



# WOODVILLE UNION SCHOOL DISTRICT

16541 ROAD 168 | PORTERVILLE, CALIFORNIA

## REGULAR BOARD MEETING AGENDA

August 14, 2017-5:30 P.M. - Cafeteria

1. **CALL TO ORDER** Time: \_\_\_\_\_ by Board President Miguel Guillen

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Fabiola Guerrero.....	Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/>
Miguel Guillen.....	Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/>
Rick Luna .....	Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/>
Amanda Medina .....	Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/>
Diana Ocegüera-Martinez.....	Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/>

4. **CONSENT AGENDA**

4.1 Approval of Regular Board Meeting Agenda dated August 14, 2017

4.2 Approval of Regular Board Meeting Minutes dated July 10, 2017 **(Enclosure Item 4.2)** Page 7

4.3 Approval of vendor payments; warrant numbers **(Enclosure Item 4.3)** Page 11

July 7, 2017	ck#'s 61703000-61703013	\$77,938.86
July 14, 2017	ck#'s 61705119-61705131	\$27,773.92
July 28, 2017	ck#'s 61707125-61707147	\$54,480.90
<b>GRAND TOTAL</b>		<b>\$160,193.68</b>

Motion to approve Consent Agenda by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_\_ Guerrero \_\_\_ Guillen \_\_\_ Luna \_\_\_ Medina \_\_\_ Ocegüera-Martinez  
**Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_**

5. **PUBLIC COMMENTS**

*Time Allocation: An individual speaker will be permitted up to three minutes for a comment. This will be strictly adhered to with assistance of the Board President.*

## **6. CORRESPONDENCE/INFORMATION ITEMS**

## **7. PUBLIC HEARING ITEMS**

- 7.1** In the matter of determining whether or not each pupil at Woodville Elementary School has adequate and sufficient textbooks or instructional materials (**Enclosure 7.1**) Page 26

## **8. REPORTS/PRESENTATIONS**

- 8.1** Student Nutrition Services Program Report (**Enclosure 8.1**) Page 27

## **9. BOARD'S REPORT**

## **10. SUPERINTENDENT'S REPORT**

### **10.1 LCAP Update**

- **Goal #1** - Increased Academic English & Math Mastery for all Students  
Action #1 - PD Number Talks - Guided Reading- Writing Workshop (six teachers)
- **Goal #4**- Update and Improve all Facilities for Students to Learn, Practice, and Promote Fair Play  
Action #7- Cafeteria tables have been ordered and are scheduled to arrive in 6 to 8 weeks.  
Action #9 - Security camera installation completed on August 4 and are operational.

### **10.2 Beginning of School Year Activities**

- August 7<sup>th</sup> - First work day. Teachers participated in First Aid/CPR training as well as training on EPI Pen/ seizure awareness. Asthma review was also presented by the county school nurse.
- August 8<sup>th</sup> training -Wonders ELA

### **10.3 Current Year Enrollment**

### **10.4 PR Campaign - Summer Celebration**

### **10.5 Tulare County Park Advisory Committee News**

## 11. ACTION ITEMS

### 11.1 Recommendation for approval of Resolution No. 2017-2018 #1 In the matter of Determining that Pupils Have Sufficient Textbooks or Instructional Materials for the 2017-2018 School Year. (Enclosure 11.1). Page 28A -C

This is a requirement by Education Code 60119 as a condition to receive Textbook and Instructional Materials Incentive funding. We recommend approval.

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_ Guerrero \_\_ Guillen \_\_ Luna \_\_ Medina \_\_ Ocegüera-Martinez  
Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

### 11.2 Approval of Budget Revision for the 2017-18 Fiscal Year. (Enclosure 11.2) Page 29

The district budget adopted during June 2017 was done with the best estimates and the Governor's May Revision. On June 27, 2017 the Governor signed the State Budget Act. The Budget Act included relatively minor changes from the May Revision. Education Code 42127(h) states that not later than 45 days after the State Budget, the district shall make available for public review any revisions to its budget to reflect the funding made available by the Budget Act.

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_ Guerrero \_\_ Guillen \_\_ Luna \_\_ Medina \_\_ Ocegüera-Martinez  
Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

### 11.3 Oral Summary, Discussion and Possible Approval of the Superintendent/Principal's Employment Agreement Addendum Prior to Board Action. (Enclosure 11.3) Page 38

The position of Vice Principal is currently vacant and Mr. Navarro is going to assume those duties for the 2017-18 school year. The Board finds that the Superintendent/Principal's salary should be adjusted to reflect the additional duties and work hours.

The Superintendent/Principal's annual base salary shall be restored to \$116,000.00, which is the same salary earned by him during 2016-17 school year.

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_ Guerrero \_\_ Guillen \_\_ Luna \_\_ Medina \_\_ Ocegüera-Martinez  
Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

**11.4 Discussion and Approval of Board Policy BP3230 and Administrative Regulation AR3230  
(Enclosure 11.4) Page 40**

**The attached board policy and administrative regulation are needed to keep the district in compliance with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_ Guerrero \_\_ Guillen \_\_ Luna \_\_ Medina \_\_ Ocegüera-Martiniz  
Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

**11.5 Declaration of Need for Fully Qualified Educators ( Enclosure 11.5) Page 48**

**District may have the need to employ teacher on long-term emergency or limited assignment permits for the 2017-18 school year, a declaration of need is needed before we can do that. We recommend approval.**

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_ Guerrero \_\_ Guillen \_\_ Luna \_\_ Medina \_\_ Ocegüera-Martiniz  
Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

**11.6 Report on District "Committee on Assignments" (Enclosure 11.6) Page 51**

**A district may establish a Committee on Assignments to review and approve assignments of teachers who have special skills outside of his/her credential authorization to teach an elective course.**

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_ Guerrero \_\_ Guillen \_\_ Luna \_\_ Medina \_\_ Ocegüera-Martiniz  
Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

**ADJOURN TO CLOSED SESSION Time: \_\_\_\_\_ p.m.**

It is the intention of this Governing Board to meet in Closed Session concerning:

**12.1 Public Employee Discipline/Dismissal/Release (Government Code Section 54957) – Action Item**

Resignation from Employment – Teacher

Resignation from Employment – Instructional Aide (2)

**12.2 Public Employee Appointment/Employment - Action Item**

12.2.1 ELL Program Director – Number of Work Days

12.2.2 Seventh Grade Classroom Teacher

12.2.3 Second Grade Classroom Teacher on the Basis of a Provisional Internship Permit

12.2.4 Instructional Aide (2)

12.2.5 District Office Part Time Administrative Assistant

**12.3 Conference with Labor Negotiator (Gov. Code 54957.6). It is the intention of the Board to meet in closed session to review its position and to instruct designated representatives:**

Agency Designated Representative: Jesse Navarro, Superintendent

Name of Employee Organization: Woodville Teachers Association, CTA  
California School Employees Association Chapter 576

**Return to open session at \_\_\_\_\_ p.m.**

**The Board President would report the action taken during closed session.**

**13. ORGANIZATIONAL BUSINESS**

Consideration of any item that the Governing Board wishes to have on the agenda for the next Board meeting.

**14. ADJOURN MEETING**

Motion to Adjourn by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

\_\_ Guerrero \_\_ Guillen \_\_ Luna \_\_ Medina \_\_ Ocegüera-Martiniz  
Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

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Members of the public may address the Board during the public comments period, or at the time an item on the agenda is being discussed. A maximum of three (3) minutes will be allotted to each individual wishing to speak with a maximum of fifteen (15) minutes allotted for each agenda item. Board action cannot be taken on any item not appearing on the agenda.

If needed, a written notice should be submitted to the Superintendent requesting disability-related accommodations or modifications, including auxiliary aides and services.

Notice: If documents are distributed to the board members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 16541 Road 168, Porterville, CA.

Los miembros del público pueden dirigirse a la Mesa durante el período de comentarios públicos, o en el momento un punto en el orden del día se está discutiendo. Un máximo de tres (3) minutos será asignado a cada persona que desee hablar con un máximo de quince (15) minutos asignados para cada tema del programa. Medidas de la Junta no se puede tomar en cualquier artículo que no figure en el orden del día.

Si es necesario, un aviso por escrito debe ser presentado al Superintendente solicitando relacionados con la discapacidad adaptaciones o modificaciones, incluyendo asistentes y servicios auxiliares.

Aviso: Si los documentos se distribuyen a los miembros de la junta sobre un tema del programa dentro de las 72 horas de una reunión de la junta regular, al mismo tiempo, los documentos estarán disponibles para inspección pública en la Oficina del Distrito ubicada en 16541 Road 168, Porterville, CA.

