA WIRELESS	14973		2,006.61	04/04/2017
CORDES, ALLISON	District Busines		163.10	04/07/2017
CREATIVE BUS SALES INC	5108756		303.50	04/04/2017
CREATIVE BUS SALES INC	5109275		377.02	04/04/2017
CREATIVE BUS SALES INC	5108661	Open P.O.	105.89	03/24/2017
CREATIVE BUS SALES INC	5104510	Open P.O.	98.83	03/24/2017
CREATIVE BUS SALES INC	13013985	Open P.O.	73.36	03/24/2017
CREATIVE BUS SALES INC	5108263	Open P.O.	48.69	03/24/2017
CREATIVE BUS SALES INC			-	03/24/2017
CREATIVE BUS SALES INC	5108918	Open P.O.	105.89	03/30/2017
CREATIVE BUS SALES INC			-	03/24/2017
CSEA	Victory Club		257.75	04/12/2017
CSEA	CSEA Dues		2,734.47	04/12/2017
Cal City Auto Supply	643213	Open P.O.	66.38	04/07/2017
Cal City Auto Supply	643110	Open P.O.	146.19	04/07/2017
Cal City Auto Supply	642736	Open P.O.	30.69	03/27/2017
Cal City Auto Supply	642738		190.31	03/30/2017
Cal City Auto Supply	642955		539.63	03/30/2017
Cal City Auto Supply	642960		159.08	03/30/2017
Cal City Auto Supply	642738	Open P.O.	56.69	03/30/2017
Cal City Auto Supply	642903	Open P.O.	42.70	03/30/2017
Cynthia Rainey	Teacher Reimburs		125.00	04/05/2017
DESERT LAKE COMM SERV	5013		53.00	04/04/2017
DESERT LAKE COMM SERV	1013		509.90	04/04/2017
DESERT LAKE COMM SERV	1011		1,237.20	04/04/2017

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
DESERT LAKE COMM SERV	3047		53.00	04/04/2017
DESERT LOCK CO	42434	Open Purchase	105.00	03/30/2017
DESORMEAUX, REBECCA		Teacher Reimburs	125.00	04/12/2017
Debbie Danielson		Teacher Reimburs	125.00	04/12/2017
Department of Motor Vehciles		Vehicle Code Boo	19.40	03/27/2017
EAGLE SOFTWARE INC	CONF-11148		1,875.00	04/07/2017
EDE, THERESA	TE03302017B		2,915.00	04/04/2017
EDGEMONT ACRES WATER CO	1746050		300.00	04/04/2017
ELECTIONS OFFICE/KERN CNTY CLK	Nov 8, 2016 Elec		2,835.25	04/04/2017
ENFINITY CENTRALVAL 1 LLC	WBE 200100013409		2,222.73	04/12/2017
ENFINITY CENTRALVAL 1 LLC	DO 200100013419		1,633.57	04/12/2017
ENFINITY CENTRALVAL 1 LLC	BHS 200100013408		6,193.60	04/12/2017
Eagle Software	CONF-11147	Aeries Conference	350.00	04/07/2017
Excel Education & Therapy	013		5,675.00	04/04/2017
Excel Education & Therapy	014		10,800.00	04/04/2017
Excel Education & Therapy	015		1,400.00	04/04/2017
Fallon Kelly		Teacher Reimburs	125.00	04/05/2017
GRAINGER	9397240764	Open Purchase Order	272.49	04/07/2017
GRAINGER	9397240772	Open Purchase Order	3,504.93	04/07/2017
GRAINGER	9400429693	Open Purchase Order	252.63	04/07/2017
GRAINGER	9349941816	Open Purchase Order	34.32	04/07/2017
GRAINGER	9396817521	Open Purchase Order	61.35	04/07/2017
GRUBB, KRISTIE		Teacher Reimburs	125.00	04/12/2017
HEAP, JESSICA		Teacher Reimburs	125.00	04/12/2017
HIGH DESERT LANES	BHS2017	Honor Roll Bowling/Pizza Trip	720.75	04/07/2017
HOSHINO, DENISE		Speech Therapy	54.75	04/05/2017
HOUGHTON MIFFLIN RECEIVABLES	953009133		82.00	03/30/2017
INDIAN WELLS	368471		284.04	04/11/2017
ITsavvy LLC	944536		1,689.53	04/04/2017
ITsavvy LLC	942816		749.33	03/24/2017
ITsavvy LLC	942816		291.40	03/24/2017
J4 PROPERTIES GROUP LLC	Lease - May 2017		700.00	04/07/2017
JEANETTE L. GARCIA & ASSOC	1763		2,350.00	04/12/2017
KARL'S HARDWARE - Mojave			37.21	04/11/2017
KARL'S HARDWARE - Mojave	B186500		65.40	04/11/2017
KARL'S HARDWARE - Rosamond	D366390	Open Purchase Order	82.02	04/11/2017
KARL'S HARDWARE - Rosamond	C455357	Open Purchase Order	14.56	04/11/2017
KARL'S HARDWARE - Rosamond	G4222	Open Purchase Order	2,970.64	04/11/2017
KARL'S HARDWARE - Rosamond	D364592	Open Purchase Order	30.01	04/11/2017
KARL'S HARDWARE - Rosamond	D363408	Open Purchase Order	59.46	04/11/2017
KARL'S HARDWARE - Rosamond	G4295	Open Purchase Order	34.35	04/11/2017
KARL'S HARDWARE - Rosamond	C456158	Open Purchase Order	41.93	04/11/2017
KARL'S HARDWARE - Rosamond	G4222	Open Purchase Order	1,146.42	04/11/2017
KEENE, CHRISTINE		Teacher Reimburs	125.00	04/05/2017
KERN COUNTY SUPT SCHOOLS		CASC Program Wig	1,800.00	04/04/2017
KERN COUNTY SUPT SCHOOLS		CASC Program Sie	1,800.00	04/04/2017
KERN COUNTY SUPT SCHOOLS	702015 Addt'l Se		18,926.00	03/24/2017
KERN COUNTY SUPT SCHOOLS	702082		6,429.60	03/30/2017

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
KERN MACHINERY INC	104-427943	Open Purchase Order	2,101.09	03/30/2017
KIEFFE AND SONS FORD CORP	28216	Open P.O.	259.55	04/11/2017
KIEFFE AND SONS FORD CORP	28216	Open P.O.	285.00	04/11/2017
KOSTOPOULOS, ROBERT	Recognition		792.35	03/31/2017
KRAY INDUSTRIES INC.	11329		725.36	03/24/2017
Karl's Hardware - Boron	A1008	Open Purchase Order	8,919.77	04/07/2017
Karl's Hardware - Boron	C5187		13.38	04/11/2017
Karl's Hardware - Boron	B2877		2.77	04/11/2017
Karl's Hardware - Boron	C5190		0.85	04/11/2017
Karl's Hardware - Boron	B2774	Open Purchase Order	14.37	04/07/2017
Karl's Hardware - Boron	C5326	Open Purchase Order	45.88	04/07/2017
Karl's Hardware - Boron	B2691	Open Purchase Order	9.64	04/07/2017
Karl's Hardware - Boron	C5202	Open Purchase Order	534.34	04/07/2017
Karl's Hardware - Boron	B2779	Open Purchase Order	14.68	04/07/2017
Karl's Hardware - Boron	B2766	Open Purchase Order	17.58	04/07/2017
Karl's Hardware - Boron	C4829	Open Purchase Order	32.14	04/07/2017
Karl's Hardware - Boron	C5196	Open Purchase Order	34.07	04/07/2017
Karl's Hardware - Boron	C5188	Open Purchase Order	19.50	04/07/2017
Karl's Hardware - Boron	B2954		2.77	04/11/2017
Karl's Hardware - Boron	C4976	Open Purchase Order	7.01	04/07/2017
Karl's Hardware - Boron			0.86	03/27/2017
Karl's Hardware - Boron	C4286	Open Purchase Order	21.43	03/27/2017
Karl's Hardware - Boron	C4722	Open Purchase Order	59.08	03/27/2017
Karl's Hardware - Boron	C4456	Open Purchase Order	118.25	03/27/2017
Karl's Hardware - Boron	B2523	Open Purchase Order	160.38	03/27/2017
Karl's Hardware - Boron	C4326	Open Purchase Order	42.74	03/27/2017
Karl's Hardware - Boron	C4316	Open Purchase Order	28.60	03/27/2017
Karl's Hardware - Boron	C4199	Open Purchase Order	64.62	03/27/2017
Karl's Hardware - Boron	C4173	Open Purchase Order	27.18	03/27/2017
Karl's Hardware - Boron	B2428	Open Purchase Order	20.36	03/27/2017
Karl's Hardware - Boron	C3956	Open Purchase Order	152.23	03/27/2017
Karl's Hardware - Boron	C3054	Open Purchase Order	155.47	03/27/2017
Karl's Hardware - Boron	B1415	Open Purchase Order	19.82	03/27/2017
Karl's Hardware - Boron	B2070	Open Purchase Order	64.14	03/27/2017
Karl's Hardware - Boron	C3157	Open Purchase Order	210.95	03/27/2017
Karl's Hardware - Boron	C4642	Open Purchase Order	28.72	03/27/2017
Karl's Hardware - Boron	C4616	Open Purchase Order	22.29	03/27/2017
Karl's Hardware - Boron	C4607	Open Purchase Order	6.75	03/27/2017
LORI PELTIER	Toll		15.00	04/05/2017
Lincoln Electric	906379180		53.63	04/05/2017
Lincoln Electric	906352243		321.75	04/05/2017
Lincoln Electric	906379180		0.00	04/05/2017
Lincoln Electric	906359728		160.88	04/05/2017
Lincoln Electric	906379180		0.00	04/05/2017
Lucas, Rachel	CTA Conference		680.76	04/12/2017
Lucas, Rachel	Teacher Reimburs		113.73	04/05/2017
MASTER LOCK COMPANY LLC	260714		44.90	04/12/2017
MOJAVE'S #1 SERVICE CENTER INC	1316471	Open P.O.	465.30	03/28/2017

