

## Ducor School

23761 Avenue 56 – P.O. Box 249  
Ducor, CA 93218  
(559) 534-2261

### Board of Trustees:

Patricia Hughes, Board President  
Mary McGill (Member)

Gabina Becerra (Member)  
Amparo Mariscal (Clerk)

Florence Pace (Member)

### School Board Meeting

October 13, 2020

Meeting Place: Cafeteria, Room 25/ 26

resolution(s): 2

Open Session 05:30 PM

\*Possible board action

Agenda/Video Conference

Topic: Board Meeting October 13, 2020 at 5:30 pm

### Join Zoom Meeting

<https://us04web.zoom.us/j/71784974965?pwd=dVprbzluTlhza1V2bmlTTkFabG9Wdz09>

Meeting ID: 717 8497 4965

Passcode: 53hadf

1. Called to order: Time: \_\_\_\_\_ pm

\_\_\_ Board President Patricia Hughes    \_\_\_ Board Member Florence Pace    \_\_\_ Board Member Gabina Becerra

\_\_\_ Board Member Mary McGill    \_\_\_ Clerk Amparo Mariscal

1.1 Pledge of Allegiance

1.2 Introduction of Visitors:

1.3 Community Input:

2. Regular Business Agenda/Board Action:

2.1 \* PUBLIC HEARING: Ed. Code. 54954.3 Opportunity for the public to address legislative body:

Public hearing was open at: \_\_\_\_\_

Public hearing was closed at: \_\_\_\_\_

2.2 \* Board minutes review: September 8, 2020; review minutes for any corrections as needed.

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.3\* Accounts payable for the month of Sept 4-Oct 1,, 2020. Review for questions and comments.

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.4\* Budget Revision Report; TCOE External Accountant Ms. Justine Limas

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.5\* Interdistrict Attendance Agreement: Education Code 46600

1. Two students from Terra Bella District to Ducor District
2. Two students from Ducor District to Terra Bellas District
3. One student from Ducor District to Burton District

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.6\* Organizational Meeting between December 11 and December 25 ( Ed.Code 35143): Regular board meeting and new officers are elected for the following calendar year, new board members sworn in (Ed. Code 5017 and 5328).

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.7\* Quarterly Uniform Complaint Report Summary: for review and action

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.8\* Hours increase for Jeff Delk, IT services: additional 12 hours totally 24 hours per month for technology services and repair. Increase monthly salary from \$300 to \$600. Permanent for the 2020-21 school year. Yearly reviewer for any changes as needed.

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.9 \* Proposal for Tuition Payment iLead TCOE Impact Program Administrative Credential Program for Juan Garcia; Technology Instructor, Mr. Garcia will lead all teacher training and support for all distance learning curriculum, planning and implementation. Tuition Payment \$9250, to be completed in 12 months.

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_

2.10 \* Governance Handbook 2020-2021: review and issue governance handbook to all current and future board members; information regarding the role of a board member.

Adoption:

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_\_\_ Mrs. Pace \_\_\_\_\_

**3. Informational:**

- 3.1 Review and approval of budget, Fiscal Year 20-21
- 3.2 Federal/State Resources for COVID-19: expenditure report
- 3.3 CARES act reporting: CDE
- 3.4 Tracking Daily participation and Weekly engagement for DL
- 3.5 Full Day Kindergarten Facility
- 3.6 COVID 19 mobile testing sites

4. New Business: Any new business to include or discuss at the next meeting.  
4.1.

**5. Adjourn to Closed Session: Time: \_\_\_\_\_ pm**

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_\_\_ Mrs. Pace \_\_\_\_\_

**6. Closed Session: Business**

- 6.1. Employee Business (Gov. Code 54957)
- 6.2. Superintendent Business

**7. Report Out of Closed Session: Time: \_\_\_\_\_ pm**

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Ms. Becerra \_\_\_ Mrs. Pace \_\_\_\_\_

**8. Adjournment: Time: \_\_\_\_\_ pm**

Action: Mrs. Hughes \_\_\_ Mrs. Mariscal \_\_\_ Mrs. McGill \_\_\_ Mrs. Becerra \_\_\_\_\_ Mrs. Pace \_\_\_\_\_

**Ducor School**

23761 Avenue 56 – P.O. Box 249  
Ducor, CA 93218  
(559) 534-2261

**Board of Trustees:**

Patricia Hughes, Board President  
Mary McGill (Member)

Gabina Becerra (Member)  
Amparo Mariscal (Clerk)

Florence Pace (Member)

**School Board Meeting**

September 8, 2020  
Meeting Place: Cafeteria, Room 25/ 26      resolution(s): 2  
Open Session 05:30 PM  
\*Possible board action

**Agenda/Video Conference MINUTES**

**Topic: Ducor School Board Meeting Sept 8 2020**  
**Time: Sep 8, 2020 05:30 PM**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/2566889013?pwd=UG51TGxuM293UDBpV2xraTRWeHMzQT09>

**Meeting ID: 256 688 9013**

**Passcode: 0hEnJd**

1. **Called to order:**      Time:   5:32   pm

  x   Board President Patricia Hughes        x   Board Member Florence Pace        x   Board Member Gabina Becerra

  x   Board Member Mary McGill        x   Clerk Amparo Mariscal

1.1 Pledge of Allegiance

1.2 Introduction of Visitors: Rachel Nunez, Jeremiah Sosa, Sara Mederos, Louis Smith, Virginia Walker, Steve McCurry, Maryann Woodruff, Jacquie Farmer, Lisa Lucio, Laura Fielder

1.3 Community Input: Mr. Smith presented his PE lesson plan for students during distance learning, using google classroom, seesaw, zoom meetings and document assignments. Ms. Mederos discussed the edgenuity data, identifying how students data is collected, time online, work completed, assignments given, preloaded and adaptive curriculum share with students

**2. Regular Business Agenda/Board Action:**

2.1 \* PUBLIC HEARING: Ed. Code. 54954.3 Opportunity for the public to address legislative body:

Public hearing was open at: \_\_\_\_\_

Public hearing was closed at: \_\_\_\_\_

None at this time

2.2 \* Board minutes review: August 11,, 2020; review minutes for any corrections as needed. No changes

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_1\_\_ Mrs. McGill \_\_2\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_aye\_\_

2.3\* Accounts payable for the month of July-Sept 2, 2020. Review for questions and comments. Mrs. Pace asked a few questions; Lease payment of \$376 Truck payment; CDE federal interest, interest rate paid and returned to feds, IES website support, Are we serving lunch to students, delivering food to each home

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_1\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_2\_\_

2.4\* Resolution No. 1: In the Matter of Establishing and Estimated Appropriations Limit for the 20-21 fiscal year; The GANN Initiative; TCOE External Accountant Mrs. Rachel Nunez explained that the CDE calculated the annual expense would be spent for this school year; Mrs. Pace asked if this was funding or not. Mrs. Nunez explained that it is the calculation of expenses for the two school years.

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_1\_\_ Mrs. McGill \_\_2\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_aye\_\_

2.5\* CSEA-Exemption from Teacher Salary Limitation; ED Code Sect. 41372 requires that each school district spend a minimum percentage of their general fund on teacher salaries and benefits; TCOE External Accountant Mrs Rachel Nunez explained that the education code requires school districts to spend 60% budget towards payroll of population of class size is 28 students and over. Ducor School has less than 28 per class, school is exempt from this percentage failure

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_1\_\_ Ms. Becerra \_\_2\_\_ Mrs. Pace \_\_aye\_\_

2.6\* Financial Report 2019-2020 Unaudited Actuals; TCOE External Accountant Mrs. Rachel Nunez; explanation for future expenses and final cost positive and negative predictions for general and cafeteria expenses

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_1\_\_ Mrs. McGill \_\_2\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_aye\_\_

2.7\* Board Revision Unaudited Actual 2019-2020: TCOE External Accountant Mrs. Rachel Nunez; review of future expenditures and changes to the budget

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_1\_\_ Ms. Becerra \_\_2\_\_ Mrs. Pace \_\_aye\_\_

2.8\* Board Revision: 45 day board revision for 2020-2021; TCOE External Accountant Mrs. Rachel Nunez; next 45 day budget prediction and budget expectations

Adoption: Approved

Action: Mrs. Hughes \_\_M\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_2\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_1\_\_

2.9 \* Resolution No. 2; In the Matter of Determining that Pupils Have Sufficient Textbooks or Instructional Materials for 2020-2021 school year. The Williams Act of checking all books, Superintendent Rodriguez explained that all materials are in the classroom and that all students have a chromebook for distance learning.