Agenda submitted and posted by:

Jesse Navarro  
Superintendent

## Enclosure 4.2

*July 10, 2017 5:30 P.M. - Cafeteria*

- ### 3. ROLL CALL

#### 4. CONSENT AGENDA

- |             |             |
|-------------|-------------|
| GRAND TOTAL | \$79,417.97 |
|-------------|-------------|

Diana Ocegüera-Martínez asked a question about the minutes for the June 12, 2017 board meeting. She would like to see the letter of resignation from Mr. Navarro being included as part of the chronological supporting documents of the board's action to accept the rescission of the resignation. Staff will include a copy of the letter of resignation as part of the official records of the minutes.

**Motion: Passed 4-0 Failed**

## 5. PUBLIC COMMENTS

*Time Allocation: An individual speaker will be permitted up to three minutes for a comment. This will be strictly adhered to with assistance of the Board President.*

## 6. CORRESPONDENCE/INFORMATION ITEMS

### 6.1 First Reading of New Board Policy BP3230 and Administrative Regulation AR3230 (Enclosure 6.1)

The attached board policy and related administrative regulation are needed in order for the district to be in compliance of the federal Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

This is the first reading of the policy and regulation. Staff will be available to answer any question that you may have. The same document will be approved after the second reading at the next board meeting.

**There is no question from the Board members on this item.**

### 6.2 Follow-up report on Psychological Services Agreement with TCOE (Enclosure 6.2)

## 7. REPORTS/PRESENTATIONS

## 8. BOARD'S REPORT

## 9. SUPERINTENDENT'S REPORT

### 9.1 Prop 39- Final Project Completion Report (Enclosure 9.1)

- **Clarification is made to note that this is a progress report and the final report will be forwarded to the District when the project is completed.**

### 9.2 Technology Acceptable Use Policy (Enclosure 9.2)

- **Mrs. Wilsey asked for clarification of the "cell phone" mentioned in the policy under District Access to Device. It was explained that this device is referring to district issued cell phone and not the employee's personal cell phone.**

### 9.3 Public Relations Campaign Update (Enclosure 9.3)

- **Diana Ocegüera-Martínez asked about the makeup of the committee members, and was advised that at this time, no community member is working on this committee. We do have parents, who also are district staff that served on this committee.**

### 9.4 LCAP 2017 Update (Enclosure 9.4)

### 9.5 Swimming Activity Update- Permission slips have been turned in



- **Mr. Navarro informed the board that we have 65 students that turned in permission slip for this activity.**

**10. ADJOURN TO CLOSED SESSION Time: 6:01 P.M.**

It is the intention of this Governing Board to meet in Closed Session concerning:

**Public Employee Discipline/Dismissal/Release (Government Code Section 54957)**

- **Resignation from Employment**
- **Offer of Employment – Instructional Aide**

**Return to open session at 6:23 P.M.**

**The Board President reported the actions taken during closed session:**

- **During closed session the Board considered a letter of resignation from Vice Principal Mr. Herman Villarreal. It was motioned by Diana Ocegüera-Martinez, seconded by R Luna, to accept the resignation.**

**X Guerrero X Guillen X Medina X Ocegüera-Martinez X Luna**

**Motion: Passed 5-0 Failed \_\_\_\_**

- **10.2 During closed session the Board considered a letter of resignation from Connie Tsuboi, Instructional Aide. It was motioned by Diana Ocegüera-Martinez, seconded by R Luna, to accept the resignation.**

**X Guerrero X Guillen X Medina X Ocegüera-Martinez X Luna**

**Motion: Passed 5-0 Failed \_\_\_\_**

- **10.3 During closed session the Board take action to ratify the offer of employment as an instructional aide to Fabiola Hernandez. It was motioned by Diana Ocegüera-Martinez, seconded by R Luna, to ratify the offer of employment.**

**X Guerrero X Guillen X Medina X Ocegüera-Martinez X Luna**

**Motion: Passed 5-0 Failed \_\_\_\_**

**11. ORGANIZATIONAL BUSINESS**

Consideration of any item that the Governing Board wishes to have on the agenda for the next Board meeting.

**12. ADJOURN MEETING**

Motion by: Medina Seconded by: Guillen

X Guerrero XGuillen X Medina X Ocegüera-Martinez X Luna

Motion: Passed 5-0 Failed     

**Meeting adjourned at 6:26 P.M.**

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Si es necesario, un aviso por escrito debe ser presentado al Superintendente solicitando relacionados con la discapacidad adaptaciones o modificaciones, incluyendo asistentes y servicios auxiliares.

Aviso: Si los documentos se distribuyen a los miembros de la junta sobre un tema del programa dentro de las 72 horas de una reunión de la junta regular, al mismo tiempo, los documentos estarán disponibles para inspección pública en la Oficina del Distrito ubicada en 16541 Road 168, Porterville, CA.

Agenda submitted and posted by:

Jesse Navarro  
Superintendent

7/6/2017  
 2:39:11PM

**\*\* FINAL \*\***  
**Batch No 205**

Audit  
 Amount Flag EFT

Enclosure 4.3

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
001518	BANK OF THE SIERRA	PV-180016	7/6/2017		05/13-06/23/2017 LB: 170013		010-00000-0-00000-73000-43000-0-0000	\$6.58		
	BANK OF THE SIERRA		7/6/2017		05/13-06/23/2017 170013	S/S SUPPLIES/CHROMEBOX ACCESSORIES/CAFETERIA FOO	130-53100-0-00000-82000-43000-0-0000	\$31.36		
	BANK OF THE SIERRA		7/6/2017		05/13-06/23/2017 170013		130-53100-0-00000-37000-47000-1-0000	\$72.75		
	BANK OF THE SIERRA		7/6/2017		05/13-06/23/2017 170013		130-53100-0-00000-37000-43000-0-0000	\$569.01		
	BANK OF THE SIERRA		7/6/2017		05/13-06/23/2017 170013		130-53100-0-00000-37000-47000-0-0000	\$872.43		
	BANK OF THE SIERRA		7/6/2017		05/13-06/23/2017 170013		010-07200-0-11350-10000-43000-0-0304	\$524.54		
	BANK OF THE SIERRA		7/6/2017		05/13-06/23/2017 170013		010-07200-0-11100-10000-43000-0-0204	\$584.01		
	BANK OF THE SIERRA		7/6/2017		05/13-06/23/2017 170013		010-00000-0-00000-72000-43000-0-0000	\$92.73		
<b>Total Check Amount:</b>								<b>\$2,753.41</b>		
001253	CANO, LUPE	PV-180007	7/6/2017		01		010-07200-0-00000-24950-43000-0-0502	\$196.00		
	CANO, LUPE		7/6/2017		01	POSTAGE FOR DISTRICT	010-00000-0-00000-82000-59000-0-0000	\$49.00		
<b>Total Check Amount:</b>								<b>\$245.00</b>		
000931	CASTANEDA, RUBEN	PV-180004	7/6/2017		01 LB: 170003		010-30100-0-00000-24200-52000-0-0000	\$106.74		
						MILEAGE REIMBURSEMENT				
<b>Total Check Amount:</b>								<b>\$106.74</b>		
001494	CETPA	PV-180002	7/6/2017		RUBEN CASTANEDA LB: 170002		010-30100-0-00000-24200-52000-0-0000	\$450.00		
	CETPA	PV-180003	7/6/2017		25038890	CONFERENCE REGISTRATION	010-30100-0-00000-24200-53000-0-0000	\$90.00		
						2017-18 ANNUAL MEMBERSHIP				
<b>Total Check Amount:</b>								<b>\$540.00</b>		
000720	HOME DEPOT CREDIT SERVICES	PV-180005	7/6/2017		5010002 LB: 170004		010-81500-0-00000-81100-43000-0-0000	\$536.02		
						PAINT/SPRINKLER PARTS/SUPPLIES				