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
MOJAVE'S #1 SERVICE CENTER INC	1316523	Open P.O.	34.44	03/28/2017
MOJAVE'S #1 SERVICE CENTER INC	1316471	Open P.O.	244.63	03/28/2017
MOJAVE'S #1 SERVICE CENTER INC	1316195	Bus 6-04	16,752.79	03/28/2017
MOJAVE'S #1 SERVICE CENTER INC	1316195	Bus 6-04	3,475.17	03/28/2017
MOJAVE'S #1 SERVICE CENTER INC	1315502	Bus 6-04	160.12	03/28/2017
MOJAVE'S #1 SERVICE CENTER INC	1315502	Bus 6-04	386.13	03/28/2017
MOJAVE'S #1 SERVICE CENTER INC	1316471		141.50	03/28/2017
Marjorie Stucki	CA Science Depos		25.00	04/05/2017
Mary Lawhon	NMSI Sprint AP P		85.07	04/12/2017
Mary Lawhon	NMSI		11.01	04/04/2017
Mary Lawhon	NMSI Spring Conf		85.07	04/04/2017
Napa Auto Parts	9001		12.33	03/30/2017
OFFICE DEPOT INC	913455271001	Mr. McGinnis	128.43	04/05/2017
OFFICE DEPOT INC	914228774001	Free Shipping	710.12	04/05/2017
OFFICE DEPOT INC	916847808001	Carriages	246.05	04/11/2017
OFFICE DEPOT INC	911541299001	Office Depot	1,636.99	04/05/2017
OFFICE DEPOT INC	911554862001	Office Depot	17.93	04/05/2017
OFFICE DEPOT INC	911554861001	Office Depot	20.28	04/05/2017
OFFICE DEPOT INC	914078156001	Office Supplies	14.99	03/30/2017
OFFICE DEPOT INC	914071675001	Office Supplies	126.32	03/30/2017
OFFICE DEPOT INC	912537852001	School Supplies	78.83	03/27/2017
OFFICE DEPOT INC	912540331001		28.41	03/24/2017
OFFICE DEPOT INC	908064318001		32.14	03/28/2017
OFFICE DEPOT INC	908065101001		60.01	03/28/2017
OFFICE DEPOT INC	908065100001		130.83	03/28/2017
OTC BRANDS INC	682571859-01	Ms. Anderson-Shipping \$12.99	81.91	03/24/2017
Otter Graphic Inc	5613	Otter Graphics- Ink	418.28	04/05/2017
P.G. & E.	2478366871-8		1,007.46	04/12/2017
P.G. & E.	5218182618-2		1,846.92	03/30/2017
P.G. & E.	9335845615-5		8,355.03	03/30/2017
P.G. & E.	3686698041-4		373.98	03/30/2017
P.G. & E.	3603364713-6		3,859.10	03/30/2017
P.G. & E.	3645031377-4		1,195.93	03/30/2017
P.G. & E.	8950994911-4		121.40	03/30/2017
P.G. & E.	3728364705-7		1,273.88	03/30/2017
PEARSON/NCS PEARSON INC	11112300		1,234.75	04/05/2017
PEARSON/NCS PEARSON INC	11100488		492.52	03/27/2017
PLUMBING CO OF KERNVILLE INC.	3718		250.00	03/24/2017
PROACTIVE WORK HEALTH SERV INC	4240-36779 Pre-E		280.00	03/24/2017
QUILL CORPORATION	5628986		212.25	04/12/2017
RELIABLE A/C AND HEATING	17357		344.00	04/05/2017
ROGERS, MARIE	Odyssey of the M		120.00	04/12/2017
Rebecca Flores	Scholastic News		64.36	04/12/2017
Rebecca Flores	Teacher Reimburs		40.80	04/12/2017
Rebecca Flores	LAD - VCOE		145.52	03/24/2017
S.C.E.	3-001-2454-17		1,129.19	04/05/2017
S.C.E.	3-001-2454-19		745.75	03/27/2017
SCANTRON	6345699	Scantron Forms	314.26	03/28/2017

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
SCHOOL SPECIALTY	208118035709	Mr. Engstrom-Free Shipping	181.24	04/12/2017
SCOTT ELECTRIC	175047	Projector Lamps-Free Shipping	768.00	04/12/2017
SMITH PIPE & SUPPLY	3100081	Open Purchase Order	685.13	03/28/2017
SOUTHERN KERN UNIFIED SCH DIST	1744		16,991.84	04/11/2017
SRI M.D., T.J.	Tests		260.00	04/05/2017
STATE OF CALIFORNIA	223934		113.00	04/12/2017
SWIFT NAPA AUTO PARTS/INYO INC	864072	Open PO	47.62	03/27/2017
Sim Sanitation Inc.	37636		125.78	04/05/2017
Sim Sanitation Inc.	37637		125.78	04/05/2017
Soules, Larisa	BHS to DHS		36.12	04/05/2017
Soules, Larisa	BHS to DHS		228.76	04/05/2017
State Board of Equalization	Account #57-4157		60.38	04/12/2017
THERAPY SHOPPE INC	298241		46.98	03/28/2017
TYACK TIRES INC	171961		17.00	04/12/2017
TYACK TIRES INC	172408		17.00	04/12/2017
TYACK TIRES INC	172262		641.51	03/27/2017
Team Express	INV001297986	Baseball Equipment	359.70	03/27/2017
Tharold James Dill III	Lease - May 2017		700.00	04/04/2017
Tracie Moss	BHS to DHS		246.20	04/12/2017
U.P.S.	0000979220147		256.17	04/12/2017
U.S.BANK CORP PAYMENT SYS	6126 March		290.57	03/30/2017
U.S.BANK CORP PAYMENT SYS	9625 March		9.99	03/30/2017
U.S.BANK CORP PAYMENT SYS	1041 March		151.08	03/30/2017
U.S.BANK CORP PAYMENT SYS	6126 March		135.93	03/30/2017
U.S.BANK CORP PAYMENT SYS	5942 March		17.56	03/30/2017
U.S.BANK CORP PAYMENT SYS	9625 March		509.90	03/30/2017
U.S.BANK CORP PAYMENT SYS	5205 March		112.31	03/30/2017
U.S.BANK CORP PAYMENT SYS	5202 March		504.32	03/30/2017
U.S.BANK CORP PAYMENT SYS	1041 March		491.70	03/30/2017
U.S.BANK CORP PAYMENT SYS	6126 March		558.25	03/30/2017
U.S.BANK CORP PAYMENT SYS	6126 March		32.95	03/30/2017
U.S.BANK CORP PAYMENT SYS	6126 March		393.38	03/30/2017
U.S.BANK CORP PAYMENT SYS	1041 March		1,095.24	03/30/2017
U.S.BANK CORP PAYMENT SYS	8556 Feb		1,545.42	03/27/2017
VERIZON WIRELESS	9782691012		136.72	04/05/2017
WAXIE	76599668	Open Purchase Order	2,638.67	04/12/2017
WAXIE	76563922	Open Purchase Order	1,607.21	04/12/2017
WAXIE	76602497	Open Purchase Order	1,099.33	04/12/2017
WAXIE	76608989	Open Purchase Order	93.49	04/12/2017
WAXIE	76588968	Open Purchase Order	726.59	04/05/2017
WAXIE	76542914	Open Purchase Order	783.69	03/24/2017
WELLS FARGO FINANCIAL LEASING	5003834501		134.06	04/05/2017
WEST INTERACTIVE SERVICES CORP	76227		3,000.00	04/05/2017
WIGGS, DAVID	Testing		117.49	04/12/2017
WIGGS, DAVID	Reimbursement		10.95	03/30/2017
TOTAL FUND 01			242,198.40	