Adoption: Approved

Action: Mrs. Hughes \_\_M\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_aye\_\_ Ms. Becerra \_\_2\_\_ Mrs. Pace \_\_1\_\_

2.10 \* Board Authorization payment of services via UPS delivery method from TCOE to Ducor School; Mr. Sosa explained that UPS services from TCOE were active about four years ago and moved away from that since many school districts attended TCOE and picked up payments, mail and other artifacts as needed. This year due to the COVID 19 school closures and TCOE limited time and access, reactivate UPS services again

Adoption: Approved

Action: Mrs. Hughes \_\_M\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_1\_\_ Ms. Becerra \_\_2\_\_ Mrs. Pace \_\_aye\_\_

2.11 \* Interdistrict Attendance Agreement:

1. One student continuing to attend Terra Bella Middle School
2. Two students continuing to attend Hope Elementary School District
3. Two students from Hope Elementary School District to Ducor School

Adoption: Approved

Action: Mrs. Hughes \_\_M\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_2\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_1\_\_

2.12 \* Removal and additional Joint Owners Bank Signatures at Tulare County Federal Credit Union; discussion about updating the signatures and removing names. Mrs. McGill offered to be a signer.

Adoption: Approved: to remove Allen Hunsaker and Vicki Theye and add Mary McGill

Action: Mrs. Hughes \_\_M\_ Mrs. Mariscal \_\_1\_\_ Mrs. McGill \_\_aye\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_2\_\_

2.13 \* Removal of Excessive/unnecessary curricular books:

- Ca. Treasure's Textbooks 54 ea
- Hampton-Brown Avenues Text 12 ea
- Open Court Reading Text 13 ea
- Reading Triumphs text 11 ea
- CA treasure's unit 1-6, 6 ea
- Teachers Math Edition Kindergarten 4 ea
- CA treasure's ELD 1 ea
- CA treasure's vocabulary resource 1 ea
- CA treasure's Flip Chart 3 ea

Adoption: Approved

Action: Mrs. Hughes \_\_M\_ Mrs. Mariscal \_\_2\_\_ Mrs. McGill \_\_aye\_\_ Ms. Becerra \_\_aye\_\_ Mrs. Pace \_\_1\_\_

2.14\* Plumbing Bids from three sources: M. McLaughlin Plumbing Inc., Modern Plumbing & Supply Co, Mascorro Plumbing; All three companies visited the school site, only one bid delivered.

Mascorro Plumbing: add new plumbing line exterior of rooms 18-21; resolves backflow and drainage problems  
Cost for new plumbing: \$14, 850. Superintendent Rodriguez explained that only one bid was offered and accepted. Construction began to replace old plumbing. Mrs. Pace commented that the plumbing was producing black tar like substance for a long time. Superintendent Rodriguez explained the modernization of external and internal walls and flooring replaced but old plumbing was not replaced. Mrs. Hughes agreed if the work needs to be done to complete it.

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_1\_\_ Ms. Becerra \_\_2\_\_ Mrs. Pace \_\_aye\_\_

2.15\* Learning Continuity and Attendance Plan Template 2020-2021; The Learning Continuity and Attendance Plan (Learning Continuity Plan) is a key part of the overall budget package for K-12 that seeks to address funding stability for schools while providing information at the local educational agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020–21 school year. The provisions for the plan were approved by the Governor and Legislature in June in SB 98 and can be found in *EC* Section 43509. Superintendent Rodriguez reviewed the plan and explained that the plan is now a compliance document to be reviewed and subject to audit.

Adoption: Approved

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_1\_\_ Mrs. McGill \_\_aye\_\_ Ms. Becerra \_\_2\_\_ Mrs. Pace \_\_aye\_\_

**3. Informational:**

3.1 TCOE; board appointment of new member

3.2 Tulare County Health and Human Services Agency: School Cohorts Guidance

3.3 Food and Mask Giveaway Thursday September 10 from 5-7 pm

3.4 Special Board Meeting; review of contractors for Kindergarten building installation; plans to DSA are being reviewed, should be accepted next week, then contractors bids to be reviewed for approval, then begin installation

4. New Business: Any new business to include or discuss at the next meeting.

4.1.

5. **Adjourn to Closed Session:** Time: \_\_\_\_\_ pm

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_\_\_\_ Mrs. McGill \_\_\_\_\_ Ms. Becerra \_\_\_\_\_ Mrs. Pace \_\_\_\_\_

6. **Closed Session: Business**

6.1. **Employee Business (Gov. Code 54957)**

6.2. **Superintendent Business**

7. **Report Out of Closed Session:** Time: \_\_\_\_\_ pm

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_\_\_\_ Mrs. McGill \_\_\_\_\_ Ms. Becerra \_\_\_\_\_ Mrs. Pace \_\_\_\_\_

8. **Adjournment:** Time: \_\_7:05\_\_ pm

Action: Mrs. Hughes \_\_M\_\_ Mrs. Mariscal \_\_aye\_\_ Mrs. McGill \_\_2\_\_ Mrs. Becerra \_\_aye\_\_ Mrs. Pace \_\_1\_\_

10 Ducor Union Elementary School Distr  
**Tulare County Office of Education**  
**Accounts Payable Final Prelist - 10/1/2020 3:18:23PM**  
 10/1/2020 3:18:23PM  
 Page 1 of 2  
 APY500

23

\*\*\* FINAL \*\*\*

Batch No 329

Audit Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013295	AT&T	PV-210186	9/25/2020		SEP 25, 2020		010-00000-0-00000-82000-55000-0-0000 long distance, fire, ADT	\$71.78		
Total Check Amount:								\$71.78		
013441	Home Depot Credit Services	PV-210189	9/17/2020		7523057		010-11000-0-00000-81100-43000-0-0000 maintenance supplies for grounds	\$33.30		M
Total Check Amount:								\$33.30		
012946	Houghton Mifflin Harcourt	PV-210184	9/14/2020		954984255		010-30100-0-11100-10000-42000-0-0000 books and other reference material	\$45.92		
013517	LEAF	PV-210193	9/20/2020		11063744		010-00000-0-00000-72000-58000-0-0000 contract payment for lease on copiers, includes pr	\$766.06		
Total Check Amount:								\$109.50		
013500	Masorro Plumbing	PV-210181	9/24/2020		000304		010-07200-0-00000-81100-56000-0-0000 Plumb new drains for 4 classrooms	\$14,850.00		D
013199	RES COM Pest Control	PV-210191	9/12/2020		1855689		010-81500-0-00000-81100-56000-0-0000 Install lift station	\$1,500.00		D
Total Check Amount:								\$16,350.00		
012652	SIGNAL AUTO PARTS	PV-210194	9/28/2020		58745		130-53100-0-00000-82000-55000-0-0000 spray for ants, roaches, spiders	\$45.00		
Total Check Amount:								\$45.00		
013461	Small School Districts Associa	PV-210192	10/1/2020		17-03197		010-11000-0-00000-81100-43000-0-0000 battery for lawnmower	\$72.20		
Total Check Amount:								\$72.20		
Total Check Amount:								\$650.00		
Total Check Amount:								\$650.00		





\*\*\* FINAL \*\*\*

Batch No 329

Audit  
Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	
Total District Payment Amount:											
									\$18,938.15		

Accounts Payable Final PreList - 10/1/2020 3:18:23PM

\*\*\* FINAL \*\*\*

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Batch No 329	Amount	Audit Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------------	--------	------------	-----

Total Accounts Payable: \$18,938.15

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 18,938.15 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	\$18,645.15
130	\$293.00
Total	\$18,938.15

Accounts Payable Final Prelist - 9/24/2020 2:09:54PM

\*\*\* FINAL \*\*\*

Batch No 328

Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
012980	Aeries Software	PV-210164	10/1/2020		M&S - 7710		010-00000-0-11100-10000-58000-0-0000 AERIES Web version, hosting, support & maintenance	\$3,400.00		
013539	AIR TECHS	PV-210167	8/17/2020		8214		010-32200-0-00000-37000-44000-0-0000 ice machine	\$4,816.86		
	AIR TECHS	PV-210168	8/17/2020		8215		010-32200-0-00000-37000-58000-0-0000 installation of ice machine	\$1,288.00		
							<b>Total Check Amount:</b>	<b>\$3,400.00</b>		
013312	AMERIPRIDE - CAFETERIA	PV-210172	9/18/2020		1502679727		130-53100-0-00000-82000-55000-0-0000 towels, mop wet blend, first aid liner	\$92.76		
							<b>Total Check Amount:</b>	<b>\$6,104.86</b>		
013311	AMERIPRIDE UNIFORM SERVICE	PV-210171	9/18/2020		1502679721		010-00000-0-00000-82000-55000-0-0000 maintenance supplies	\$162.48		
							<b>Total Check Amount:</b>	<b>\$92.76</b>		
013032	ECONOMY LOCK AND KEY	PV-210165	8/28/2020		25699		010-00000-0-00000-82000-58000-0-0000 6 duplicate keys, 1 knobset	\$425.10		
							<b>Total Check Amount:</b>	<b>\$162.48</b>		
013493	Energpect Medical Solution LLC	PV-210179	9/21/2020		53249		010-00008-0-00000-31400-58000-0-0000 AED service charge	\$65.00		
							<b>Total Check Amount:</b>	<b>\$425.10</b>		
013349	INTEGRATED DESIGNS BY SOMAM	PV-210166	9/15/2020		21324		350-77150-0-00000-85000-62000-0-0000 New Kindergarten classroom	\$10,214.86		E
							<b>Total Check Amount:</b>	<b>\$65.00</b>		
013278	ISIDRO RODRIGUEZ	PV-210162	9/20/2020		ref# 00723		010-32200-0-11100-10000-43000-0-0000 reimbursement for purchase of technology for Elmo	\$32.53		
							<b>Total Check Amount:</b>	<b>\$10,214.86</b>		
							<b>Total Check Amount:</b>	<b>\$32.53</b>		
							<b>Total Check Amount:</b>	<b>\$32.53</b>		