7/6/2017  
 2:39:25PM

**\*\* FINAL \*\***  
**Batch No 205**  
 Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
000720	HOME DEPOT CREDIT SERVICES	PV-180005	7/6/2017		5010002	LB: 170004	130-53100-0-00000-82000-43000-0-0000	\$234.36		
						PAINT/SPRINKLER PARTS/SUPPLIES				
						<b>Total Check Amount:</b>		<b>\$770.38</b>		
000801	PRODUCERS DAIRY	PV-180009	7/6/2017		2034534/2039092	LB: 170006	130-53100-0-00000-37000-47000-1-0000	\$189.05		
						SUMMER FEEDING MILK				
						<b>Total Check Amount:</b>		<b>\$189.05</b>		
000467	SISC	PV-180008	7/6/2017		JULY		010-00000-0-00000-00000-95024-0-0000	\$55,576.65	G	
	SISC		7/6/2017		JULY		JULY EMPLOYEE INSURANCE PREMIUM	\$10,694.60	G	
	SISC		7/6/2017		JULY		010-00000-0-00000-00000-95024-0-0000	\$2,380.50	G	
						<b>Total Check Amount:</b>		<b>\$68,651.75</b>		
000478	SOUTHERN CALIFORNIA EDISON	PV-180006	7/6/2017		05/25-06/26/17	LB: 170005	010-00000-0-00000-82000-55002-0-0000	\$111.27		
						ELECTRICITY				
						<b>Total Check Amount:</b>		<b>\$111.27</b>		
000778	TULARE COUNTY OFFICE OF EDUC	PV-180010	7/6/2017		172947/172942	LB: 170007	010-07200-0-11100-10000-58000-0-0101	\$250.00		
						WORKSHOP REGISTRATION				
						<b>Total Check Amount:</b>		<b>\$250.00</b>		
000546	VALLEY FOOD SERVICES	PV-180011	7/6/2017		338221	LB: 170008	130-53100-0-00000-37000-47000-1-0000	\$20.00		
						SUMMER FEEDING				
						<b>Total Check Amount:</b>		<b>\$20.00</b>		
001082	VERIZON WIRELESS	PV-180012	7/6/2017		9788119272	LB: 170009	010-00000-0-00000-82000-59000-0-0000	\$546.22		
						PHONE SERVICES				
						<b>Total Check Amount:</b>		<b>\$546.22</b>		
000743	WASTE MANAGEMENT/USA WASTE	PV-180014	7/6/2017		410971701652	LB: 170011	010-00000-0-00000-82000-55006-0-0000	\$2,031.92		
						WASTE SERVICES				
						<b>Total Check Amount:</b>		<b>\$2,031.92</b>		

**64 Woodville Union Elementary School D**  
**Tulare County Office of Education**  
**Accounts Payable Final - 7/6/2017 2:38:52 PM**

**7/6/2017**  
**2:39:25PM**

**\*\* FINAL \*\***  
**Batch No 205**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
000521	WEISENBERGERS ACE HARDWARE	PV-180013	7/6/2017		525964		010-81500-0-00000-81100-43000-0-0000	\$199.32		
					LB: 170010		MAINTENANCE SUPPLIES			
								<b>Total Check Amount:</b>		
								<b>\$199.32</b>		
000517	WOODVILLE PUBLIC UTILITY DISTR	PV-180015	7/6/2017		05/30/17-06/27/2017		010-00000-0-00000-82000-55003-0-0000	\$1,523.80		
					LB: 170012		SEWER			
								<b>Total Check Amount:</b>		
								<b>\$1,523.80</b>		



\*\* FINAL \*\*
Batch No 205
Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Batch No 205
Total Accounts Payable:
\$77,938.86

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling \$77,938.86 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature
Date
7/6/17

Fund Summary		Total
010		\$75,949.90
130		\$1,988.96
Total		\$77,938.86

**\*\* FINAL \*\***  
**Batch No 206**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
001516	AG LINK	PV-180019	7/13/2017		203824		130-53100-0-00000-37000-47000-0-0000	\$1.00		
					LB: 170015		PAYMENT SHORTAGE			
								<b>Total Check Amount:</b>		
								<b>\$1.00</b>		
001073	AT&T	PV-180020	7/13/2017		06/01/2017-06/30/201		010-00000-0-00000-82000-59000-0-0000	\$407.91		
					LB: 170016		PHONE SERVICES			
								<b>Total Check Amount:</b>		
								<b>\$407.91</b>		
000659	CALIFORNIA SCHOOL BOARDS ASSOC	PV-180026	7/13/2017		35444-W3Q5K2		010-00000-0-00000-72000-58000-0-0000	\$3,505.00	L	
							2017-18 MANUAL MAINTENANCE PLAN/GAMUT ONLINE			
								<b>Total Check Amount:</b>		
								<b>\$3,505.00</b>		
001483	CANO, DANIEL	PV-180017	7/13/2017		01		130-53100-0-00000-37000-52000-0-0000	\$44.40		
					LB: 170014		Mileage Reimbursement			
							130-53100-0-00000-37000-52000-0-0000	\$58.85		
								<b>Total Check Amount:</b>		
								<b>\$103.25</b>		
000294	CULLIGAN	PV-180027	7/13/2017		30043		010-00000-0-00000-72000-58000-0-0000	\$47.00		
					LB: 170019		WATER			
								<b>Total Check Amount:</b>		
								<b>\$47.00</b>		
000629	DAVES HEATING	PV-180022	7/13/2017	180014	43686		130-53100-0-00000-37000-65000-0-0000	\$5,700.00	F	
							NEW AIR CONDITIONER IN CAFETERIA			
							010-81500-0-00000-81100-56000-0-0000	\$89.00		
					LB: 170017		TEST & SERVICE UNIT IN RM#3			
								<b>Total Check Amount:</b>		
								<b>\$5,789.00</b>		
001160	DOCUMENT TRACKING SERVICES	PV-180030	7/13/2017		9325708		010-00000-0-00000-72000-58000-0-0000	\$75.00		
					LB: 170020		TRANSFER LCAP			
								<b>Total Check Amount:</b>		
								<b>\$75.00</b>		
001293	DPS II CARPET CLEANING	PV-180021	7/13/2017		6337		010-81500-0-00000-81100-56000-0-0000	\$1,980.00	D	
							CARPET CLEANING IN CLASSROOMS & OFFICES			
							010-81500-0-00000-81100-56000-0-0000	\$1,980.00		
					6337					
								<b>Total Check Amount:</b>		
								<b>\$75.00</b>		



7/13/2017  
 3:41:30PM

**\*\* FINAL \*\***  
**Batch No 206**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
000351	EMPLOYMENT DEVELOPMENT DEPART.	PV-180028	7/13/2017		94238516		010-00000-0-00000-00000-95025-0-0000	\$421.27	G		
						2nd QT. APRIL-JUNE 2017 UNEMPLOYMENT					
								<b>Total Check Amount:</b>			
								\$3,960.00			
000909	HOUSTON INSURANCE SERVICES	PV-180029	7/13/2017		3526		010-00000-0-00000-73000-54500-0-0000	\$11,492.00			
						2017-18 SCHOOL INSURANCE POLICIES					
								<b>Total Check Amount:</b>			
								\$11,492.00			
000773	SPARKLETTIS	PV-180032	7/13/2017		13147639070617		010-00000-0-00000-72000-58000-0-0000	\$281.52			
					LB: 170021		WATER SERVICES				
								<b>Total Check Amount:</b>			
								\$281.52			
000929	STATE BOARD OF EQUALIZATION	PV-180025	7/13/2017		APRIL-JUNE 2017		010-00000-0-00000-36000-43000-0-4310	\$7.27			
					LB: 170018		APRIL-JUNE 2017 FUEL TAX				
								<b>Total Check Amount:</b>			
								\$7.27			
001200	US BANK EQUIPMENT	PV-180031	7/13/2017	180018	334300480		010-11000-0-11100-10000-56000-0-0000	\$1,683.70			
							COPIER RENTAL				
								<b>Total Check Amount:</b>			
								\$1,683.70			
								<b>Total Check Amount:</b>			
								\$1,683.70			

**\*\* FINAL \*\***  
**Batch No 206**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate		Amount	Flag	EFT
						Check	Account Code			

**Total District Payment Amount: \$27,773.92**

**\*\* FINAL \*\***  
**Batch No 206**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Batch No 206

Total Accounts Payable:

\$27,773.92

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling \$27,773.92 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature *[Signature]* Date 7/13/17

Fund Summary	Total
010	\$21,969.67
130	\$5,804.25
Total	\$27,773.92

**64 Woodville Union Elementary School**  
**Tulare County Office of Education**  
**Accounts Payable Final - 7/27/2017 12:54:14 PM**