VENDOR NAME	FUND : 13	DESCRIPTION	CAFETERIA EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CALIFORNIA DEPT OF EDUCATION	17 SF-24453			260.00	04/12/2017
COCA COLA REFRESHMENTS	2145046912			250.08	04/07/2017
DEL'S DISTRIBUTING CO	801074			239.30	04/11/2017
DEL'S DISTRIBUTING CO	801074			50.20	04/11/2017
DEL'S DISTRIBUTING CO	800650			208.50	03/24/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0706328			3,291.32	04/12/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0706329			1,322.88	04/12/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0703670			3,471.68	04/12/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0703671			3,456.80	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0701456			3,262.00	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0701457			2,151.88	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0698761			2,682.92	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0698764			1,556.96	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0698762			3,041.16	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0698763			2,260.68	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0696605			2,208.00	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0696604			1,887.88	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0701455			3,169.48	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0703672			2,360.64	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0703673			1,387.68	04/05/2017
PREFERRED MEAL SYSTEMS INC	CDIM/0701458			529.44	04/05/2017
TOTAL FUND 13				39,049.48	
TOTAL DISTRICT				281,247.88	



BRANCH ELEMENTARY SCHOOL  
STUDENT BODY BANK STATEMENT RECONCILIATION - EFCU

BANK STATEMENT BALANCE <sup>A</sup> <b>Mar-17</b>	22634.15
OUTSTANDING CHECKS	839.00
BALANCE	21795.15
PLUS OUTSTANDING DEPOSITS	365.00
BALANCE	<u>22160.15</u>

1912      839.00

	<u>839.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		<u>839.00</u>		
CHECKBOOK BALANCE AS OF <b>Feb-17</b>				\$24,554.16
PLUS RECEIPTS				\$2,540.00
BALANCE				27094.16
LESS DISBURSEMENTS				\$4,934.01
BALANCE				22160.15
PLUS/MINUS BANK ERROR				
BALANCE				22160.15
PLUS/MINUS ADJUSTMENT				
CHECKBOOK BALANCE AS OF <b>Mar-17</b>				<u>22160.15</u>

**BORON JR./SR. HIGH SCHOOL  
STUDENT BODY ACCOUNTS  
FINANCIAL STATEMENT 3/31/2017**

**Balance as per Alta One Statement 2/28/2017**

AltaOne Com. Fed. Credit Union-Savings	\$111.61	
AltaOne Com. Fed. Credit Union-Checking	\$59,662.60	
		\$59,774.21

Less Outstanding Checks:		\$254.50
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Plus Outstanding Deposits:		
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	<b>Balance</b>	<b>\$59,519.71</b>
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**Oustaing Checks:**

Check #	Amount
5031	\$116.50
5061	\$96.00
5354	\$12.00
5581	\$30.00

Total		\$254.50
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Balance as per Ledgers 2/28/17	<b>Balance</b>	\$63,147.90
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Deposits:		\$5,544.17
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Less Disbursements:		\$10,897.37
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Adjustment Due to Voided check # 5564		\$1,725.00
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Adjustment to reconcile with bank		\$0.01
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<b>FINAL BALANCE as of 2/28/2017</b>		<b><u><u>\$59,519.71</u></u></b>
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**ASB FINANCIAL REPORT - March 2017**

Group		Beginning Balance	Income	Expenses	Transfer In	Transfer Out	Ending Balance
100	Athletics	8,945.15	262.40	1,530.00			7,677.55
101	ASB General	8,322.40	2,754.53	1,788.41			9,288.52
103	8th Grade	3,972.10					3,972.10
104	7th Grade	1,091.92					1,091.92
105	12th Grade-Juniors	6,907.78	1,689.00				8,596.78
106	11th Grade Juniors	6,082.09	478.25	4,009.86			2,550.48
107	10th Grade-Sophomres	1,738.98					1,738.98
108	9th Grade-Freshmen	2,749.55					2,749.55
109	Soccer Club	1,007.59	60.00				1,067.59
110	Boys Soccer	-9.05	136.00				126.95
111	Donations	1,184.99					1,184.99
134	D.C. Trip	-135.19					-135.19
135	C.S.F.	208.12					208.12
137	Academic Decathlon	423.05					423.05
138	Safe School Ambassadors	0.00					0.00
140	N.H.S.	93.84					93.84
141	Boron Boat Builders	7.50					7.50
150	Cheerleaders	394.02					394.02
151	Cheer Scholarship	1.23					1.23
155	Band	1,503.92					1,503.92
158	Drama	1,505.21		214.10			1,291.11
201	Baseball	1,099.50					1,099.50
204	H.S. Volleyball	0.00					0.00
205	Shop Acct.	11.98					11.98
206	Operation Success	319.80					319.80
207	Cross Country	1,078.82					1,078.82
208	Track	341.25					341.25
212	BHS Enterprise (ROP)	0.00					0.00
215	Varsity Club	1,317.80					1,317.80
220	Yearbook	4,836.30	1,620.00	3,225.00			3,231.30
221	Girl's Basketball	-197.24					-197.24
223	Varsity Boys Basketball	151.53					151.53
224	Softball	266.32					266.32
228	Vinnie Rodriguez Mem	235.00					235.00
230	Book Scholarship	4,917.46					4,917.46
231	Minette Scholarship	100.00					100.00
235	Jr.H A.S.B. General	331.30	269.00	130.00			470.30
237	A.S.B. Lock Acct.	287.50					287.50
250	Football Club	1,119.92					1,119.92
255	Supply Acct.	133.43					133.43
260	Library	729.28					729.28
262	P.E. Uniforms	72.75					72.75
	<b>TOTAL</b>	<b>63,147.90</b>	<b>7,269.18</b>	<b>10,897.37</b>			<b>59,519.71</b>

DESERT HIGH SCHOOL  
STUDENT BODY BANK STATEMENT RECONCILIATION - EFCU

BANK STATEMENT BALANCE AS OF	<b>Mar-17</b>	115579.62
OUTSTANDING CHECKS		7857.75
BALANCE		107721.87
PLUS OUTSTANDING DEPOSITS		
BALANCE		<u>107721.87</u>

11220	14.66	11684	30.00	11732	182.00
11277	138.00	11688	255.00	11734	3509.92
11311	98.22	11694	14.00	11735	432.93
11349	126.00	11699	77.79	11736	34.00
11383	80.00	11702	463.18		
11411	76.00	11722	10.00		
11417	69.00	11727	21.65		
11420	76.00	11728	1026.15		
11453	5.00	11729	821.25		
11523	250.00	11731	47.00		

	<u>932.88</u>	
CHECKBOOK BALANCE AS OF	<b>Feb-17</b>	97206.12
PLUS RECEIPTS		19512.41
BALANCE		116718.53
LESS DISBURSEMENTS		8996.66
BALANCE		107721.87
PLUS/MINUS BANK ERROR		
BALANCE		107721.87
PLUS/MINUS ADJUSTMENT		
CHECKBOOK BALANCE AS OF	<b>Mar-17</b>	<u>107721.87</u>