Accounts Payable Final Prelist - 9/24/2020 2:09:54PM

\*\*\* FINAL \*\*\*

Batch No 328

Audit: Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Description	Amount	Flag	EFT
013451	Juan T. Reyes Consulting	PV-210177	9/1/2020		0002		010-31820-0-11100-10000-58000-0-0000	supervisor of mentor leadership program	\$6,990.00	L	
							010-11000-0-11100-10000-43000-0-0000	reimbursement for purchase of supplies	\$52.57		
							010-30100-0-11100-10000-42000-0-0000	order# 78611	\$14.53		
								<b>Total Check Amount:</b>	<b>\$6,990.00</b>		
013502	Louis Smith	PV-210160	8/17/2020		58640		010-11000-0-11100-10000-43000-0-0000	distance learning technology	\$902.69		
							010-32200-0-11100-10000-43000-0-0000	class magazines on election skills	\$41.89		
								<b>Total Check Amount:</b>	<b>\$944.58</b>		
012760	SCHOLASTIC	PV-210163	8/21/2020		23614568		010-63000-0-11100-10000-42000-0-0000	beginning of year supplies for 3rd grade	\$12.65		
							010-00000-0-00000-27000-43000-0-0000	office supplies	\$34.22		
							010-11000-0-11100-10000-43000-0-0000	beginning of year supplies for Kinder	\$25.57		
							010-11000-0-11100-10000-43000-0-0000	beginning of year supplies for 2nd Grade	\$317.60		
								<b>Total Check Amount:</b>	<b>\$390.04</b>		
013547	Strategic Labor Solutions, LLC	PV-210178	9/20/2020		121		010-00000-0-00000-72000-58000-0-0000	Monthly contractual fee	\$1,000.00		
								<b>Total Check Amount:</b>	<b>\$1,000.00</b>		
012837	THE HOME DEPOT PRO-Supplywwo rks	PV-210169	9/11/2020		572269157		010-00000-0-00000-82000-55000-0-0000	alcohol wipes	\$202.13		
								<b>Total Check Amount:</b>	<b>\$1,000.00</b>		

Accounts Payable Final PreList - 9/24/2020 2:09:54PM

\*\*\* FINAL \*\*\*

Batch No 328

Audit

Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
012837	THE HOME DEPOT PRO-Supplywoc rks	PV-210170	9/11/2020		572269140		010-00000-0-00000-82000-55000-0-0000	\$99.00		
							clorox wipes, liners, glass cleaner, toilet seat c			
							010-32200-0-11100-10000-58000-0-0000			
							monthly internet service for 60 hotspots st \$20e x			
							<b>Total Check Amount:</b>	<b>\$301.13</b>		
013577	T-Mobile USA Inc.	PV-210180	8/19/2020		11747			\$14,400.00	H	
							<b>Total Check Amount:</b>	<b>\$14,400.00</b>		

Accounts Payable Final Prelist - 9/24/2020 2:09:54PM

\*\*\* FINAL \*\*\*

Batch No 328

Audit  
Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Audit Flag
Total District Payment Amount:								
								\$44,685.87

Accounts Payable Final PreList - 9/24/2020 2:09:54PM

\*\*\* FINAL \*\*\*

Batch No 328

Amount Flag EFT

Batch No 328 Total Accounts Payable: \$44,685.87

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code
-----------	-------------	------------------	--------------	------	------------	----------------	--------------

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 44,685.87 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	\$34,378.25
130	\$92.76
350	\$10,214.86
Total	\$44,685.87



\*\*\* FINAL \*\*\*

Batch No 327

Audit

Amount

Flag

EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013573	Acadience Learning Inc.	PV-210147	7/8/2020		27839		010-32200-0-11100-10000-52000-0-0000 Reading, Essential & Data Interpretation for Dana	\$500.00		
Total Check Amount:								\$500.00		
013515	California Business Machines	PV-210141	8/31/2020		257354		010-00000-0-00000-72000-58000-0-0000 toner maintenance for copiers	\$206.53		
Total Check Amount:								\$206.53		
012832	CDW GOVERNMENT	PV-210153	8/27/2020		ZMW3275		010-32200-0-11100-10000-43000-0-0000 video & stereo audio cable, 3 qty	\$15.94		
Total Check Amount:								\$206.53		
013417	Culligan (Water Conditioning)	PV-210154	8/31/2020		35624		010-00000-0-00000-82000-55000-0-0000 bottled water service for September	\$137.50		
Total Check Amount:								\$137.50		
011811	DUCOR COMMUNITY SERVICES DISTR	PV-210139	9/1/2020		9/1/20-9/30/20		010-00000-0-00000-82000-55000-0-0000 water	\$316.67		
Total Check Amount:								\$316.67		
013504	Figueras Consulting Co.	PV-210149	8/31/2020		2		010-31820-0-11100-10000-58000-0-0000 MTSS Planning, CSI planning, Valores curriculum wr	\$11,550.00		
Total Check Amount:								\$11,550.00		
013499	Fresno Rack & Shelving Inc.	PV-210152	9/3/2020		21988		010-81500-0-00000-81100-43000-0-0000 new shelving for sea train	\$939.58		
Total Check Amount:								\$939.58		
013501	Greenfield Learning Inc.	PV-210150	8/19/2020		9196		010-07200-0-11100-10000-58000-0-0000 Lexia reading computer program for students	\$3,054.00		
Total Check Amount:								\$3,054.00		
013576	Kamii	PV-210146	8/27/2020		204573		010-32200-0-11100-10000-58000-0-0000 PDF editor	\$600.00		
Total Check Amount:								\$3,054.00		

\*\*\* FINAL \*\*\*  
 Batch No 327  
 Audit  
 Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013339	LINDA FAYE JOHNSON	PV-210138	9/8/2020		September 8, 2020		010-00000-0-00000-72000-58000-0-0000	\$1,000.00	J	
							for services rendered in consultation of Local Con			
								<b>Total Check Amount:</b>		
								\$600.00		
005384	SOUTHERN CALIFORNIA EDISON	PV-210155	7/28/2020		July 28, 2020		010-00000-0-00000-82000-55000-0-0000	\$1,962.81		
							electricity			
							010-00000-0-00000-82000-55000-0-0000	\$3,123.45		
								<b>Total Check Amount:</b>		
								\$1,000.00		
013162	SOUTHWEST SCHOOL SUPPLY	PV-210142	8/19/2020		726663		010-32200-0-11100-10000-43000-0-0000	\$1,887.78		
							student desk trifold barrier, 80 qnty			
							010-11000-0-11100-10000-43000-0-0000	\$129.08		
							TK beginning of year supplies			
							010-11000-0-11100-10000-43000-0-0000	\$385.16		
							3rd grade beginning of year supplies			
							010-11000-0-11100-10000-43000-0-0000	\$36.10		
							stapler for 8th grade			
								<b>Total Check Amount:</b>		
								\$2,438.12		
012106	TERRA BELLA IRRIGATION SUPPLY	PV-210140	8/31/2020		4231		010-00000-0-00000-82000-55000-0-0000	\$22.74		
							supplies for irrigation system			
								<b>Total Check Amount:</b>		
								\$22.74		
012837	THE HOME DEPOT PRO-Supplyw	PV-210137	7/21/2020		562403139		010-32100-0-00000-81000-44000-0-0000	\$1,436.67		
							hand sanitizer, wet/dry vacuum, floor polisher			
							010-32100-0-00000-81000-43000-0-0000	\$203.37		
							THE HOME DEPOT PRO-Supplyw			
							010-00000-0-00000-82000-55000-0-0000	\$210.19		
							filters			
								<b>Total Check Amount:</b>		
								\$1,850.23		
013575	The Reading Warehouse	PV-210151	5/21/2020		202595		010-63000-0-11100-10000-42000-0-0000	\$227.73		
							2nd grade books			
								<b>Total Check Amount:</b>		
								\$227.73		