**7/27/2017**  
**12:54:51PM**

**Page 1 of 4**  
**APY500**

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**\*\* FINAL \*\***  
**Batch No 207**  
**Audit**  
**Amount Flag EFT**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount
001548	AUTONOMOUS, INC.	PV-180037	7/26/2017		1		010-30100-0-11100-10000-43000-0-0000	\$969.92
	AUTONOMOUS, INC.		7/26/2017		1		(3) STANDING DESK	\$484.96
							010-11000-0-11100-10000-43000-0-0000	
							<b>Total Check Amount:</b>	<b>\$1,454.88</b>
000189	BAEZ, OSCAR	PV-180034	7/26/2017		#1		010-00000-0-00000-36000-58000-0-0000	\$200.00
							REIMBURSEMENT FOR (2) BUS DRIVING TRAINING CLASSES	
							<b>Total Check Amount:</b>	<b>\$200.00</b>
001544	BOOKSOURCE	PV-180035	7/26/2017		652815		010-30100-0-11100-10000-43000-0-0000	\$7,446.24
							K-2 LEVEL BOOKS FOR GUIDED READING	
							<b>Total Check Amount:</b>	<b>\$7,446.24</b>
001079	BUZZ KILL PEST CONTROL	PV-180036	7/26/2017		0060504		010-00000-0-00000-82000-55000-0-0000	\$190.00
					LB: 170025		PEST CONTROL SERVICES	
							<b>Total Check Amount:</b>	<b>\$190.00</b>
001087	CARMONA, DAVID	PV-180038	7/26/2017		01		010-00000-0-00000-36000-58000-0-0000	\$100.00
							BUS DRIVING CLASS REIMBURSEMENT	
							<b>Total Check Amount:</b>	<b>\$100.00</b>
000931	CASTANEDA, RUBEN	PV-180040	7/26/2017		01		010-07200-0-00000-24950-43000-0-0501	\$799.75
	CASTANEDA, RUBEN	PV-180052	7/26/2017		01		REIMBURSEMENT FOR "SUMMER CELEBRATION" SUPPLIES	
							010-07200-0-00000-24950-43000-0-0501	\$198.92
							<b>Total Check Amount:</b>	<b>\$998.67</b>
000629	DAVES HEATING	PV-180039	7/26/2017		50022/50001		010-81500-0-00000-81100-56000-0-0000	\$386.00
							A/C UNIT SERVICES	
							<b>Total Check Amount:</b>	<b>\$386.00</b>
001549	FLORES, ROXANA	PV-180057	7/27/2017		01		010-07200-0-11100-10000-52000-0-0103	\$149.00
							WORKSHOP REGISTRATION REIMBURSEMENT	
							<b>Total Check Amount:</b>	<b>\$149.00</b>
001495	G.W. SCHOOL SUPPLY, INC.	PV-180050	7/26/2017		180057		010-63000-0-11100-10000-43000-0-4633	\$32.13
					030970439		CLASSROOM SUPPLIES	
							<b>Total Check Amount:</b>	<b>\$32.13</b>

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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001505	JOHNSON, VICKIE	PV-180041	7/26/2017		01		010-00000-0-00000-27000-43000-0-0000	\$40.92		
					LB: 170028		REPLACE STALE WARRANT			
							<b>Total Check Amount:</b>	<b>\$32.13</b>		

000495	LOZANO SMITH, LLP	PV-180042	7/26/2017		2029711		010-00000-0-00000-71200-58000-0-0000	\$117.50		
					LB: 170029		JUNE LEGAL SERVICES			
							<b>Total Check Amount:</b>	<b>\$40.92</b>		

001290	MC GRAW-HILL SCHOOL EDUCATION	PV-180043	7/26/2017	180006	98157858001		010-30100-0-11100-10000-43000-0-0000	\$4,950.21		
							2017-18 SCIENCE CURRICULUM			
							<b>Total Check Amount:</b>	<b>\$117.50</b>		

001022	OFFICE DEPOT	PV-180044	7/26/2017	180030	943053142001		130-53100-0-00000-37000-43000-0-0000	\$372.24		
	OFFICE DEPOT	PV-180045	7/26/2017	180053	943067036001		CAFETERIA SUPPLIES			
							010-65000-0-57700-11200-43000-0-7688	\$101.62		
							CLASSROOM SUPPLIES			
							<b>Total Check Amount:</b>	<b>\$4,950.21</b>		

001500	PHOENIX FIRE PROTECTION	PV-180046	7/26/2017		6273/62525		010-81500-0-00000-81100-56000-0-0000	\$580.00		
	PHOENIX FIRE PROTECTION	7/26/2017			6273/62525		FIRE EXTINGUISHER SERVICES			
							130-53100-0-00000-37000-56000-0-0000	\$128.30		
							<b>Total Check Amount:</b>	<b>\$473.86</b>		

001152	PRO YOUTH/HEART	PV-180033	7/20/2017		381		010-60100-0-11100-27000-51000-0-0000	\$1,875.00		
	PRO YOUTH/HEART	7/20/2017			LB: 170023		After School Program June Invoice			
							010-60100-0-11100-10000-51000-0-0000	\$12,148.31		
	PRO YOUTH/HEART	7/20/2017			381		010-41240-0-11100-27000-51000-0-0000	\$1,400.63		
	PRO YOUTH/HEART	7/20/2017			381		010-41240-0-11100-10000-51000-0-0000	\$2,009.82		
	PRO YOUTH/HEART	7/20/2017			381		010-41244-0-11100-27000-58000-0-0000	\$250.00		
							<b>Total Check Amount:</b>	<b>\$708.30</b>		

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**64 Woodville Union Elementary School** **Tulare County Office of Education**  
**Accounts Payable Final - 7/27/2017 12:54:14 PM**

**7/27/2017**  
**12:55:08PM**

**Page 3 of 4**  
**APY500**

**\*\* FINAL \*\***  
**Batch No 207**

**Amount Flag EFT**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
001152	PRO YOUTH/HEART	PV-180033	7/20/2017		381		010-41244-0-11100-10000-58000-0-0000	\$250.00		
					LB: 170023		After School Program June invoice			
							<b>Total Check Amount:</b>	<b>\$17,933.76</b>		
001202	RAY MORGAN CO	PV-180048	7/26/2017		1660731		010-11000-0-11100-10000-56000-0-0000	\$466.42		
					LB: 170030		JUNE COPIER USAGE			
							<b>Total Check Amount:</b>	<b>\$466.42</b>		
001099	RENAISSANCE LEARNING INC.	PV-180047	7/26/2017	180009	4332860		010-07200-0-11100-10000-58000-0-0205	\$6,882.20	L	
							2017-18 ACCELERATED READER SUBSCRIPTION RENEWAL			
							<b>Total Check Amount:</b>	<b>\$6,882.20</b>		
001372	SCHOLASTIC	PV-180049	7/26/2017	180003	15361364		010-07200-0-11100-10000-43000-0-0102	\$222.39	H	
							LIBRARY BOOKS			
							<b>Total Check Amount:</b>	<b>\$222.39</b>		
000998	SHELL	PV-180051	7/26/2017	180027	800041759707		010-00000-0-00000-36000-43000-0-4310	\$129.92		
							TRANSPORTATION FUEL			
							<b>Total Check Amount:</b>	<b>\$129.92</b>		
001498	SHI	PV-180053	7/26/2017		06696104		010-07200-0-11100-10000-43000-0-0204	\$1,560.00		
							CHROME CONSOLE LICENSE			
							<b>Total Check Amount:</b>	<b>\$1,560.00</b>		
000480	THE GAS COMPANY	PV-180054	7/26/2017	180017	6/15-7/17/17		010-00000-0-00000-82000-55001-0-0000	\$150.79		
							GAS			
							<b>Total Check Amount:</b>	<b>\$150.79</b>		
000750	VAVRINEK, TRINE, DAY & CO LP	PV-180056	7/26/2017		0136477		010-00000-0-00000-71900-58000-0-0000	\$9,490.00		
					LB: 170031		AUDITING SERVICES RENDERED DURING JUNE 2017			
							<b>Total Check Amount:</b>	<b>\$9,490.00</b>		
001361	WPS	PV-180055	7/26/2017	180052	173657		010-65000-0-57700-11200-43000-0-0000	\$397.71		
							VISUAL PERCEPTUAL SKILLS			
							<b>Total Check Amount:</b>	<b>\$397.71</b>		

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
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Total Check Amount:

\$397.71

\*\* FINAL \*\*

Batch No 207

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Total District Payment Amount: \$54,480.90



Vendor No	Vendor Name	Reference		Invoice		PO #	Invoice No	Separate		Amount	Flag	EFT
		Number	Date					Check	Account Code			

Batch No 207

Total Accounts Payable: \$54,480.90

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling \$54,480.90 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature
Date

Fund Summary		Total
010		\$53,980.36
130		\$500.54
Total		\$54,480.90



# Woodville Elementary School District

16541 Road 168, Porterville, CA 93257

(559) 686-9712 District Office (559) 685-0875 fax

Mr. Jesse Navarro, Superintendent

"Empowering Every Student to Achieve Academic Success Now and In The Future"

Enclosure 7.1

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Woodville Union School District will hold a public hearing, pursuant to Education Code Section 60119, on the subject of funds received under the Instructional Materials Funding Realignment Program, Grades K-12, and/or Funds for Instructional Materials from Any State Source.