DESERT HIGH SCHOOL  
STUDENT BODY FINANCIAL REPORT FOR March 2017

HIGH SCHOOL		BALANCE	INCOME	EXPENSES	TRANSFER IN	TRANSFER OUT	ENDING BALANCE
100	STUDENT BODY FUNDS	15778.49	164.32	844.12			15098.69
2	ANNUAL	2998.09	1315.00	80.00			4233.09
3	ASB ATHLETICS	0.00					0.00
4	BAND	638.52					638.52
6	BASEBALL, VAR	388.19					388.19
7	BASEBALL, JV	886.90					886.90
8	BASKETBALL, JV BOYS	26.84					26.84
9	BASKETBALL, VAR BOYS	2.65					2.65
10	BASKETBALL, JV GIRLS	0.96					0.96
11	BASKETBALL, VAR GIRLS	0.37					0.37
12	C.S.F.	2766.09	282.50	1054.20			1994.39
13	CHEERLEADERS	103.17					103.17
14	CROSS COUNTRY	5433.14		466.05			4967.09
15	CLASS OF '19 - Sophomores	3147.24	164.50				3311.74
16	CLASS OF '18 - Juniors	3383.32	378.00				3761.32
17	CHOIR CLUB	199.05					199.05
18	DRAMA	1304.68	100.00	777.91			626.77
19	SCORP PALS	507.47					507.47
20	FOOTBALL	-920.43					-920.43
21	CLASS OF '16	0.00					0.00
22	DHS Enterprises	1161.56					1161.56
23	HONORARY HISPANIC SOC.	0.00					0.00
24	CLASS OF '20 - Freshmen	1084.91	195.85				1280.76
26	N.H.S.	438.00					438.00
27	CLASS OF '17 - Seniors	7957.06	10763.35	5337.98			13382.43
28	JROTC	5038.10	2042.11	182.00			6898.21
29	PHOTOGRAPHY CLUB	131.68					131.68
30	SPIRIT WEAR - 1410	4678.91					4678.91
31A	SNACK BAR - 1411	20337.48	1378.16				21715.64
32	SOFTBALL, VAR	0.00					0.00
34	BOYS/ GIRLS SOCCER	2952.41	1500.00				4452.41
35	J.V. SOFTBALL	792.65					792.65
36	TENNIS, GIRLS	3168.08					3168.08
38	J.V. VOLLEYBALL	323.46					323.46
39	VOLLEYBALL, VAR	765.15					765.15
40	WRESTLING	345.25					345.25
41	ENVIRONMENTAL	263.35					263.35
42	ROP CLUB	0.00					0.00
43	GOLF CLUB	24.83					24.83
44	DESERT WOOD	0.00					0.00
45	TRACK	28.32					28.32
46	ROBOTICS	4194.81					4194.81
47	FASHION	111.50					111.50
48	SCIENCE OLYMPIAD	142.25		33.44			108.81
	<b>TOTALS</b>	<b>90584.50</b>	<b>18283.79</b>	<b>8775.70</b>	<b>0.00</b>	<b>0.00</b>	<b>100092.59</b>



# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

### Consent Agenda Item

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D., Superintendent

**MEETING DATE:** May 10, 2017

**AGENDA ITEM:** **Summer Work Schedules for Clerical, Technology, Maintenance & Operations, and Transportation Staff**

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**BACKGROUND:** Education Code Section 45132 allows the Board to establish a ten-hour-per-day/forty-hour/four-consecutive-day workweek for employees. The clerical employees in the district office, school sites, technology, maintenance, and transportation departments would like to implement this summer work schedule.

The district office, school sites, and technology will work Monday-Thursday starting June 5<sup>th</sup> and ending July 28<sup>th</sup>, 2017. Maintenance and transportation clerical employees will work Monday-Thursday starting July 3<sup>rd</sup> and ending July 28<sup>th</sup>, 2017.

**RECOMMENDATION:** It is recommended that the Board establish a ten-hour-per-day/forty-hour/four-consecutive-day summer work schedule for district office, school sites, technology, maintenance, and transportation clerical staff.

OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children*

CAMP KEEP AGREEMENT  
2017-2018  
SCHEDULED PARTICIPATION DATES: SEE ATTACHMENT A \*

This Camp KEEP Agreement ("Agreement") is between THE KERN COUNTY SUPERINTENDENT OF SCHOOLS, a California public education agency ("County Superintendent") and the school district, private school or other party whose legal name and status are described in the signature block below ("Agency").

RECITALS

- A. Sections 8763-8769 of the Education Code authorize County Superintendent to enter agreements with school districts and private schools to provide programs and classes in outdoor science education and conservation education for pupils. County Superintendent operates such programs at its Camp KEEP Ocean and Camp KEEP Cambria facilities in San Luis Obispo County.
- B. Agency desires to have County Superintendent provide a program in outdoor science and conservation education for Agency as described in this Agreement.

TERMS

Based upon the Recitals and the promises exchanged by the parties in this Agreement, the parties agree as follows:

- 1. Scope of Services. County Superintendent shall provide a program of outdoor science education and conservation education for pupils/clients of Agency at its Camp KEEP Ocean or Camp KEEP Cambria facilities, as applicable, as provided in this Agreement.
- 2. Term. The term of this Agreement shall be for the school year specified in the title block of this Agreement above. One party may terminate this Agreement prior to its expiration if the other party fails to comply with any insurance or indemnification requirements of this Agreement, or commits any other material breach of this Agreement and fails to cure the breach within 10 days after written demand.
- 3. Price. In consideration of the services provided by County Superintendent and to provide for the actual cost of providing the instructional program and continuing capital outlay expenditures, maintenance and other costs, Agency shall pay County Superintendent a fee calculated based on the type of program indicated in Attachment A.

The fee payable by Agency shall be calculated based on the greater of the actual number of attendees or 90% per school, of the number of attendees estimated by Agency. An additional fee of \$16.00 per person shall be paid if Agency is not a Kern County public school entity. Attendees include students/clients, counselors, teachers, aides, parents/volunteers and others attending the program.

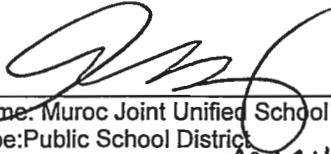
Agency shall pay County Superintendent within 45 days after receipt of an invoice documenting the charges. If Agency is a Kern County school district, Agency authorizes County Superintendent to transfer on or before June 30 of the fiscal year from the funds of the District, Account No. \_\_\_\_\_ to the County School Service Fund, the amounts owing under this Agreement.


Agency has confirmed the scheduled participation dates indicated in Attachment A. If Agency cancels its participation for all or any portion of the scheduled participation dates, Agency shall pay County Superintendent a cancellation fee of 75% of the anticipated income payable to County Superintendent if Agency participated for the full number of scheduled dates, based on 90% of the confirmed attendee numbers.

\*Subject to Change as Follows: Superintendent reserves the right to change the date and/or location with notice to Agency. If the new date and /or location is unacceptable to Agency, and if the parties are unable to otherwise agree on the date/location, Agency may cancel the Agreement without penalty.

- 4. Nondiscrimination. Neither party, nor any officer, agent, employee or subcontractor of the party, shall discriminate in the treatment or employment of any individual or groups of individuals on any ground prohibited by law, nor shall any of them harass any person in the course of performing this Agreement based on gender or any other basis prohibited by applicable law.
- 5. Additional Provisions. The attached additional provisions are part of the Agreement and fully incorporated by reference.

AGENCY

By   
 Entity Name: Muroc Joint Unified School District  
 Entity Type: Public School District  
 Authorized Signatory Name: MICHAEL MORAN  
 Address: 17100 Foothill Ave., North Edwards, CA 93523  
 Date: 05/03/2017

MARY C. BARLOW  
 KERN COUNTY SUPERINTENDENT OF SCHOOLS  
 By   
 Signatory Name: Debbie Riedmiller  
 Title: Chief Financial Operations Officer  
 Address: 1300 17<sup>th</sup> Street, Bakersfield, CA 93301  
 Account Code: 01-535-0000-0-8677.00-0000-0000-00-0000-000  
 Date: 4/27/17



## ADDITIONAL PROVISIONS OF THIS AGREEMENT

### 6. Duties of Agency. Agency shall do all of the following:

A. Provide transportation for its pupils/clients and personnel to and from the KEEP campus(es). This includes responsibility for transporting pupils/clients, employees or volunteers prior to the completion of the program. If transportation for an early return cannot be arranged through family or school representatives, County Superintendent can provide a driver and vehicle for a fee of \$400.00.