**10 Ducor Union Elementary School Distr**      **Tulare County Office of Education**      **9/10/2020**  
**Accounts Payable Final Prelist - 9/10/2020 1:13:59PM**      **1:13:59PM**      **Page 3 of 4**

\*\*\* FINAL \*\*\*

Batch No 327

Audit  
Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013486	U.S. Bank Corporate Payment Sy	PV-210115	8/5/2020		ref#14533			\$227.73		
							010-00000-0-00000-27000-43000-0-0000			
							labels for tagging student Chromebooks	\$171.10	M	
							130-53700-0-00000-37000-43000-0-0000			
							food items for Fruit & Vegetable program	\$287.81	M	
							010-32200-0-11100-10000-43000-0-0000			
							5 USB pluggable to Ethernet adapter	\$91.30	M	
							010-30100-0-11100-10000-58000-0-0000			
							recurring charges to Kindles unlimited subscript	\$9.99	M	
							010-81500-0-00000-81100-43000-0-0000			
							unleaded fuel purchase to fill gas can	\$32.29	M	
							010-11000-0-00000-81100-43000-0-0000			
							supplies for upkeep of grounds	\$409.46	M	
							010-11000-0-00000-81100-43000-0-0000			
							lightbulbs for classrooms	\$111.16	M	
							010-00000-0-00000-27000-43000-0-0000			
							acrylic sheet partition for front office counter	\$59.66	M	
							010-11000-0-00000-81100-43000-0-0000			
							supplies fore upkeep of grounds	\$14.46	M	
							010-07230-0-00000-36000-43000-0-0000			
							unleaded fuel purchase for pupil transportation ve	\$73.00	M	
							010-07230-0-00000-36000-43000-0-0000			
							010-07230-0-00000-36000-43000-0-0000			
							010-11000-0-00000-81100-43000-0-0000			
							paint for school	\$619.63	M	
							010-07230-0-00000-36000-43000-0-0000			
							unleaded fuel purchase for pupil transportation ve	\$59.40	M	
							010-11000-0-00000-81100-43000-0-0000			
							paint for school	\$79.69	M	
							010-00000-0-00000-27000-43000-0-0000			
							meals purchased foe staff meeting	\$155.60	M	
							010-00000-0-00000-27000-43000-0-0000			
							meals purchased for staff meetings	\$235.02	M	
							010-00000-0-00000-27000-43000-0-0000			
							meals purchased for staff meeting	\$186.84	M	
							010-00000-0-00000-27000-43000-0-0000			
								\$217.28	M	

Accounts Payable Final PreList - 9/10/2020 1:13:59PM

\*\*\* FINAL \*\*\*

Batch No 327

Audit  
Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013486	U.S. Bank Corporate Payment Sy	PV-210134	8/8/2020		ref#93922		010-00000-0-00000-27000-43000-0-0000	\$231.73	M	
	U.S. Bank Corporate Payment Sy	PV-210135	8/8/2020		ref#94037		010-00000-0-00000-27000-43000-0-0000 meals purchased for staff meeting	\$269.67	M	
	U.S. Bank Corporate Payment Sy	PV-210136	8/19/2020		ref#21538		350-77150-0-00000-85000-62000-0-0000 Bid advertisement for site scope of work	\$3,340.68	H	

Total Check Amount:

\$6,772.45

Accounts Payable Final Prelist - 9/10/2020 1:13:59PM

\*\*\* FINAL \*\*\*

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Batch No	Audit	Amount	Flag	EFT	
Total District Payment Amount:											\$34,717.75		

\*\*\* FINAL \*\*\*

Batch No 327

Amount Flag EFT

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

Batch No 327

Total Accounts Payable: \$34,717.75

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 34,717.75 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	\$31,089.26
130	\$287.81
350	\$3,340.68
Total	\$34,717.75

# Budget Revision Report

Bdg Revision Final

Control Number: 100832582

Fund:	0100	General Fund	Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Revenues</b>						
<b>LCFF Sources</b>						
			010-00000-0-00000-00000-80110-0-0000	\$1,242,847.00	(\$151,220.00)	\$1,091,627.00
			010-14000-0-00000-00000-80120-0-0000	\$119,331.00	\$151,220.00	\$270,551.00
			<b>Total:</b>	\$1,362,178.00	\$0.00	\$1,362,178.00
<b>Total Revenues</b>						
<b>Expenditures</b>						
<b>Books and Supplies</b>						
			010-11000-0-00000-81100-43000-0-0000	\$2,500.00		\$5,000.00
			010-32100-0-00000-81000-44000-0-0000	\$0.00		\$5,000.00
			010-32200-0-00000-37000-44000-0-0000	\$0.00		\$4,817.00
			010-32200-0-11100-10000-44000-0-0000	\$15,000.00	(\$4,817.00)	\$10,183.00
			010-90329-0-11100-10000-43000-0-0000	\$0.00	\$650.00	\$650.00
			<b>Total:</b>	\$17,500.00	\$8,150.00	\$25,650.00
<b>Services, Other Operating Expenses</b>						
			010-00008-0-00000-31400-58000-0-0000	\$0.00	\$65.00	\$65.00
			010-32100-0-00000-81000-58000-0-0000	\$33,354.00	(\$5,000.00)	\$28,354.00
			010-32200-0-00000-37000-58000-0-0000	\$0.00	\$1,288.00	\$1,288.00
			010-32200-0-11100-10000-58000-0-0000	\$40,000.00	(\$1,288.00)	\$38,712.00
			010-90100-0-11100-10000-58000-0-0000	\$0.00	\$3,827.71	\$3,827.71
			<b>Total:</b>	\$73,354.00	(\$1,107.29)	\$72,246.71
<b>Total Expenditures</b>						
				\$90,854.00	\$7,042.71	\$97,896.71
<b>Budgeted Unappropriated Fund Balance before this adjustment:</b>						
					<b>\$583,850.51</b>	
<b>Total Adjustment to Unappropriated Fund Balance:</b>						
					<b>(\$7,042.71)</b>	
<b>Budgeted Unappropriated Fund Balance after this adjustment:</b>						
						<b>\$576,807.80</b>

10 Ducor Union Elementary School Distri  
Fiscal Year: 2021  
Bdg Revision Final

## Budget Revision Report

BGR030  
Justinemgr

10/8/2020  
9:03:05AM

Control Number: 100832582

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 \_\_\_\_\_



**TERRA BELLA UNION SCHOOL DISTRICT**  
Carl Smith Middle School                      Terra Bella Elementary School  
**Inter-District Agreement**

THIS AGREEMENT made and entered into this 28<sup>th</sup> day of September 2020 pursuant to Education Code Section 46600, by and between and the governing Boards of the Terra Bella Union School District of Tulare County and the Governing Board of the Ducor School District of Tulare County:

**WITNESSETH:**

IT IS MUTUALLY AGREED as follows:

1. Ducor District agrees to accept, insofar as facilities permit, the following named pupils from the Terra Bella Union School District:
 

1. Luisa Fernanda Ortiz	5 <sup>th</sup>	Ducor
2. Victoria Ortiz	4 <sup>th</sup>	Ducor
  
2. Ducor School District agrees to furnish said pupils the same advantages, equipment, supplies, and services as furnished to other pupils in attendance at said school, excluding transportation.
  
3. CHECK A OR B AS APPLICABLE:
  - A. **XXXXXX** NO TUITION CHARGE: The district of attendance shall be credited with the pupil attendance for apportionment purposes and the revenue limit pursuant to Education Code Section 46601.
  
  - B. \_\_\_\_\_ TUITION CHARGED: The maximum charge shall be the actual cost per unit of average daily attendance for the grade level or program, less any income other than tuition, received by the district of attendance on account of such attendance. Any tuition payment shall be made no later than August 31 after the close of the year. (Ed. Code Sec. 46605.)
  
4. This agreement is effective only for the school year beginning **July 1, 2020** and ending **June 30, 2021** and neither part is bound by said Agreement or any of the covenants herein contained after the expiration of said school year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day & year above.