The public hearing will be held at a regular meeting of the Woodville Union School District Governing Board on August 14, 2017, at the hour of 5:30 p.m. at the following location:

**Woodville Union School District**

Cafeteria

The governing board of the school district is required to make a determination as to whether each pupil in the classes and programs operated by the school district has sufficient textbooks or instructional materials, or both, in each subject that is consistent with the content standards and cycles of the curriculum framework adopted by the State Board.

NOTICE IS FURTHER GIVEN that copies of documentation are available to interested members of the public during normal business hours at the following location:

**Woodville Union School District**

District Office

16563, Road 168

Woodville, CA 93257

Dated: July 31, 2017

Woodville Union School District

By Jesse Navarro  
Clerk/Secretary of the Board

Locations of Posting:

Woodville School District Office

Woodville School Elementary Office and Teacher's Lounge

Woodville Post Office

Woodville Mini Mart

## Woodville Cafeteria

## Resource 53100 - School Nutrition Program

FY 2016-2017

Objects	Account Title	Working Budget	Year to Date	Variance
<b>REVENUE:</b>				
82200	Federal Revenue	\$286,075.00	\$300,847.20	\$14,772.20
82200	Federal Revenue-Summer Seamless	\$0.00	\$6,439.80	\$6,439.80
85200	Other State Revenue	\$24,000.00	\$23,907.65	(\$92.35)
86340	Food Service Sales	\$3,000.00	\$5,000.80	\$2,000.80
86600	Interest	\$2,000.00	\$141.46	(\$1,858.54)
	<b>TOTAL REVENUE</b>	<b>\$315,075.00</b>	<b>\$336,336.91</b>	<b>\$21,261.91</b>
<b>EXPENDITURES:</b>				
22000	Salaries-Café/Kitchen Helpers (3)	\$62,266.00	\$60,633.00	(\$1,633.00)
22002	Substitutes	\$6,500.00	\$5,949.21	(\$550.79)
23000	Food Serv. Manager @ 80%	\$48,017.00	\$41,354.04	(\$6,662.96)
24000	Cafeteria Clerk	\$7,608.00	\$7,607.08	(\$0.92)
3xxxxx	Employee Benefits	\$72,324.00	\$64,098.14	(\$8,225.86)
43000	Materials and Supplies	\$16,000.00	\$10,937.22	(\$5,062.78)
44000	Noncapitalized Equipment	\$4,000.00	\$1,942.77	(\$2,057.23)
47000	Food	\$115,000.00	\$80,656.53	(\$34,343.47)
52000	Travel/Conf	\$1,000.00	\$2,651.12	\$1,651.12
56000	Rental, Leases, Repairs	\$10,000.00	\$8,562.58	(\$1,437.42)
58000	Professional Consulting	\$2,500.00	\$1,422.00	(\$1,078.00)
64000	Equipment	\$1,300.00	\$0.00	(\$1,300.00)
73500	Indirect Costs	\$16,500.00	\$14,062.03	(\$2,437.97)
	<b>TOTAL EXPENDITURES</b>	<b>\$363,015.00</b>	<b>\$299,875.72</b>	<b>(\$63,139.28)</b>
	Net Increase (Net Decrease)	(\$47,940.00)	\$36,461.19	\$84,401.19
	Beginning Fund Balance	\$137,591.00	\$137,590.00	\$137,592.00
	Net Increase (Net Decrease)	(\$47,940.00)	\$36,461.19	\$84,401.19
	Ending Fund Balance	\$89,651.00	\$174,051.19	\$84,400.19

# Woodville Cafeteria

## Resource 53200 - After School Supper Program

FY 2016-2017

Objects	Account Title	Working Budget	Year to Date	Variance
<b>REVENUE:</b>				
82200	Federal Revenue	\$80,000.00	\$93,566.74	\$13,566.74
85200	Other State Revenue	\$5,000.00	\$4,624.61	(\$375.39)
	<b>TOTAL REVENUE</b>	<b>\$85,000.00</b>	<b>\$98,191.35</b>	<b>\$13,191.35</b>
<b>EXPENDITURES:</b>				
22000	Classified Salaries	\$9,500.00	\$8,780.76	(\$719.24)
23000	Food Serv. Manager @ 20%	\$0.00	\$10,338.15	\$10,338.15
3xxxxx	Employee Benefits	\$1,255.00	\$6,900.26	\$5,645.26
43000	Materials and Supplies	\$2,000.00	\$2,974.40	\$974.40
47000	Food	\$51,098.44	\$48,315.85	(\$2,782.59)
73500	Indirect Costs	\$3,060.00	\$3,803.62	\$743.62
	<b>TOTAL EXPENDITURES</b>	<b>\$66,913.44</b>	<b>\$81,113.04</b>	<b>\$14,199.60</b>
	Net Increase (Net Decrease)	\$18,086.56	\$17,078.31	(\$1,008.25)
	Beginning Fund Balance	(\$18,086.56)	(\$18,086.56)	(\$18,086.56)
	Net Increase (Net Decrease)	\$18,086.56	\$17,078.31	(\$1,008.25)
	Ending Fund Balance	\$0.00	(\$1,008.25)	(\$1,008.25)

**BEFORE THE BOARD OF TRUSTEES  
OF THE WOODVILLE UNION SCHOOL DISTRICT**

In the Matter of Determining that Pupils  
Have Sufficient Textbooks or Instructional  
Materials for the 2017-2018 School Year

RESOLUTION # 2017/18-1

**RECITALS:**

1. Education Code section 60119 establishes requirements that this Board must meet in order for the District to be eligible to receive funds pursuant to the Pupil Textbook and Instructional Materials Incentive Program Act.
2. The Board is required to hold a public hearing or hearings to make a determination, by resolution, as to whether or not each pupil in each school in the District has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted by the State Board of Education.
3. Education Code section 60119, subdivision (c)(1), defines sufficient textbook or instructional materials to mean that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home, although this does not require two sets of textbooks or instructional materials for each pupil.
4. Education Code section 60119, subdivision (c)(1), provides that materials may be in a digital format as long as each pupil, at a minimum, has and can access the same materials in the class and to take home, as all other pupils in the same class or course in the District and has the ability to use and access them at home.
5. Photocopied sheets from only a portion of a textbook or instructional materials are not considered sufficient textbooks or instructional materials.
6. The public hearing shall take place on or before the end of the eighth week from the first day pupils attend school for that year, or a District that operates schools on a multi-track, year-round calendar shall hold the hearing on or before the end of the eighth week from the first day pupils attend school for that year on any tracks that begin in a school year in August or September.
7. The Board is required to provide ten (10) days' notice of the public hearing or hearings and the notice shall contain the time, place, and purpose of the hearing and shall be posted in three public places in the district.
8. The Board is required to encourage the participation of parents, teachers and members of the community interested in the affairs of the District, and bargaining unit leaders.

9. The hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours.
10. The Board held a properly noticed public hearing that met the foregoing requirements on August 14, 2017.

NOW, THEREFORE BE IT RESOLVED, as follows:

1. The above recitals are true and correct.
2. The Board determines that the District has provided each pupil with sufficient textbooks or instructional materials, or both, on the basis that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home that are aligned to the content standards adopted by the State Board of Education in each of the following subjects:
  - i. Mathematics: Great Minds; Eureka 2014 for K-8
  - ii. Science: McMillan McGraw Hill 2008 for K-8
  - iii. History-social science: Pearson 2006 for K-2; Pearson Prentice Hall 2006 for 3-8
  - iv. English/language arts, including the English language development component of an adopted program: McGraw Hill – Wonders for K-6; Study Sync 2016 for 7-8
3. The Board determines that said textbooks or instructional materials, or both, are consistent with the content and cycles of the curriculum framework adopted by the State Board and adopted by this Board in accordance with established procedures.
4. The Board also determines that each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum framework adopted by the State Board for those subjects.
5. The Board also determines that sufficient laboratory science equipment applicable to science laboratory courses offered in grades 9 to 12, inclusive, is available to pupils in the District.