B. Cooperate with County Superintendent's staff in providing the necessary instruction before and after the experience at Camp KEEP to accomplish the objectives of the program.

C. See that its pupils/clients are equipped with suitable clothing and bedding while attending the program.

D. Provide an estimated number of students/clients attending the upcoming program during the application period in January/February of each year. Billing will be made for not less than 90% of this estimated number, plus teachers and other attendees at the minimum ratios. The number of students may not exceed the estimate without the written permission of the Director of KEEP.

E. As a condition of participation, provide counselors at a minimum ratio of one to seven (1:7) at KEEP Ocean and one to seven (1:7) at KEEP Cambria. Agency shall also provide at least one (1) classroom teacher for every 30 students.

F. Provide Free and Reduced meal eligibility status to County Superintendent for students and counselors during class sessions.

G. Bear all responsibility and liability for ensuring that any required medical clearances for pupils/clients and all others attending the program have been obtained.

H. Provide adequate supervision of pupils/clients and other attendees.

I. Secure appropriate permission from the parent or guardian of each pupil and, if applicable, client, of Agency.

J. If a student/client of Agency or student counselor requires related aids or services to participate in the program under an Individualized Education Plan or 504 Plan, or has specialized physical health care needs requiring accompaniment by a qualified adult, it is the responsibility of Agency to ensure that any such related aids or services, or accompaniment by a qualified adult, are furnished.

K. Fully inform the parents/guardians and physicians of participating students/clients with specialized physical health care needs of the camp activities, changes in daily living and distances from emergency services, and inform the Director of KEEP of the student's/client's needs and Agency's plan to meet those needs, in advance of the scheduled participation dates.

L. Provide all registration information and consents required under Camp KEEP policies and procedures.

### 7. Duties of County Superintendent. County Superintendent shall do all of the following:

A. Provide a program in outdoor science and conservation education in accordance with standards as set forth by the State Department of Education requirements and the California Outdoor School Administrators.

B. Furnish pupils with all necessary instructional supplies required at the program.

C. Provide such coordination services as County Superintendent deems necessary to insure an adequate program.

D. Provide first aid supplies, treatment and administration of medications for pupils/clients of Agency during the periods they are attending the program, provided that Agency has furnished written

instructions signed by a licensed physician and consent signed by the parent or guardian to administer such medications or treatment.

E. Provide food and complete food service for pupils and staff during each class session, in accordance with National School Lunch and Breakfast Program guidelines established by USDA and under supervision of the Food Services, and claim federal and state reimbursement under the National School Lunch and Breakfast Program during class session.

F. Provide each student/client with a KEEP t-shirt.

G. County Superintendent reserves the right to deny participation to any attendee for whom appropriate registration materials and permissions are not received in accordance with stated deadlines or who is in violation of Camp KEEP policies and procedures.

### 8. Indemnification.

A. Agency agrees to defend, hold harmless and indemnify County Superintendent and the Kern County Board of Education (and the officers, employees, trustees, agents, successors and assigns of each of them) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of the breach by Agency of the terms of this Agreement, the act or omission of Agency, its officers, employees, pupils, clients, volunteers, invitees and agents, in connection with the performance of this Agreement (including, but not limited to Agency's supervision or failure to supervise its attendees and Agency's transportation of attendees), or in connection with their use of County Superintendent's facilities and programs.

B. County Superintendent agrees to defend, hold harmless and indemnify Agency (and Agency's officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the act or omission of County Superintendent, its officers, employees and agents, in connection with the performance of this Agreement.

C. The requirements of this Section shall survive the termination of this Agreement.

8. Insurance Requirements. Agency shall obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than "A-VII" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products and completed operations coverages, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; and (3) workers' compensation insurance as required under state law. Agency shall provide County Superintendent with a certificate of insurance evidencing the required coverage and shall permit County Superintendent to inspect the original policies of insurance upon request.

Nothing in this section concerning minimum insurance requirements shall reduce Agency's liabilities or obligations under the indemnification provisions of this Agreement. The parties acknowledge that both parties may be permissibly self-insured under California law.

9. Entire Agreement/Amendment. This Agreement, including any exhibits or schedules referred to which it refers and any Camp KEEP policies and procedures in effect at the time the Agreement is executed, constitute the final, complete and exclusive statement of the terms of agreement between the parties pertaining to the subject matter of the Agreement. It supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement. The provisions of this Agreement may be modified only by mutual written agreement of the parties.



OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
Advocates for Children

District Business Office Systems Agreement  
2017-2018

This agreement is entered into between the **KERN COUNTY SUPERINTENDENT OF SCHOOLS (SUPERINTENDENT)** and the MUROC JOINT UNIFIED SCHOOL (DISTRICT). This agreement is in effect July 1 - June 30 and will automatically renew each fiscal year with same services unless **SUPERINTENDENT** is notified of requested changes in writing no later than September 15<sup>th</sup> of the current fiscal year.

**SUPERINTENDENT** shall not be liable to **DISTRICT** for any consequential damages resulting from **Superintendent's** inability or failure to provide the specified services, and **DISTRICT's** sole recourse for such inability or failure shall be an abatement of the costs to be charged, on a prorata basis.

**Services:**

1. Provide initial and ongoing training in the use of the QSS/OASIS system.
2. Provide access for various types of connections to the QSS/OASIS system.
3. Provide local support and assistance on the QSS/OASIS system.
4. Provide web based support and assistance for the QSS/OASIS system.

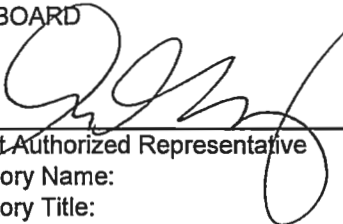
**A. Connection cost for unlimited amount of users at all access levels:**

<u>MUROC JOINT UNIFIED SD</u>	proportionate share of cost based on W-2 count of	<u>395</u>
	\$ 2,625.00 x	4
		Annual Cost
		\$ <u>10,500.00</u>

**SUPERINTENDENT** is authorized to transfer the amounts for the services described above on a quarterly basis from **DISTRICT**  
Account Code:

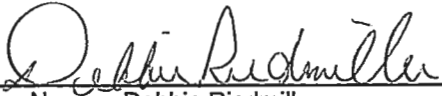
	\$ <u>10,500.00</u>
	Section 1 Total

**MUROC JOINT UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD**

By:   
 District Authorized Representative  
 Signatory Name:  
 Signatory Title:  
 Address: 17100 Foothill Avenue  
 North Edwards, CA 93523

Date: 04/20/2017

**MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

By:   
 Signatory Name: Debbie Riedmiller  
 Signatory Title: Chief Financial Operations Officer  
 Address: 1300 17th St, Bakersfield, CA 93301  
 Account code: 01-315-0000-0-8677.00-0000-0000-00-0000-000

Date: 4/20/17

OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Advocates for Children

District Business Office VPN Secure Access
2017-2018

This agreement is entered into between the KERN COUNTY SUPERINTENDENT OF SCHOOLS (SUPERINTENDENT) and the MUROC JOINT UNIFIED SCHOOL (DISTRICT). This agreement is in effect July 1, 2017 - June 30, 2018 and will automatically renew each fiscal year with the same services unless SUPERINTENDENT is notified of requested changes in writing no later that September 15th of the current fiscal year.

SUPERINTENDENT shall not be liable to DISTRICT for any consequential damages resulting from Superintendent's inability or failure to provide the specified services, and DISTRICT's sole recourse for such inability or failure shall be an abatement of the costs to be charged, on a prorata basis.

Services:

- 1. Provide initial installation of VPN on District laptop.
2. Provide a secure connection to the QSS/Oasis system.
3. Provide initial training in the use of the VPN Secure Access.
4. Provide local support and assistance on the VPN Secure Access.

Cost per user login \$30.00 per month.