GOVERNING BOARD OF THE TERRA BELLA UNION SCHOOL DISTRICT

BY: Guadalupe Roman  
Guadalupe Roman

TITLE: Superintendent  
DATE: September 28, 2020

GOVERNING BOARD OF DUCOR SCHOOL DISTRICT

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

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

(Faviola Sanchez)  
Address: 8162 Rd. 234 Terra Bella, CA 93270  
Telephone: (831) 710-3828  
REASON: Babysitting

TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT

**COPY**

REQUEST FOR INTERDISTRICT RELEASE TO ANOTHER SCHOOL DISTRICT

DATE: 09/28/2020

SCHOOL YEAR: 2020-2021

FROM: TBUESD  
Name of School District

TO: Duoc School  
Name of School District

\_\_\_\_\_  
Name of School of Attendance

NAME (S) OF STUDENTS:

Luisa Fernanda Ortiz

Victoria Ortiz

GRADE:

5

4

NAME OF PARENT (S)/GUARDIAN(S):

1 Fabiola Sanchez (MOM)

HOME ADDRESS:

8142 Rd. 234  
TERRA BELLA, CA

TELEPHONE:

831-710-3828

Cell

Home

Other

REASON FOR REQUEST FOR TRANSFER:

Babysitting

Fabiola Sanchez

Signature of Parent/ Guardian

DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
INTERDISTRICT ATTENDANCE AGREEMENT

THIS AGREEMENT, made and entered into this 13<sup>th</sup> day of October, 2020, pursuant to Education Code Section 10801, pursuant to Education Code Section 10801, by and between the Governing Board of the Ducor Union Elementary School District of Tulare County and the Governing Board of the Terra Bella Union Elementary School District of Tulare County.

**WITNESSETH:**

IT IS MUTUALLY AGREED as follows:

1. Terra Bella School District agrees to accept, insofar as facilities permit, the following named pupil from the Ducor Union Elementary School District:

- |    |                     |                 |              |
|----|---------------------|-----------------|--------------|
| 1. | Maciel, Anamychelle | 8 <sup>th</sup> | (Carl Smith) |
|    | Student Name        | Grade           |              |
| 2. | Student Name        | Grade           |              |
| 3. | Student Name        | Grade           |              |
| 4. | Student Name        | Grade           |              |

2. Terra Bella Union Elementary School District agrees to furnish said pupils the same advantages, equipment, supplies and services as furnished to other pupils in attendance at this school, *excluding transportation*.

3. CHECK A OR B AS APPLICABLE:

A. **XXX NO TUITION CHARGE**: The district of attendance shall be credited with the pupil attendance for apportionment purposes and the revenue limit pursuant to Education Code Section 20904 or 20905 (Ed Code Sec. 10813-2b).

B. **TUITION CHARGED**: The maximum charge shall be the actual cost per unit of average daily attendance for the grade level or program, less any income other than tuition, received by the district of attendance on account of such attendance. Any tuition payment shall be made no later than August 31 after the close of the year. (Ed Code Sec. 10813-2a).

4. This agreement is effective only for the school year beginning July 1, 2020 and ending June 30, 2021, and neither part is bound by said agreement or any of the covenants herein contained after the expiration of said school year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day & year above.

GOVERNING BOARD OF THE DUCOR  
UNION ELEMENTARY SCHOOL  
DISTRICT

GOVERNING BOARD OF TERRA BELLA  
ELEMENTARY SCHOOL DISTRICT

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

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

TITLE: Superintendent

TITLE: \_\_\_\_\_

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

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

Reason: Parent concerned with issues regarding the distance learning program.

DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
INTERDISTRICT ATTENDANCE AGREEMENT

THIS AGREEMENT, made and entered into this 13<sup>th</sup> day of October, 2020, pursuant to Education Code Section 10801, pursuant to Education Code Section 10801, by and between the Governing Board of the Ducor Union Elementary School District of Tulare County and the Governing Board of the Terra Bella Union Elementary School District of Tulare County.

**WITNESSETH:**

IT IS MUTUALLY AGREED as follows:

1. Terra Bella School District agrees to accept, insofar as facilities permit, the following named pupil from the Ducor Union Elementary School District:

- |    |                 |                 |
|----|-----------------|-----------------|
| 1. | Palafox, Julian | 3 <sup>rd</sup> |
|    | Student Name    | Grade           |
| 2. |                 |                 |
|    | Student Name    | Grade           |
| 3. |                 |                 |
|    | Student Name    | Grade           |
| 4. |                 |                 |
|    | Student Name    | Grade           |

2. Terra Bella Union Elementary School District agrees to furnish said pupils the same advantages, equipment, supplies and services as furnished to other pupils in attendance at this school, *excluding transportation.*

3. CHECK A OR B AS APPLICABLE:

A. XXX NO TUITION CHARGE: The district of attendance shall be credited with the pupil attendance for apportionment purposes and the revenue limit pursuant to Education Code Section 20904 or 20905 (Ed Code Sec. 10813-2b).

B. TUITION CHARGED: The maximum charge shall be the actual cost per unit of average daily attendance for the grade level or program, less any income other than tuition, received by the district of attendance on account of such attendance. Any tuition payment shall be made no later than August 31 after the close of the year. (Ed Code Sec. 10813-2a).

4. This agreement is effective only for the school year beginning July 1, 2020 and ending June 30, 2021, and neither part is bound by said agreement or any of the covenants herein contained after the expiration of said school year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day & year above.

GOVERNING BOARD OF THE DUCOR  
UNION ELEMENTARY SCHOOL  
DISTRICT

GOVERNING BOARD OF TERRA BELLA  
ELEMENTARY SCHOOL DISTRICT

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

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

TITLE: Superintendent

TITLE: \_\_\_\_\_

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

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

Reason: \_\_\_\_\_

DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
INTERDISTRICT ATTENDANCE AGREEMENT

THIS AGREEMENT, made and entered into this 13<sup>th</sup> day of October, 2020, pursuant to Education Code Section 10801, pursuant to Education Code Section 10801, by and between the Governing Board of the Ducor Union Elementary School District of Tulare County and the Governing Board of the Burton School District of Tulare County.

**WITNESSETH:**

IT IS MUTUALLY AGREED as follows:

1. Burton School District agrees to accept, insofar as facilities permit, the following named pupil from the Ducor Union Elementary School District:

- |    |                 |                 |              |
|----|-----------------|-----------------|--------------|
| 1. | Morales, Davina | 3 <sup>rd</sup> | (Jim Maples) |
|    | Student Name    | Grade           |              |
| 2. | Student Name    | Grade           |              |
| 3. | Student Name    | Grade           |              |
| 4. | Student Name    | Grade           |              |

2. Burton School District agrees to furnish said pupils the same advantages, equipment, supplies and services as furnished to other pupils in attendance at this school, *excluding transportation*.

3. CHECK A OR B AS APPLICABLE:

A. **XXX NO TUITION CHARGE:** The district of attendance shall be credited with the pupil attendance for apportionment purposes and the revenue limit pursuant to Education Code Section 20904 or 20905 (Ed Code Sec. 10813-2b).

B. **\_\_\_\_ TUITION CHARGED:** The maximum charge shall be the actual cost per unit of average daily attendance for the grade level or program, less any income other than tuition, received by the district of attendance on account of such attendance. Any tuition payment shall be made no later than August 31 after the close of the year. (Ed Code Sec. 10813-2a).

4. This agreement is effective only for the school year beginning July 1, 2020 and ending June 30, 2021, and neither part is bound by said agreement or any of the covenants herein contained after the expiration of said school year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day & year above.

GOVERNING BOARD OF THE DUCOR  
UNION ELEMENTARY SCHOOL  
DISTRICT

GOVERNING BOARD OF BURTON  
SCHOOL DISTRICT

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

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

TITLE: Superintendent

TITLE: \_\_\_\_\_

DATE:

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

Reason: Closer to work for drop-off

# Tulare County Office of Education

Committed to Students, Support & Service

2.6

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

## Main Locations

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Conference Center**  
11535 Ave. 264  
Visalia

September 25, 2020

To: District Superintendents

From: Tim A. Hire, Tulare County Superintendent of Schools *TAH.*

Subject: **DECEMBER BOARD MEETING(S) AND SETTING THE DATE FOR THE ANNUAL ORGANIZATIONAL MEETING BETWEEN DECEMBER 11 AND DECEMBER 25, 2020** [Ed. Code §35143]

**\*\*NOTE: Due to a change in the law that became effective January 1, 2019, organizational meetings must be held during a 15-day window beginning on the SECOND FRIDAY in December. BE ADVISED that this may cause scheduling problems due to the requirement that First Interim Reports must be reviewed and adopted by your governing board by December 15<sup>th</sup> of each year. Your district may have to hold 2 meetings in December going forward. Please plan accordingly.\*\***

At its regular November board meeting, your governing board should set the date for the annual organizational meeting, to be held between December 11, 2020 and December 25, 2020 this year.