**Enclosure 11.1**

I hereby certify that the forgoing Resolution was duly and regularly adopted by the Board at an official and public meeting of the Board held at Woodville, California on the 14<sup>th</sup> day of August, 2017, as follows:

AYES:

NOES:

ABSENT:

---

Secretary, Board of Trustees  
Woodville Union School District

64 Woodville Union Elementary School District  
Fiscal Year: 2018

## Budget Revision Report

BGR030  
jramirez

8/7/2017  
9:45:58AM

DISTRICTNO: 64  
FISCALYEAR: 2018

Control Number: 80735137

Account Classification		Approved / Revised		Change Amount	Proposed Budget
Fund:	Resource:	General Fund	Unrestricted Resources		
Revenues	0100	00000			
TCOE adjustments to LCFF & secured taxes projections					
Revenue Limit					
010-00000-0-00000-00000-80110-0-0000			\$3,702,873.00	(\$27,247.00)	\$3,675,626.00
010-00000-0-00000-00000-80410-0-0000			\$220,207.00	\$28,056.00	\$248,263.00
Budget adjustment for one-time discretionary funds			\$3,923,080.00	\$809.00	\$3,923,889.00
Other State Revenues					
010-00000-0-00000-00000-85500-0-0000			\$11,709.00	\$61,483.00	\$73,192.00
Total Revenues			\$11,709.00	\$61,483.00	\$73,192.00
Expenditures			\$3,934,789.00	\$62,292.00	\$3,997,081.00
Budget adjustment to administration account line for 17-18 V.P. position					
010-00000-0-00000-27000-13000-0-0000			\$170,730.00	(\$100,650.00)	\$70,080.00
Certificated Salaries					
1. Budget adjustment for 17-18 V.P. benefits.			\$170,730.00	(\$100,650.00)	\$70,080.00
2. Budget adjustment for board H&W insurance					
010-00000-0-00000-27000-31010-0-0000			\$24,636.00	(\$14,091.00)	\$10,545.00
010-00000-0-00000-27000-33013-0-0000			\$2,476.00	(\$1,416.00)	\$1,060.00
010-00000-0-00000-27000-34010-0-0000			\$28,169.00	(\$16,570.00)	\$11,599.00
010-00000-0-00000-27000-35010-0-0000			\$85.00	(\$48.00)	\$37.00
010-00000-0-00000-27000-36010-0-0000			\$5,122.00	(\$2,930.00)	\$2,192.00
010-00000-0-00000-27000-37010-0-0000			\$4,268.00	(\$2,441.00)	\$1,827.00
010-00000-0-00000-27000-37510-0-0000			\$1,426.00	(\$839.00)	\$587.00
010-00000-0-00000-71100-34020-0-0000			\$0.00	\$28,746.00	\$28,746.00
Employee Benefits			\$66,182.00	(\$9,589.00)	\$56,593.00
Budget adjustment for projected gas rate increases					
010-00000-0-00000-82000-55001-0-0000			\$5,000.00	\$1,000.00	\$6,000.00
Services, Other Operating Expenses			\$5,000.00	\$1,000.00	\$6,000.00

Enclosure 11.2



## Budget Revision Report

BGR030  
jramirez

8/7/2017  
9:45:58AM

DISTRICTNO: 64  
FISCALYEAR: 2018

Control Number: 80735137

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Other Outgo	010-00000-0-00000-92200-71420-0-0000	\$20,884.00	\$4.00	\$20,888.00
		\$20,884.00	\$4.00	\$20,888.00
Certificated Salaries	010-00000-0-11100-10000-11000-0-0000	\$831,119.00	(\$31,878.00)	\$799,241.00
	<b>Salary and Benefits budget adjustment for teacher moving to PE and hiring new replacement</b>			
		\$831,119.00	(\$31,878.00)	\$799,241.00
Employee Benefits	010-00000-0-11100-10000-31010-0-0000	\$119,931.00	(\$4,601.00)	\$115,330.00
	010-00000-0-11100-10000-33013-0-0000	\$12,051.00	(\$462.00)	\$11,589.00
	010-00000-0-11100-10000-35010-0-0000	\$416.00	(\$16.00)	\$400.00
	010-00000-0-11100-10000-36010-0-0000	\$24,934.00	(\$957.00)	\$23,977.00
	010-00000-0-11100-10000-37010-0-0000	\$20,778.00	(\$797.00)	\$19,981.00
Total		\$178,110.00	(\$6,833.00)	\$171,277.00
Books and Supplies				
Total Expenditures	010-00000-0-11337-10000-43000-0-3837	\$0.00	\$750.00	\$750.00
	010-00000-0-11337-10000-43000-0-4586	\$750.00	(\$750.00)	\$0.00
Total		\$1,272,775.00	(\$147,946.00)	\$1,124,829.00
Budgeted Unappropriated Resource Balance before this adjustment:			\$1,152,122.68	
Total Adjustment to Unappropriated Resource Balance:			\$210,238.00	
Budgeted Unappropriated Resource Balance after this adjustment:			\$1,362,360.68	
Funds:				
Expenditures	0100 General Fund			
	07200 LCAP Unduplicated Count Expenditures			
Move LCAP Goal 0205 to different function and object account lines				
010-07200-0-00000-24200-58000-0-0205		\$55,000.00	(\$55,000.00)	\$0.00

## Budget Revision Report

BGR030  
jramirez

8/7/2017  
9:45:58AM

DISTRICTNO: 64  
FISCALYEAR: 2018

Control Number: 80735137

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Services, Other Operating Expenses</b>			
010-07200-0-00000-37000-44000-0-0407	\$0.00	\$35,000.00	\$35,000.00
	\$55,000.00	(\$55,000.00)	\$0.00
<b>Books and Supplies</b>			
010-07200-0-00000-82000-58000-0-0407	\$0.00	\$35,000.00	\$35,000.00
	\$12,538.00	(\$12,538.00)	\$0.00
<b>Services, Other Operating Expenses</b>			
010-07200-0-00000-82000-58000-0-0407	\$12,538.00	(\$12,538.00)	\$0.00
	\$12,538.00	(\$12,538.00)	\$0.00
<b>Certificated Salaries</b>			
010-07200-0-11100-10000-11000-0-0108	\$96,753.00	(\$2,399.00)	\$94,354.00
	\$96,753.00	(\$2,399.00)	\$94,354.00
010-07200-0-11100-10000-31010-0-0108	\$14,683.00	(\$1,068.00)	\$13,615.00
010-07200-0-11100-10000-33013-0-0108	\$1,403.00	(\$346.00)	\$1,057.00
010-07200-0-11100-10000-36010-0-0108	\$2,903.00	(\$72.00)	\$2,831.00
010-07200-0-11100-10000-37010-0-0108	\$2,419.00	(\$60.00)	\$2,359.00
	\$21,408.00	(\$1,546.00)	\$19,862.00
<b>Employee Benefits</b>			
To S/U LCAP budget in Goal 0205 for classroom chrome boxes and class room monitors			
010-07200-0-11100-10000-43000-0-0205	\$0.00	\$15,000.00	\$15,000.00
010-07200-0-11100-10000-44000-0-0205	\$0.00	\$9,500.00	\$9,500.00
	\$0.00	\$24,500.00	\$24,500.00
<b>Books and Supplies</b>			
To S/U LCAP budget in Goals 0302 & 0402 for athletic competition trips and filed trips			
010-07200-0-11100-10000-58000-0-0205	\$0.00	\$30,500.00	\$30,500.00
010-07200-0-11100-41000-57103-0-0302	\$0.00	\$13,000.00	\$13,000.00
010-07200-0-11100-41000-58000-0-0302	\$26,000.00	(\$13,000.00)	\$13,000.00
010-07200-0-11100-42000-57103-0-0402	\$0.00	\$5,300.00	\$5,300.00
	\$26,000.00	\$35,800.00	\$61,800.00
<b>Services, Other Operating Expenses</b>			
010-07200-0-11337-10000-11000-0-0401	\$55,299.00	\$31,882.00	\$87,181.00