Number of connections: 1 @ \$30.00 x 12 months = Annual Cost \$ 360.00

SUPERINTENDENT is authorized to transfer the amounts for the services described above on an annual basis from DISTRICT Account Code:

MUROC JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD

MARY C. BARLOW KERN COUNTY SUPERINTENDENT OF SCHOOLS

By: District Authorized Representative
Signatory Name:
Signatory Title:
Address: 17100 Foothill Ave. North Edwards, CA 93523

By: Debbie Riedmiller
Signatory Name: Debbie Riedmiller
Title: Chief Financial Operations Officer
Address: 1300 17th St., Bakersfield, CA 93301
Acct Code: 01-315-0000-0-8677.00-0000-0000-00-0000-000

Date:

Date: 5/1/17

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children***

**DISTRICT EXTERNAL ACCOUNTING SERVICES  
Districts with 900 or less average daily attendance (ADA)**

This Agreement is entered into between the Kern County Superintendent of Schools (County Superintendent) and **Muroc Joint Unified School District** (District) and is dated for reference 07/01/17.

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**RECITALS**

This Agreement is based on the following facts and understandings of the parties:

- A. County Superintendent has software programs and staff trained and able to perform certain business functions required by the State of California and the District. County Superintendent is willing and agreeable to making these services available to Districts within the boundaries of the County of Kern.
- B. The District has a need for certain business and payroll services to be performed. The District has determined that it is in the District's best interest for the County Superintendent to perform these services on District's behalf.
- C. This Agreement is intended to be the written agreement between the parties related to the services to be provided during the referenced term.

**TERMS**

The parties agree as follows:

**I. District Services.**

*If initialed here, District agrees to the following services.*

- A. Scope of Services. The County Superintendent shall prepare on behalf of the district:
  - 1. Budget Assumptions.
    - a. ADA estimate and revenue limit development
    - b. Revenue Projections
    - c. Expenditure Projections
  - 2. Budget Development.
    - a. Roll current year salaries into a budget model using position control, if applicable, in QSS. Position control will automatically place employees on appropriate step and column.
    - b. Enter budget (into QSS model by appropriate account line).
    - c. Export budget from QSS to SACS.
    - d. Develop SACS supplemental reports.
    - e. Develop multi-year projections.
  - 3. Interim Reporting.
    - a. Update payroll and benefit reports.
    - b. Revise budget as needed.
    - c. Export QSS revised budget into SACS software.
    - d. Develop SACS supplemental forms.

1. Develop cashflow reports.
  2. Review adopted budget Multi-Year Projection assumptions.
4. Year End Closing Entries.
  - a. Correct entries as needed.
  - b. Review investment balances, if any.
  - c. Develop receivables prelist.
  - d. Develop payables prelist.
  - e. Review interfund activity.
  - f. Review cafeteria account entries.
  - g. Reconcile revolving fund.
  - h. Make indirect charge entries, if necessary.
  - i. Make entries for contributions to restricted programs.
  - j. Make deferred revenue journal entries.

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5. Unaudited Actuals
  - a. Create an unaudited actuals download file & import into SACS.
  - b. Run TRC and make corresponding corrections.
  - c. Schedule of Long-Term Liabilities.
  - d. Schedule of Capital Assets.
  - e. Categorical – Federal/State Grant Awards (CAT).
  - f. Current Expense Formula (CEA/CEB).
  - g. Summary of Interfund Activities (SIAA).
  - h. Revenue Limit Summary (RL).
  - i. Lottery Report (Selected Districts only).
  - j. Average Daily Attendance (A).
  - k. Classroom Size Reduction Program (9-12) (if applicable).
  - l. Regional Occupational Program (if applicable).
  - m. Indirect Cost Rate Worksheet.
  - n. SACS Software Printout to All Funds (Actuals and Budget).
  - o. Budget Report by Fund from Pertaine Mainframe Computer.
  - p. Transportation Report Including all Schedules (TRAN).
  - q. PCR.
  - r. PCRAF.
  - s. DAY (if applicable).
6. Gann Limit Calculation.
7. Accrual Reversals.
  - a. Review & clear prior year accounts payable.
  - b. Review & clear prior year accounts receivable.
  - c. Review & clear prior year due to/due from.
  - d. Review all prior year accrual balances.
  - e. Reverse deferred revenue into budget year.
  - f. Convert prepaids to current year expense.
8. Budget Revisions.
  - a. At interim reports.
  - b. On district request or when necessary.
9. Revenue Projections.
  - a. Following January budget proposal.
  - b. Following May revise.
  - c. Prior to Interim Reports.
  - d. On district request.

- B. Payment for Services. County Superintendent agrees to perform the job functions described above for a base price of \$1,500.00 per month. (KCSOS Account Code: 01-330-0000-0-8677.00-0000-0000-00-0000-000)

It is the District's responsibility to provide all necessary data so that the budget reports will accurately reflect the revenues and expenditures expected by the District.

## II. Payroll Warrant Services

*If initialed here, District agrees to the following services.*

### A. Scope of Services.

#### 1. Payroll.

- a. Annual set-up for contract and monthly employees.
- b. Hourly payroll processing based upon time sheets submitted.

- B. Fee for the foregoing services is \$425.00 monthly. For Districts with a prior year ADA over 100, an additional \$1 per prior year P-2 ADA over 100 will be added to the monthly fee (i.e. a District with 800 prior year P-2 ADA will be charged \$1,100 per month). (KCSOS Account Code: 01-320-0000-0-8677.00-0000-0000-00-0000-000)

## III. Vendor Warrant Services

*If initialed here, District agrees to the following services.*

### A. Scope of Services.

#### 1. Vendor Warrants.

- a. Input purchase orders/invoices on batches to create accounts payable pre-lists – twice a month.

- B. Fee for the foregoing services is \$425.00 monthly. For Districts with a prior year ADA over 100, an additional \$1 per prior year P-2 ADA over 100 will be added to the monthly fee (i.e. a District with 800 prior year P-2 ADA will be charged \$1,100 per month). (KCSOS Account Code: 01-320-0000-0-8677.00-0000-0000-00-0000-000)

## IV. Employer Tax Reporting

 *If initialed here, District agrees to the following services.*

### A. Scope of Services.

- 1. Quarterly 941 Federal Tax Reconciliations.
- 2. W4 balancing.
- 3. Annual State DE7 reports.

- B. Fee for the foregoing services is \$125.00 monthly. (KCSOS Account Code: 01-320-0000-0-8677.00-0000-0000-00-0000-000)

## V. HEAR Billing Reconciliation

*If initialed here, District agrees to the following services.*

### A. Scope of Services.

- 1. Reconciliation of the monthly HEAR billing for SISC III activity.
- 2. Balancing payroll activity with Monthly Activity Reporting.

B. Fee for the foregoing services is \$125.00 monthly.  
(KCSOS Account Code: 01-320-0000-0-8677.00-0000-0000-00-0000-000)

**VI. Other Business Functions.** It is understood that from time-to-time the District may be required to file documentation to various public entities. The County Superintendent will assist the District to complete any documentation that may be required. District shall compensate County Superintendent for "other business functions" at a rate of \$125.00 per hour.

(KCSOS Account Code: 01-330-0000-0-8677.00-0000-0000-00-0000-000)

**VII. Travel.** It is agreed that any travel-related expenses incurred by County Superintendent employees while performing duties related to the contract will be the responsibility of the District. Mileage related expenses will be billed at the IRS approved mileage rate.

**VIII. Approval for Transfer.** Payment will be in the form of a fund transfer and will occur monthly.

Account line charged will be: \_\_\_\_\_

**IX. Term of the Agreement.** The initial term of this Agreement shall begin effective 07/01/17. The Agreement shall roll over and continue in effect for subsequent terms of one year each unless either party provides written notice of termination within 30 days prior to the end of the term in progress. Compensation for services will not be increased upon extension of the Agreement without the approval of the District.

**X. Records.** The District is expected to maintain hard copies of all documents given to the County Superintendent in the course of performing the services of this contract.

**XI. General Provisions of This Agreement**

1. **Mutual Indemnification.** Each party agrees to defend, hold harmless and indemnify the other party (and its officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the indemnifying party's breach of the terms of this Agreement.