*REGULAR MEETING DEC. 8  
MOVIE MEETING TO DEC 15*

Pursuant to Education Code §35143, the organizational meeting **SHALL** be held in the 15-day period beginning on the **second Friday in December**. During election years, this coincides with the beginning of the term for newly elected board members and the end of term for departing board members.

At the organizational meeting a regular schedule of meetings for the coming year is adopted; new officers are elected for the following calendar year; and, if it is an election year, new board members are sworn in pursuant to Education Code §5017 and §5328.

Section 35143 also requires districts to notify the county superintendent of schools, all board members, and members-elect, in writing, at least 15 days prior to the meeting, of the date and time of the annual organizational meeting. The attached form is provided for your convenience in meeting this requirement. **Please send the form to my office, attn.: Shelly DiCenzo, immediately following your district's November meeting.** The form may also be used to notify your board members and members-elect.

TAH/sd

Attachment: Notification of Annual Organizational Meeting

**NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING**

To: (1) Tulare County Superintendent of Schools, Attention: Shelly DiCenzo  
(2) Governing Board Members and Members-Elect of this District

Subject: **NOTIFICATION OF DATE AND TIME OF THE ANNUAL ORGANIZATIONAL MEETING** [Education Code §35143]

At a regular meeting of the governing board held on November \_\_\_\_, 2020, this board determined that the annual organizational meeting will take place as follows:

Annual Organizational Meeting of the \_\_\_\_\_ School District

Date: December \_\_\_\_, 2020

Time: \_\_\_\_\_  a.m.  p.m.

**Location** *(Include location/site name, room # and complete address or Zoom link below)*





**Quarterly Uniform Complaint Report Summary for Submission to Tulare County Office of Education Board**

Quarter Covered by this Report	Textbooks & Instructional Materials: Enter zero in any cell that does not apply.			Facilities:			Teacher Vacancy & Missassignment			Valenzuela/CAHSEE Intensive Instruction and Services Program Settlement			Totals		
	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved
_____ January/March	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____ April/June	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____ July/September	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____ October/December	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Year 2019	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

District	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved
Attersworth	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alpaugh	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alta Vista	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Buena Vista	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Columbine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Culler-Crosi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dinuba	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ducor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Earlimart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Exeter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Farmersville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hope	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Springs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kings River	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liberty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lindsay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monson-Sullana	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oak Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outside Creek	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Palo Verde	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pikeley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plasasant View	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Porterville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rockford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saucello	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sequoia Union	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Springville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stone Corral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strathmore	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sundale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sunnyside	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terra Bella	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Three Rivers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tipton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traver	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tulare City	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tulare CODE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tulare JHSD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Visalia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weavika	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Woodlake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Woodville	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>

Woodville: Invented all textbooks and facilities were inspected and determined to be in good standing. Certain complaints were unfounded.

**Quarterly Uniform Complaint Report Summary for Submission to Tulare County Office of Education Board**

Quarter Covered by this Report		____ January/March		____ April/June		_X_ July/September		____ October/December		Year 2019						
District	# of complaints received in quarter	Textbooks & Instructional Materials: <i>Enter zero in any cell that does not apply.</i>			Facilities:			Teacher Vacancy & Misassignment			Valenzuela/CAHSEE Intensive Instruction and Services Program Settlement			Totals		
		# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	
Alhambra	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Alpaugh	0	0	0	0	0	0	1	1	0	n/a	n/a	n/a	1	1	0	
Alta Vista	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Buena Vista	0	0	0	1	1	0	0	0	0	n/a	n/a	n/a	1	1	0	
Burton	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Columbine	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Cutter-Crosi	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Dinuba	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Ducor	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Earlhart	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Exeter	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Farmersville	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Hope	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Hot Springs	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Kings River	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Liberty	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Lindsay	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Monson-Sultana	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Oak Valley	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Outside Creek	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Palo Verde	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Pixley	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Pleasant View	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Porterville	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Richgrove	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Rockford	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Saucillo	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Sequoia Union	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Springville	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Stone Corral	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Strathmore	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Sundale	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Sunnyside	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Terra Bella	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Three Rivers	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Tipton	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Traver	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Tulare City	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Tulare COE	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Tulare JHSD	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Visalia	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Waukena	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Woodlake	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
Woodville	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0	
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	

**Alpaugh School District:** Complaint about over crowded TK-K classroom & 8th grade classroom. Complaint resolved by hiring a new TK-K teacher and 8th grade teacher.  
**Pradena Vista School District:** Complaint about swamp cooler not cooling classroom. Inspection confirmed that coolers were working properly. Complaint resolved by adding portable air conditioning units to classrooms with swamp cc. Also, added alternative locations when classrooms are too uncomfortable on hot days.



2.8

DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
NOTICE OF SALARY FOR CLASSIFIED EMPLOYEES

Employee: Jeffrey Delk School Year: 2020-21

Job Assignment Computer Operations Premium

	24.00	Hours Per Month
x	11	Number of Months
	<u>264.00</u>	Total Hours
x	25.00	Hourly Rate
	<u>6,600.00</u>	Annual Salary
÷	11	Months Worked
	<u>600.00</u>	Gross Salary by Month

**DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
NOTICE OF SALARY FOR CLASSIFIED EMPLOYEES**

Employee: Jeffrey Delk School Year: 2020-21

Job Assignment Computer Operations Premium

	12.00	Hours Per Month
x	11	Number of Months
	<u>132.00</u>	Total Hours
x	25.00	Hourly Rate
	<u>3,300.00</u>	Annual Salary
÷	11	Months Worked
	<u>300.00</u>	Gross Salary by Month

Ducor Union Elementary School District  
 Computer Operations Premium Proposal  
 20-21

FICA	Medi	SUI	W Comp	Total Cost
6.20%	1.45%	0.05%	1.90%	

**Budget: General Fund 010.00000.11100.10000.21000.0**

Delk, Jeffrey-Stipend	6,600	50%	3,300	205	48	2	63	3,617
-----------------------	-------	-----	-------	-----	----	---	----	-------

**Budget: LCAP 010.07200.11100.10000.21000.0**

Delk, Jeffrey-Stipend	6,600	50%	3,300	205	48	2	63	3,617
			6,600	409	96	3	125	7,233

2.9



### TUITION PAYMENT CONTRACT

Participant Payment Plan 2020-2021

**PARTICIPANT**

Name  
District  
Cohort

**PROGRAM**

TCOE IMPACT Intern Program  
(559) 624-1035

You agree to pay the following fees:

Description	Fees	Tuition	When Payment(s) Are Due
1. IMPACT Application Fee	\$ 250		To be confirmed
2. Preliminary Credential Tuition		\$ 9000	
Balance Due:		\$ 9250	

**Option 1**

Monthly Payments: \$ 562.50 per month for sixteen (16) months, August 2020 – November 2021, via cashier’s check or money order by the 5<sup>th</sup> of each month.

**Option 2**

1 Installment & Monthly Payments: \$ 3000.00 installment with Cashier’s Check, Money Order, or Credit Card due by September 5, 2020; \$ 375.00 per month for (16) months, August 2020 – November 2021, as Automatic Payroll Deductions taken at the end of each monthly payroll period.

**Option 3**

2 Semester Payments: \$ 4500.00 per semester – due by September 5, 2020; and January 5, 2021 via Credit Card, Cashier’s Check, or Money Order.

**Option 4**

In Full: \$ 9000.00 due by September 5, 2020 via Credit Card, Cashier’s Check, or Money Order.

- **If July and August payments are not deducted from my payroll, I will submit a Cashier’s Check or Money Order by August 5 and September 5 respectively.**
- An appointment to pay with credit card must be made at least three (3) days in advance.
  - o A 3% service fee will be charged on all credit card transactions.
- I understand that I cannot be recommended for my credential until my account balance is \$0.