## Budget Revision Report

DISTRICTNO: 64  
FISCALYEAR: 2018

### Salary & Benefits budget adjustments based on changing PE teacher

Control Number: 80735137

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Certificated Salaries</b>			
010-07200-0-11337-10000-31010-0-0401	\$7,980.00	\$4,600.00	\$12,580.00
010-07200-0-11337-10000-33013-0-0401	\$802.00	\$462.00	\$1,264.00
010-07200-0-11337-10000-35010-0-0401	\$28.00	\$16.00	\$44.00
010-07200-0-11337-10000-36010-0-0401	\$1,659.00	\$956.00	\$2,615.00
010-07200-0-11337-10000-37010-0-0401	\$1,382.00	\$798.00	\$2,180.00
<b>Employee Benefits</b>			
	\$11,851.00	\$6,832.00	\$18,683.00
<b>Total Expenditures</b>	\$278,849.00	\$62,531.00	\$341,380.00
<b>Budgeted Unappropriated Resource Balance before this adjustment:</b>			
<b>Total Adjustment to Unappropriated Resource Balance:</b>			
		<b>(\$10,233.77)</b>	
<b>Budgeted Unappropriated Resource Balance after this adjustment:</b>			
<b>Total Adjustment to Unappropriated Resource Balance:</b>			
		<b>(\$62,531.00)</b>	
<b>Budgeted Unappropriated Resource Balance after this adjustment:</b>			
<b>Total Adjustment to Unappropriated Resource Balance:</b>			
		<b>(\$72,764.77)</b>	
<b>Fund: 0100 General Fund</b>			
<b>Resource: 30100 IASA-Title I Basic Grants Low Income Expenditures</b>			
<b>To S/U teacher supplies budget</b>			
010-30100-0-11100-10000-43000-0-8428	\$0.00	\$750.00	\$750.00
<b>Books and Supplies</b>	\$0.00	\$750.00	\$750.00
<b>Total Expenditures</b>	\$0.00	\$750.00	\$750.00
<b>Budgeted Unappropriated Resource Balance before this adjustment:</b>			
<b>Total Adjustment to Unappropriated Resource Balance:</b>			
		<b>\$0.00</b>	
<b>Budgeted Unappropriated Resource Balance after this adjustment:</b>			
<b>Total Adjustment to Unappropriated Resource Balance:</b>			
		<b>(\$750.00)</b>	
<b>Fund: 0100 General Fund</b>			
<b>Resource: 63000 Lottery: Instructional Materials</b>			
<b>Budgeted Unappropriated Resource Balance after this adjustment:</b>			
<b>Total Adjustment to Unappropriated Resource Balance:</b>			
		<b>(\$750.00)</b>	

# Budget Revision Report

BGR030  
jramirez

8/7/2017  
9:45:58AM

DISTRICTNO: 64  
FISCALYEAR: 2018

Control Number: 80735137

		Account Classification		Approved / Revised	Change Amount	Proposed Budget
<b>Expenditures</b>						
		<b>To S/U teacher supplies budgets</b>				
		010-63000-0-11100-10000-43000-0-3700		\$750.00	(\$750.00)	\$0.00
		010-63000-0-11100-10000-43000-0-3837		\$750.00	(\$750.00)	\$0.00
		010-63000-0-11100-10000-43000-0-5552		\$750.00	(\$750.00)	\$0.00
		010-63000-0-11100-10000-43000-0-7951		\$0.00	\$750.00	\$750.00
		010-63000-0-11100-10000-43000-0-8428		\$750.00	(\$750.00)	\$0.00
<b>Books and Supplies</b>				\$3,000.00	(\$2,250.00)	\$750.00
<b>Total Expenditures</b>				\$3,000.00	(\$2,250.00)	\$750.00
		<b>Budgeted Unappropriated Resource Balance before this adjustment:</b>			<b>\$0.00</b>	
		<b>Total Adjustment to Unappropriated Resource Balance:</b>			<b>\$2,250.00</b>	
		<b>Budgeted Unappropriated Resource Balance after this adjustment:</b>			<b>\$2,250.00</b>	
<b>Fund: 0100 General Fund</b>						
<b>Resource: 65000 Special Education</b>						
<b>Expenditures</b>						
		010-65000-0-57700-11200-43000-0-7688		\$0.00	\$750.00	\$750.00
<b>Books and Supplies</b>				\$0.00	\$750.00	\$750.00
		<b>To S/U budget for Psychological services contract</b>				
		010-65000-0-57700-31200-58000-0-0000		\$0.00	\$35,150.00	\$35,150.00
<b>Services, Other Operating Expenses</b>				\$0.00	\$35,150.00	\$35,150.00
<b>Total Expenditures</b>				\$0.00	\$35,900.00	\$35,900.00

## Budget Revision Report

BGR030  
jramirez

8/7/2017  
9:45:58AM

DISTRICTNO: 64  
FISCALYEAR: 2018

Control Number: 80735137

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Budgeted Unappropriated Resource Balance before this adjustment:			\$0.00	
Total Adjustment to Unappropriated Resource Balance:			(\$35,900.00)	
Budgeted Unappropriated Resource Balance after this adjustment:			(\$35,900.00)	
Fund:	0100 General Fund			
Resource:	90361 San Joaquin Valley Air Pollution Control Dist - Alternative Fuel			
Revenues				
To S/U revenue budget for S/VAP reimbursement for new Alternative Fuel vehicles				
010-90361-0-00000-00000-86990-0-0000		\$0.00	\$29,023.32	\$29,023.32
Other Local Revenues				
Total Revenues		\$0.00	\$29,023.32	\$29,023.32
Expenditures				
To S/U expense budget for two new Alternative Fuel vehicles- gators				
010-90361-0-00000-82000-64000-0-0000		\$0.00	\$29,023.32	\$29,023.32
Capital Outlay				
Total Expenditures		\$0.00	\$29,023.32	\$29,023.32
Budgeted Unappropriated Resource Balance before this adjustment:			\$0.00	
Total Adjustment to Unappropriated Resource Balance:			\$0.00	
Budgeted Unappropriated Resource Balance after this adjustment:			\$0.00	
Budgeted Unappropriated Fund Balance before this adjustment:			\$1,167,263.91	
Total Adjustment to Unappropriated Fund Balance:			\$113,307.00	
Budgeted Unappropriated Fund Balance after this adjustment:			\$1,280,570.91	

## Budget Revision Report

DISTRICTNO: 64  
FISCAL YEAR: 2018

Control Number: 80735137

		Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund:	1300	Cafeteria Special Revenue Fund				
Resource:	53100	Child Nutrition - School Programs				
Expenditures						
To S/U Cafeteria budget for replacement of A/C unit						
		130-53100-0-00000-37000-65000-0-0000		\$0.00	\$5,700.00	\$5,700.00
Capital Outlay				\$0.00	\$5,700.00	\$5,700.00
Total Expenditures				\$0.00	\$5,700.00	\$5,700.00
Budgeted Unappropriated Resource Balance before this adjustment:						
Total Adjustment to Unappropriated Resource Balance:					(\$54,393.00)	
Budgeted Unappropriated Resource Balance after this adjustment:					(\$5,700.00)	
Total Adjustment to Unappropriated Resource Balance:					(\$60,093.00)	
Fund:	1300	Cafeteria Special Revenue Fund				
Resource:	53200	Child Nutrition: Child Care Food Program (CCFP) Claims-Centers				
Expenditures						
To adjust Cafeteria -After School Supper program supplies budget						
		130-53200-0-00000-37000-43000-0-0000		\$3,000.00	\$5,000.00	\$8,000.00
Books and Supplies				\$3,000.00	\$5,000.00	\$8,000.00
Total Expenditures				\$3,000.00	\$5,000.00	\$8,000.00
Budgeted Unappropriated Resource Balance before this adjustment:						
Total Adjustment to Unappropriated Resource Balance:					(\$5,000.00)	
Budgeted Unappropriated Resource Balance after this adjustment:					(\$4,601.00)	

64 Woodville Union Elementary School District  
 Fiscal Year: 2018  
 DISTRICTNO: 64  
 FISCALYEAR: 2018

# Budget Revision Report

BGR030 8/7/2017  
 jramirez 9:45:58AM

Control Number: 80735137

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Budgeted Unappropriated Fund Balance before this adjustment:		\$115,925.12	
Total Adjustment to Unappropriated Fund Balance:		(\$10,700.00)	
Budgeted Unappropriated Fund Balance after this adjustment:		\$105,225.12	

**64 Woodville Union Elementary School District**  
Fiscal Year: **2018**

**DISTRICTNO: 64**  
**FISCALYEAR: 2018**

# Budget Revision Report

BGR030  
jramirez

8/7/2017  
9:45:58AM

Control Number: 80735137

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on \_\_\_\_\_, the  
board approved the above budget account lines change to those  
amounts indicated in the proposed budget column.