In the event that any action or proceeding is brought against a party by reason of any claim or demand discussed in this section, upon notice from the party, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfactory to the other party. The obligations to indemnify set forth in this section shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses and liabilities from the time of giving the first notice of any claim or demand.

The indemnifying party's obligations under this section shall apply regardless of whether the other party (or any of its officers, employees, trustees or agents) are actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost or damage caused solely by the active negligence or by the willful misconduct of the other party.

B. **Insurance Requirements.** Each party shall obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than "A-VII" in Best Insurance Rating Guide and admitted to do business in California: (1) commercial general liability insurance (including contractual, products and completed operations coverages, bodily injury and property damage liability insurance) with single combined



limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability of not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.

Each party's policy shall contain an endorsement naming the other party as an additional insured insofar as this Agreement is concerned, and provide that written notice shall be given to the other party at least 30 days prior to cancellation or material change in the form of the policy or reduction in coverage. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section, and each party shall have the right to inspect the other party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change or reduction in coverage, each party shall immediately file with the other party a certified copy of the required new or renewal policy and certificates for such policy.

Nothing in this section concerning minimum insurance requirements shall reduce a party's liabilities or obligations under the indemnification provisions of this Agreement. If at any time a party fails to maintain the required insurance in full force and effect, the other party may cease all work under this Agreement.

The parties acknowledge that either or both of them may be a permissibly self-insured public entity in accordance with the California Government Code, and that the insurance requirements herein may be satisfied by proof of self-insurance coverages within the stated amounts.

C. Status of Parties. The parties agree that, in performing the services specified in this Agreement, each party shall act as an independent contractor and shall have control of all work and the manner in which it is performed. The parties shall be free to contract for similar services to be performed while under contract with each other.

Any employees or assistants retained by either party shall be the responsibility of the retaining party and not of the other. Each party shall determine the means and methods for carrying out the work to achieve the result required by this agreement, and shall determine the hours during which the services shall be performed and the sequence of tasks.

D. Termination. Either party may terminate this Agreement prior to its expiration as follows:

1. If anyone takes over the operation of either party due to fiscal reasons, the agreement is automatically terminated unless the parties each agree to continue the agreement in effect.
2. If the other party fails to comply with the insurance or indemnification requirements of this Agreement.
3. If the other party commits a material breach of this Agreement and fails to cure the breach within 30 days after written demand.

E. Miscellaneous.

1. Entire Agreement. This Agreement [*including any exhibits or schedules referred to in this Agreement*] constitutes the final, complete and exclusive statement of the terms of the Agreement between the parties pertaining to the subject matter of the Agreement [or describe the general nature of the transaction] and supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement.

2. Amendment. The provisions of this Agreement may be modified only by

mutual agreement of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.

3. Waiver. Any of the terms or conditions of this Agreement may be waived at any time by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance or satisfaction either of that term or condition as it applies on a subsequent occasion or any other term or condition of this Agreement.

4. Assignment. Neither party may assign any rights or benefits or delegate any duties under this Agreement without the written consent of the other party or parties. Any purported assignment without written consent shall be void.

5. Parties in Interest. Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the parties to it and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third persons to any party of this Agreement, nor shall any provision give any third persons any right of subrogation or action over against any party to this Agreement.

6. Severability. If any provision of this Agreement is held by a court or arbitrator of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect and shall in no way be impaired or invalidated.

7. Governing Law. The rights and obligations of the parties and the interpretation and performance of this Agreement shall be governed by the laws of California, excluding any statute which directs the application of the laws of another jurisdiction.

8. Notices. Any notice under this Agreement shall be in writing, and any written notice or other document shall be deemed to have been duly given on the date of personal services on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through written notice under this provision. Failure to conform to the requirement that mailings be done registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.

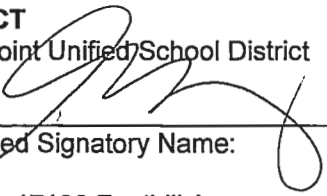
9. Authority to Enter Into Agreement. Each party to this Agreement represents and warrants that it has the full power and authority to enter into this Agreement and to carry out the transactions contemplated by it, and has take all action necessary to authorize the execution, delivery and performance of the Agreement.

10. Nondiscrimination and Harassment. Each party agrees that it will not unlawfully discriminate, harass or allow harassment, against any employee or other person, because of sex, race, color, ancestry, religious creed, national origin, mental or physical disability (including HIV and AIDS), marital status, or age, and shall comply with all applicable laws pertaining to employment.

11. Conflicts of Interest. Each party is aware of and agrees to comply with the requirements of Government Code Sections 1090 and 87100, and other applicable rules on conflicts of interest.


**DISTRICT**

Muroc Joint Unified School District

By   
Authorized Signatory Name:  
Title:  
Address: 17100 Foothill Avenue  
North Edwards, CA 93523-3533  
Date: 04/27/2017

**MARY C. BARLOW**

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**

By   
Signatory Name: Debbie Riedmiller  
Title: Chief Financial Operations Officer  
Address: 1300 17<sup>th</sup> Street, Bakersfield, CA 93301  
Acct Code: 01-330-0000-0-8677.00-0000-0000-00-0000-000  
Date: 4/24/17

**MUROC JOINT UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING BACK-UP MATERIAL**

**ACTION AGENDA**

**May 10, 2017**

## MUROC JOINT UNIFIED SCHOOL DISTRICT

### Board Meeting Background Material

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D.  
Superintendent

**DATE:** May 9, 2017

**AGENDA ITEM:** **Approve Certificated Stipends**

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

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

<u>Name</u>	<u>Assignment</u>	<u>Site</u>	<u>Pay Rate</u>	<u>Effective Date</u>
Davies, Elizabeth	Adult Education Coordinator	District	\$ 500.00	08/18/2017
Lotz, Jamiel	Substitute Teacher	District	\$ 130.00/Day	04/17/2017
Mahurin, Elizabeth	Substitute Teacher	District	\$ 130.00/Day	04/14/2017
Royce, Lu	Home Instruction	DJ/SHS	\$ 25.00/Hour	04/28/2017
Schaffer, Angela	Substitute Teacher	District	\$ 130.00/Day	04/24/2017

## MUROC JOINT UNIFIED SCHOOL DISTRICT

### Board Meeting Background Material

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D.  
Superintendent

**DATE:** May 9, 2017

**AGENDA ITEM:** **Approve Certificated Resignations**

---

#### **BACKGROUND:**

**Deborah Copeland**, has submitted her letter of resignation as a Cheer Coach and Advisor at Desert Junior/Senior High School effective April 27, 2017.

**Yolonda Oates**, has submitted her letter of resignation for retirement as an Elementary Teacher at West Boron Elementary School effective June 3, 2017. Yolonda has been with the district since August 26, 1987.

**Sandra Petersen**, has submitted her letter of resignation for retirement as an Alternative Education/Physical Education Teacher at Desert Junior/Senior High School effective June 3, 2017. Sandra has been with the district since August 26, 1974.

**Naomi Sapiera**, has submitted her letter of resignation as an Elementary Teacher at Branch Elementary High School effective June 2, 2017.

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

# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D.  
Superintendent

**DATE:** May 10, 2017

**AGENDA ITEM:** **Approve Classified Resignation**

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### **BACKGROUND:**

**Shawna Brino**, has submitted her resignation as Special Education Instructional Aide, S.C.I.A. at Desert Jr/Sr High School effective June 1, 2017.

**Bobbi-Jo Felix**, has submitted her resignation as Campus Aide at Branch Elementary effective May 18, 2017.

**Mary Johnston**, has submitted her resignation as Campus Aide at Branch Elementary School effective April 28, 2017.

**Jason Lake**, has submitted his resignation as Campus Aide at Desert Jr/Sr High school effective May 2, 2017.

**Stacey Pasley**, has submitted her resignation as Campus Aide at Branch Elementary School effective April 28, 2017.

**Irma Shaw**, has submitted her resignation as Clerk Typist at Branch Elementary School effective June 2, 2017.

**RECOMMENDATION:** It is recommended that the Board accept the resignation of the above listed classified employee.

# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

**TO:** Board of Trustees

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**FROM:** Michael L. McCoy Ph.D.  
Superintendent

**DATE:** May 10, 2017

**AGENDA ITEM:** **Approve Change to Classified Assignment**

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

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

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### **CLASSIFIED EMPLOYEE CHANGE** **Board Meeting Date: May 10, 2017**

**Mary Johnston**, Library Assistant, new assignment, Desert Jr/Sr High School, 4 hours/day, \$1336.50/month, 9.5 month position, effective May 1, 2017.