Preferred Payment Method: Option 1

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

Ducor Union Elementary School  
Technology Stipend Proposal

STRS Position				STRS	PERS	FICA	Medi	H & W	SUI	W Comp	OPEB	Total Cost
				18.40%	22.680%	6.20%	1.45%		0.05%	1.3450%	1.98%	
<b>Budget: General Fund 010.00000.0.11100.10000.11000.0</b>												
Garcia, Juan		55,909	60%	6,172			486	9,765	17	451	663	51,100
<b>Budget: EPA 010.14000.0.11100.10000.11000.0</b>												
Garcia, Juan		55,909	40%	22,364			324	6,510	11	301	442	34,066
<b>Budget: CRF 010.32200.0.11100.10000.11000.0</b>												
Garcia, Juan-Technology (Sept-Dec)		3,259	100%	600			47		2	44	64	4,016
<b>Budget: LCAP 010.07200.0.11100.10000.11000.0</b>												
Garcia, Juan-Technology (Jan-June)		4,888	100%	899			71		2	66	97	6,023
				<b>64,056</b>			<b>929</b>	<b>16,274</b>	<b>32</b>	<b>862</b>	<b>1,266</b>	<b>95,205</b>

Stipend

10,039

Salary

85,166

Non STRS Position				STRS	PERS	FICA	Medi	H & W	SUI	W Comp	OPEB	Total Cost
				18.40%	22.680%	6.20%	1.45%		0.05%	1.3450%	1.98%	
<b>Budget: General Fund 010.00000.0.11100.10000.11000.0</b>												
Garcia, Juan		55,909	60%	6,172			486	9,765	17	451	663	51,100
<b>Budget: EPA 010.14000.0.11100.10000.11000.0</b>												
Garcia, Juan		55,909	40%	22,364			324	6,510	11	301	442	34,066
<b>Budget: CRF 010.32200.0.11100.10000.11000.0</b>												
Garcia, Juan-Technology (Sept-Dec)		3,259	100%	3,259			47		2	44	64	3,416
<b>Budget: LCAP 010.07200.0.11100.10000.11000.0</b>												
Garcia, Juan-Technology (Jan-June)		4,888	100%	4,888			71		2	66	97	5,124
				<b>64,056</b>			<b>929</b>	<b>16,274</b>	<b>32</b>	<b>862</b>	<b>1,266</b>	<b>93,706</b>

Stipend

8,540

Salary

85,166

INC Inc - RETRO August 2020



*Ducor Union Elementary School District*

*Governance Handbook 2019-2020*

**Board of Trustees**

Jim Koontz, President  
Amparo Mariscal, Clerk  
Patricia Hughes, Trustee  
Mary McGill, Trustee  
Sergio Avila, Trustee

**Superintendent/Principal**

Isidro Rodriguez

*This handbook reflects the governance team's work on creation of a framework for effective governance. This involves ongoing discussions about unity of purpose, trustee roles, commitment to norms, and developing consensus on protocols / formal structures that will enable the governance team to perform its responsibilities in a way that best benefits the children of Ducor School.*

*Adopted: November 2018  
Adopted: 2019*

## *Table of Contents*

<b>Effective Governance</b> .....	3
<b>Unity of Purpose</b> .....	3
Ducor School District Belief and Vision Statement .....	3
Ducor School District Mission Statement .....	4
<b>Governance Roles and Responsibilities</b> .....	4
<b>Performing Board Governance Responsibilities</b> .....	4,5
<b>Effective Governance Team / Understanding Governance Roles Visual</b> .....	6
<b>Protocols to Facilitate Governance Leadership</b> .....	7
Requesting Information from Staff.....	7
Meetings as Strategic Leadership .....	7
Role of the Board President.....	8
Board Deliberations and Actions .....	8
Amended Motions and Substitute Motions .....	9
Consent Calendar.....	9
Newly Elected Board Members .....	10
Establishing Multi - Year Goals .....	10
Designated Spokesperson .....	11
Confidentiality.....	11
Handling Community or Staff Concerns and/or Complaints .....	12
Board Governance Self-Assessment .....	12
Visiting Schools and Attending School Events.....	13
Collective Bargaining .....	13

## EFFECTIVE GOVERNANCE

### ***Governance – A Definition***

School district governance is the process of setting organizational policies and standards that are adopted by the Board of Trustees and implemented by the Superintendent in order to provide strategic direction and ensure that objectives are met, risks are managed appropriately, and resources are utilized responsibly in order to ensure the best education possible for all students.

Governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district and maintain the focus on improved student learning and achievement. This Governance Handbook documents the governance responsibilities of the Board of Trustees and Superintendent of the Ducor Union Elementary School District within these three dimensions:

1. Governing as a unified team with a shared vision to lead and serve the community
2. Mutual support for roles and responsibilities
3. Creating and sustaining a positive governance leadership culture

## UNITY OF PURPOSE

Unity of purpose is a common focus, agreement on priority goals, and shared values about students and the district that transcend individual differences and fulfill a greater purpose.

A unity of purpose exists when the commitment to achieving these goals becomes the guiding principle of all trustees and the superintendent. The focused efforts of the Ducor Union Elementary School District will be reflected in the mission statement, and the strategic plan adopted by the board.

## **The Ducor Union Elementary School District Mission Statement**

The Ducor Union Elementary School District is dedicated to providing a quality education program to each of its students by:

- Promoting and maintaining a positive, safe and wholesome Teaching/Learning environment
- Offering a balanced curriculum with well planned lessons and learning experiences resulting in maximum student achievement
- Ensuring that adequate and appropriate resources and personnel are available to meet the multiple needs of all students
- Conducting and maintaining an ongoing communication program with Staff, Students, Board of Trustees and Parents
- Implementing and annual Assessment/Evaluation program of student achievement, school environment and staff morale.

## **GOVERNANCE ROLES AND RESPONSIBILITIES**

Citizen oversight of local government is the cornerstone of democracy in America. The role of the trustees who sit on the board is to ensure school districts are responsive to the values, beliefs, and priorities of their communities. Boards fulfill this role by performing five major responsibilities. These are:

- Setting Direction
- Establishing an effective and efficient structure
- Providing support
- Ensuring accountability
- Providing community leadership as advocates for children and the school district

These responsibilities represent core functions that are so fundamental to a school system's accountability to the community it serves, they can only be performed by an elected governing body. Authority is granted to the board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that best serve all the students in the community.

The superintendent assists the board in carrying out its responsibilities and leads the staff toward the accomplishment of the agreed upon district vision and goals.

# PERFORMING BOARD GOVERNANCE RESPONSIBILITIES

## ***Set the direction for the school district***

- Focus on student learning
- Receive needs assessment / baseline data
  - Generate, review or revise setting direction documents (beliefs, vision, priorities, strategic goals, success indicators)
- Ensure an appropriate inclusive process is used
- Ensure these documents are the driving force for all district efforts

## ***Establish an effective and efficient structure for the school district***

- Employ and support the superintendent; set policy for hiring of other personnel
- Oversee the development of and adopt policies
- Set a direction for and adopt the curriculum
- Establish budget priorities, adopt the budget and oversee facilities issues
- Provide direction for and vote to accept collective bargaining agreements

## ***Provide support through our behavior and actions***

- Act with professional demeanor that models the district's beliefs and vision
  - Make decisions and provide resources that support mutually agreed upon priorities and goals
- Uphold district policies and all actions the board has approved
- Ensure a positive working climate exists
- Be knowledgeable about district efforts

## ***Ensure accountability to the public***

- Evaluate the superintendent
- Monitor, review and revise policies and serve as a judicial and appeals body
  - Monitor student achievement and program effectiveness and require program changes as indicated
- Monitor and adjust district finances
- Monitor the collective bargaining process
- Develop and implement board self-evaluation

## ***Demonstrate Community Leadership***

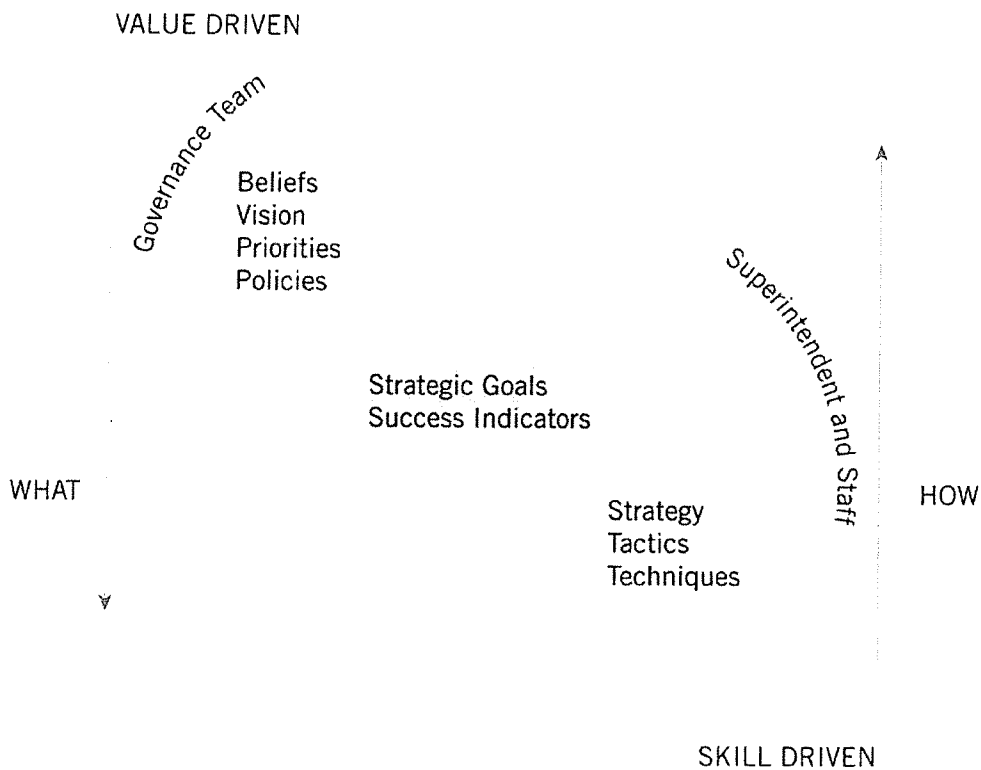
- Speak with a common voice about district policies, goals, and issues
- Engage and involve the community in district schools and activities
  - Communicate clear information about policies, programs, and fiscal condition of the district
  - Educate the community and the media about the issues facing students and the district