Authorized by: \_\_\_\_\_

(County Office Use Only)

Updated at County Office on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_



**ORAL SUMMARY OF SUPERINTENDENT/PRINCIPAL'S  
EMPLOYMENT AGREEMENT  
(GOVERNMENT CODE SECTION 54953 (C)(3))**

**BOARD PRESIDENT:** This item is the Board's discussion and possible approval of an addendum of the Employment Agreement with Superintendent/Principal Jesse Navarro. The proposed contract contains the following material terms:

1. The term is for one year from July 1, 2017 to June 30, 2018.
2. Mr. Navarro's annual base salary is \$116,000.00, which is the same as his 2016-2017 salary.
3. The Superintendent/Principal is entitled to receive the same health and welfare benefits as other management employees.
4. The Superintendent/Principal will have a 220 work-day positive work year calendar.
5. In the event the Board decides to terminate the contract without cause, the Superintendent/Principal will be entitled to compensation equaling his base salary for 12 months or the remaining term of his contract, whatever is less. He will be entitled to continued benefits.

This concludes the summary of the contract. A complete copy of the contract is available upon request.

August 14, 2017 board meeting

**WOODVILLE UNION SCHOOL DISTRICT  
EMPLOYMENT AGREEMENT ADDENDUM**

This Employment Agreement Addendum ("Addendum") is made and entered into between the Woodville Union School District ("District") and Jesse Navarro ("Mr. Navarro" or "Superintendent/Principal").

- A. The Superintendent/Principal's employment relationship with the District is governed by an employment agreement for a term ending June 30, 2018 (the "Agreement").
- B. The Agreement provided for the Superintendent/Principal to have a ten percent reduction in salary for the 2017-2018 school year.
- C. The position of Vice Principal is currently vacant and Mr. Navarro is willing to assume those duties for the 2017-2018 school year.
- D. The Board finds that the Superintendent/Principal's salary should be adjusted to reflect the additional duties and work hours that he will be required to perform while doing both the Superintendent/Principal and Vice Principal's duties.
- E. This Addendum will clarify the salary for the Superintendent/Principal for the 2017-2018 school year.

Accordingly, the parties agree as follows:

- 1. Recitals. The recitals set forth above are true.
- 2. Salary. The Superintendent/Principal's annual base salary for the 2017-2018 school year shall be one hundred sixteen thousand dollars (\$ 116,000). This is the same salary earned by the Superintendent/Principal during the 2016-2017 school year.
- 3. Impact on the Agreement. Except as set forth in this Addendum, all other terms and conditions of the Agreement shall remain in full force and effect.

Dated: \_\_\_\_\_, 2017

**DISTRICT**

**SUPERINTENDENT**

\_\_\_\_\_  
Miguel Guillen  
Board President  
Woodville Union School District

\_\_\_\_\_  
Jesse Navarro  
Superintendent  
Woodville Union School District

**Business and Noninstructional Operations**

BP 3230(a)

**FEDERAL GRANT FUNDS**

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received

*(cf. 3100 - Budget)*

2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328

*(cf. 3460 - Financial Reports and Accountability)*

3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest

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

*(cf. 3580 - District Records)*

4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

*(cf. 3400 - Management of District Assets/Accounts)*

**FEDERAL GRANT FUNDS (continued)**

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

*(cf. 3440 - Inventories)*

*(cf. 3512 - Equipment)*

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The district shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

*(cf. 0500 - Accountability)*

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

*Legal Reference: (see next page)*

**FEDERAL GRANT FUNDS (continued)**

*Legal Reference:*

EDUCATION CODE

42122-42129 Budget requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

200.327-200.329 Monitoring and reporting

200.333-200.337 Record retention

200.400-200.475 Cost principles

200.500-200.521 Audit requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

CODE OF FEDERAL REGULATIONS, TITLE 48

2.101 Federal acquisition regulation; definitions

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

WEB SITES

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

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Office of Management and Budget, Uniform Guidance: [https://www.whitehouse.gov/omb/grants\\_docs](https://www.whitehouse.gov/omb/grants_docs)

State Controller's Office: <http://www.sco.ca.gov>

System for Award Management (SAM): [www.sam.gov/portal/SAM/###11](http://www.sam.gov/portal/SAM/###11)

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

U.S. Government Accountability Office: <http://www.gao.gov>

Policy  
adopted:

WOODVILLE UNION ELEMENTARY SCHOOL DISTRICT

July 10, 2017

**FEDERAL GRANT FUNDS**

**Allowable Costs**

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure of federal funds in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

*(cf. 3350 - Travel Expenses)*

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3314 - Payment for Goods and Services)*

**Period of Performance**

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

**Procurement**

On or before July 1, 2017, or such later date as may be approved in the Uniform Guidance, the Superintendent or designee shall comply with the standards specified in 2 CFR 200.317-200.326 and Appendix II of Part 200 when procuring goods and services needed to carry out a federal grant as well as any more restrictive state laws and district policies concerning the procurement of goods and services.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

**FEDERAL GRANT FUNDS (continued)**

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.  
  
(*cf. 3311 - Bids*)
4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)  
  
(*cf. 3312 - Contracts*)
5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. *Time and materials type contract* means a contract whose cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (200.328)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the

**FEDERAL GRANT FUNDS (continued)**

material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

**Capital Expenditures**

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

**Conflict of Interest**

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

*(cf. 9270 - Conflict of Interest)*



## **FEDERAL GRANT FUNDS (continued)**

### **Cash Management**

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

### **Personnel**

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

### **Records**

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

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

*(cf. 3580 - District Records)*

**FEDERAL GRANT FUNDS (continued)**

**Audits**

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

Regulation  
approved:

WOODVILLE UNION ELEMENTARY SCHOOL DISTRICT

July 10, 2017



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: WOODVILLE UNION SCHOOL District CDS Code: 72298

Name of County: TULARE County CDS Code: 54

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 06/12/17 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):

JESSE NAVARRO Jesse Navarro SUPERINTENDENT  
Name Signature Title  
(559) 685-0875 559-686-9712 6-13-2017  
Fax Number Telephone Number Date  
16541 ROAD 168, PORTERVILLE, CA 93257  
Mailing Address  
jnavarro@woodville.k12.ca.us  
EMail Address

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

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

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

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

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

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

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
_____		
<i>Mailing Address</i>		
_____		
<i>E-Mail Address</i>		

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

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

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

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

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

**LIMITED ASSIGNMENT PERMITS**

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

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

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

#### 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? 2

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

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

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# DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

**PURPOSE:** A district may establish a Committee on Assignments as outlined in EC §44258.7(c) and (d) to review and approve assignments of teachers employed on a full-time basis in grades K-12 who have special skills and preparation outside of his or her credential authorization, to teach an elective course. An "elective course" is a course other than English, Mathematics, Science, or Social Studies.

**Submit this form to the Credentials Department, County Office of Education**

1. This is to certify the establishment of our District Committee on Assignments in accordance with provisions of EC 44258.7(d).

WOODVILLE UNION SCHOOL DISTRICT  
DISTRICT NAME

SIGNATURE OF SUPERINTENDENT

SIGNATURE OF PRESIDENT OR CHAIRPERSON  
OF DISTRICT GOVERNING BOARD

2. Effective date of establishment of Committee on Assignments: JULY 1, 2017 - JUNE 2018

3. District administrative contact person relative to the Committee on Assignments:

NAME: JESSE NAVARRO PHONE: (559) 686-9712

TITLE: SUPERINTENDENT / PRINCIPAL

4. Procedures for selection of the committee membership in accordance with EC 44258.7(c) (list or attach):

① Superintendent will serve as administrator.

② Teacher's union will select one of its member to serve  
3. on the committee.

4. \_\_\_\_\_

5. Term of office for Committee on Assignments members:

Teacher Representative(s)

Date

Length of Term

2017-18 school year

Administrator Representatives(s)

Jesse Navarro

7/1/2017

2017-18 school year

6. Criteria for determining teachers' qualifications for assignments pursuant to EC 44258.7(c-d) (list or attach):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**44258.7**

- (c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may, with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.
- (d) Assignments approved by the committee on assignments shall be for a maximum of one school year, but may be extended by action of the committee upon application by the schoolsite administrator and the affected teacher. All initial assignments or extensions shall be approved prior to the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools which shall include, but need not be limited to, the following:
  - (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
  - (2) Procedures for selection of the committee membership.
  - (3) Terms of office for committee members.
  - (4) Criteria for determining teachers' qualifications for these assignments.
- (e) The Commission on Teacher Credentialing may develop and recommend general criteria that may be used by local committees on assignment in assessing a candidate's qualifications.