**Jason Lake**, Special Education Instructional Aide, S.C.I.A., new assignment, Branch Elementary School, 5.8 hours/day, \$1,732.75/month, 9.5 month position, effective May 3, 2017.

**Stacey Pasley**, Special Education Instructional Aide, S.C.I.A., new assignment, Branch Elementary School, 5.8 hours/day, \$1,732.75/month, 9.5 month position, effective May 1, 2017.

**Emily Riddle**, Special Education Instructional Aide, S.C.I.A., 39 month rehire, new assignment, Boron Jr/Sr High School, 6.5 hours/day, \$2,250.38/month, 9.5 month position, effective August 21, 2017.

**Irma Shaw**, Attendance Secretary, new assignment, Desert Jr/Sr High School, 8 hours/day, \$2,480.00/month, 11 month position, effective June 5, 2017.

**Crissy Williams**, Campus Aide, new assignment, West Boron Elementary School, 1.25 hours/day, \$284.38/month, 9.5 month position, effective May 1, 2017.



# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D.  
Superintendent

**DATE:** May 10, 2017

**AGENDA ITEM:** **Approve Classified Employees**

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

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

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### **CLASSIFIED EMPLOYEES** **Board Meeting Date: May 10, 2017**

**Christine Dones**, School Secretary, new assignment, Desert Jr/Sr High School, 8 hours, I, Step 1, \$2,775.00/month, 12 month position, effective May 22, 2017.

# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

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**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D.  
Superintendent

**DATE:** May 10, 2017

**AGENDA ITEM:** Approve Classified Substitute

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

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

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### TEMPORARY CLASSIFIED ASSIGNMENT

Board Meeting Date: May 10, 2017

Name	Assignment	Pay Rate	Effective Date
Pierce, Larry	Delivery Driver	\$11.00/Hr	4/13/2017
	Custodian	\$11.50/Hr	4/13/2017
	Groundskeeper	\$11.50/Hr	4/13/2017
	Maintenance Worker	\$12.00/Hr	4/13/2017
Pottle, Harmony	Campus Aide	\$10.50/Hr	4/17/2017
	Cafeteria Worker/Cashier	\$11.00/Hr	4/17/2017
	Clerk Typist	\$11.50/Hr	4/17/2017
	Custodian	\$11.50/Hr	4/17/2017
Spears, Don	Campus Aide	\$10.50/Hr	4/26/2017
	Cafeteria Worker/Cashier	\$11.00/Hr	4/26/2017
	Custodian	\$11.50/Hr	4/26/2017
	Groundskeeper	\$11.50/Hr	4/26/2017

Gunter, Kyle	Clerk Typist	\$11.50/Hr	5/4/2017
	Custodian	\$11.50/Hr	5/4/2017
	Library Assistant	\$11.50/Hr	5/4/2017
	Instructional Aide	\$12.00/Hr	5/4/2017
	Secretary	\$12.00/Hr	5/4/2017
Groves, Ryan	Custodian	\$11.50/Hr	4/28/2017
	Groundskeeper	\$11.50/Hr	4/28/2017
	Student Van Driver	\$12.00/Hr	4/28/2017

# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D.  
Superintendent

**DATE:** May 10, 2017

**AGENDA ITEM:** **Approve District Volunteers**

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

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

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### **VOLUNTEER** **Board Meeting Date: May 10, 2017**

Agyen-Frampong, Stephanie

Birka, Sara

Borba, Tara

Gelardo, Lori

Harris, Sherice

Holland, Rene

Johnson, Daryl

Polucha, Michael

Venski, Alessandra

**MUROC JOINT UNIFIED SCHOOL DISTRICT**  
**Board Meeting Background Material**  
**ACTION AGENDA ITEM**

**TO:** Board of Trustees

**FROM:** Trevor Walker, Chief Business Officer

**MEETING DATE:** May 10, 2017

**AGENDA ITEM:** **2017 Swimming Pool Hourly Salary Schedules**

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**BACKGROUND:** The new minimum wage law (\$10.50 per hour) became effective on January 1, 2017. The swimming pool salary schedules need to be adjusted to meet the new requirements.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the revised 2017 swimming pool salary schedules.

**MUROC JOINT UNIFIED SCHOOL DISTRICT  
SWIMMING POOL HOURLY SALARY SCHEDULE**

**Position:** Aquatics Director

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 13.75	\$ 14.25	\$ 14.75	\$ 15.25	\$ 15.75

**Position:** Lifeguard

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50

**Position:** Senior Lifeguard

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50	\$ 11.75

**Position:** Senior Lifeguard with WSI

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 12.00	\$ 12.25	\$ 12.50	\$ 12.75	\$ 13.00

**Position:** Water Safety Instructor (WSI) (Limited to 6)

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 11.25	\$ 11.50	\$ 11.75	\$ 12.00	\$ 12.25

**Position:** Pool Maintenance

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50

Board Approved:

# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

### Action Agenda Item

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D., Superintendent

**MEETING DATE:** May 10, 2017

**AGENDA ITEM:** **Resolution 5-17-01, Declaration of Need for Fully Qualified Educators for 2017-18**

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**BACKGROUND:** In emergency situations, the District is allowed to hire a teacher under an emergency permit or waiver when a diligent search has been made and a suitable fully prepared teacher is not available.

In order to process any request for an emergency permit or a waiver through the Commission on Teacher Credentialing, the area of request must be publicly identified on a Declaration of Need for Fully Qualified Educators that must be filed annually. This Declaration lists the potential areas of shortage for the District based on past need.

**RECOMMENDATION:** It is recommended that the Board of Trustees adopt Resolution 5-17-01, Declaration of Need for Fully Qualified Educators for the 2017-18 school year.



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: 2017-18  
 Revised Declaration of Need for year: \_\_\_\_\_

**FOR SERVICE IN A SCHOOL DISTRICT**

Name of District: Muroc Joint Unified District CDS Code: 63685  
 Name of County: Kern County CDS Code: 15

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 / 09 /2017 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, 2018.

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

<u>Michael L. McCoy Ph.D.</u>	_____	<u>Superintendent</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>(760) 769-4241</u>	<u>(760) 769-4821</u>	<u>05/10/2017</u>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

17100 Foothill Avenue, North Edwards, CA 93523

*Mailing Address*

mmccoy@muroc.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 \_\_\_\_\_





TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	8
Single Subject	4
Special Education	3
TOTAL	15

**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? 5

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

California State University Bakersfield, Brandman University, National University,  
 Cal State TEACH, Fresno Pacific University

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

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

# MUROC JOINT UNIFIED SCHOOL DISTRICT

## Board Meeting Background Material

### Action Agenda Item

**TO:** Board of Trustees

**FROM:** Michael L. McCoy Ph.D., Superintendent

**MEETING DATE:** May 10, 2017

**AGENDA ITEM:** **Variable Term Waiver Request for 30-Day Substitute CBEST Waivers**

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**BACKGROUND:** The District has been unable to recruit enough substitute teachers eligible for credentials. Education Code Section 44225(m)(5) allows the California Commission on Teacher Credentialing to provide temporary exemptions to credential requirements.

The Commission allows a waiver of the CBEST exam for the first time 30-Day Substitute Teaching Permit with the Governing Board's adoption of the following statement:

**The Governing Board of the Muroc Joint Unified School District declares that the District has been unable to recruit enough day-to-day substitute teachers who have had an opportunity to take and pass the California Basic Education Skills Test (CBEST). The District anticipates employing no more than 12 day-to-day substitutes on variable term CBEST waivers for the 2017-18 school year.**

**RECOMMENDATION:** It is recommended that the Board of Trustees adopt the above statement of need and approve the submission of variable term waiver request for 30-Day Substitute (CBEST) Waivers during the 2017-18 school year.



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.)

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

	Muroc Joint Unified	05/10/2017
<hr/>	<hr/>	<hr/>
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>
	Kern	
<hr/>	<hr/>	<hr/>
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

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