- Advocate for children and district programs to the general public, key community members, and local, state, and national leaders

## EFFECTIVE GOVERNANCE TEAMS

*Effective teams value and respect their essential roles, reach mutual agreement on the role of the board and superintendent, and strive to operate within them.*

## UNDERSTANDING GOVERNANCE ROLES\*



\*Source: California School Board Association

# Protocols to Facilitate Governance Leadership

## Requesting Information from the Superintendent

### Principle

- Critical to the ability of trustees to make informed decisions is timely access to Information.
- The superintendent wants to be responsive to requests for information, maintain the focus on district priorities and balance the management of staff time.
- This will provide clarity about the organizational structure for trustees and Staff.

### Protocol

- Trustees will always work through the superintendent when asking questions or requesting additional information on board meeting agenda items.
- The superintendent will ensure timely responses to requests and will provide the information or direct trustees to the correct source. As appropriate, the superintendent will distribute answers to all trustees.
- Board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. Requests requiring inordinate amounts of time will be brought to the board to decide whether to support the request.

## Meetings as Strategic Leadership

### Principle

- The board meeting is a meeting to conduct district business in public. Well-run efficient meetings model leadership, promote trust and confidence and provide opportunities to demonstrate strategically moving the district forward and planning for the future.
- The governance team wants to demonstrate to the public that the board maintains the focus on priorities and that deliberation and discussion are conducted with professionalism and respect.
- The board meeting provides opportunities to share educational philosophy among the governance team and with the community.

### Protocol

- The board will communicate how the agenda topics link to district priorities and how actions link to the goals and strategies.
- The principal/superintendent reports will explicitly demonstrate the relationship to the district goals.
- The board members agree to share accountability for board deliberations that demonstrate that the 'right' amount of time is spent on the 'right' things while valuing the input of each member of the governance team.
- Board member comments at the board meeting with focus on goals, professional learning or educational trends.
- Annually and as needed the board will schedule study sessions and board conversations linked to the district's strategic priorities.

## **Role of the Board President**

### **Principle**

- The board has an obligation to set an example of good government in action for the community.
- The board intends for meetings to proceed professionally, efficiently and effectively.
- The board president sets the tone and shapes the public's perception of the school board.
- Each board member must have the opportunity to express his or her viewpoint during board deliberation.

The role of the board president is to:

### **Protocol**

- Confer with the superintendent before the board meeting to prepare, as necessary for the board meeting.
- Facilitate the board meeting, supporting the effective flow of the discussion and encouraging input from all trustees while staying on task, moving forward, and maintaining proper meeting decorum
- Model the tone and behavior the board wishes to convey to the community.
- Following the board meeting, the board president with the superintendent will ensure there is appropriate follow-up and clarification of possible options for the board.
- The board president serves as the primary spokesperson for the board.

## **Board Deliberation and Motions on Agenda Action Items**

### **Principle**

- The tenets of parliamentary procedure help ensure the orderly conduct of board meetings.
- Establishing clear and simple rules leads to wider understanding and participation, fostering a healthier exchange of ideas.
- Motions are the vehicles for orderly decision making by the board

### **Protocol**

- The board president will introduce the agenda item and present the opportunity for the superintendent and staff to report on the issue at hand and to provide staff recommendations.
- The board president will open the item for discussion so that board members may exchange thoughts or ask the superintendent and staff for further clarification if necessary.
- Members of the public will be afforded the right to address the board before or during consideration of the item. (Gov Code 54954.3)
- The board president will call for a motion. A board member may act by saying "I move that.....".
- Another board member may second the motion by saying "I second the motion"
- The board president will acknowledge the motion and second and ask if any further discussion by the board is necessary
- The board president will call for a vote saying "All in favor please respond by saying aye." "Any opposed please respond by saying no."
- The board president announces the result of the vote and clarifies Board direction for the Superintendent and the record keeper.



## Amended Motions and Substitute Motions

- |                  |  |
|------------------|--|
| <b>Principle</b> | <ul style="list-style-type: none"><li>• A "motion" is a formal proposal put before the board by a member of the board</li><li>• Any motion can be amended before board consideration</li><li>• There can be multiple motions on the floor at the same time</li></ul>   |
| <b>Protocol</b>  | <ul style="list-style-type: none"><li>• A recommendation to amend a motion can be made by any member of the board.</li><li>• When a board member recommends amending a motion on the floor, if the maker and the person who seconded the motion accept the amendment, it now becomes the pending motion on the floor.</li><li>• If a recommended amendment is not accepted by the maker of the motion and person who seconded it, the person proposing the amendment must make a "substitute" motion and it must be seconded before the board can consider it. A substitute motion is a second motion separate from the first motion.</li><li>• When multiple motions exist simultaneously, the board should first consider the last motion made that is seconded. If this motion passes the action is final for this topic and the previous motion(s) becomes moot. If the motion fails, the motion made prior to the failed motion then becomes the pending motion for consideration by the board. The first motion made is the last to be considered.</li><li>• Substitute motions shall be limited to three to avoid confusion and unwieldy conversations.</li></ul> |

## Board Meeting Agenda Consent Calendar

- |                  |  |
|------------------|--|
| <b>Principle</b> | <ul style="list-style-type: none"><li>• A consent calendar allows the board to approve items together without discussion or individual motions.</li><li>• Consent calendars help streamline meetings by allowing procedural decisions that are likely to be noncontroversial to be made through a single motion.</li></ul>   |
| <b>Protocol</b>  | <ul style="list-style-type: none"><li>• Board members, staff, or members of the public can request an item be pulled from the consent calendar for individual consideration.</li><li>• Typical reasons to remove an item from the consent calendar are; to discuss the item, to query the item, or to register a vote against the item.</li><li>• Ideally requests to remove an item from the consent calendar and the reason for the request should be made during approval of the agenda. Items may also be removed when the consent calendar is considered by the board.</li><li>• Consent items should include, but are not limited to; approval of minutes, field trips, conference requests, inter-district transfers, volunteers, personnel, etc.</li><li>• An agenda item "Items removed From The Consent Calendar" will follow the consent calendar on the agenda to facilitate consideration of removed items.</li></ul> |

## Newly Elected Board Member Resources

### Principle

- Newly elected members to the Board of Trustees will likely be unfamiliar with state open meeting laws, meeting procedural policies, board bylaws, the district budget, goals, and other district related issues.
- The governance team wants to provide all the tools necessary to help new board members reach their potential to be a productive and effective member to the team.
- Having resources related to board meeting procedure and pertinent district information will help prepare new board members for their first board meeting and facilitate integration into the governance team.

Newly elected board members will receive the following resources upon election and prior to their first board meeting:

### Protocol

- Brown Act Handbook, DUESD Governance Handbook and Governance Calendar, Annual Board Meeting Calendar, Board Bylaws/Policies, and CSBA Professional Governance Standards
- Strategic/Long Range Plan, District Budget, District Budget Development Calendar, and District Resource Document

The governance team will schedule a workshop/conversation meeting at the first board meeting held with newly elected board member(s). This should include a mock meeting scenario to help familiarize new board members with agenda item

## Designated Spokesperson

### Principle

- It is essential that important and accurate information be communicated to members of the board, the staff and the community in as timely a fashion as possible.
- The governance team recognizes that some situations have legal or other considerations that may place restrictions on what may be told to the media or public.

The governance team commits to speaking with one voice. The designated spokesperson will vary depending on the issue or situation:

- **Crisis/Disaster:** The superintendent is the primary spokesperson and may involve the board president at her discretion.
- **Meeting Information** (e.g. board meetings, agenda items, study sessions): The board president and the superintendent will serve as primary spokespersons or may choose a designee.
- **Core Values / Vision / District Priorities / General District Information:** All governance team members may serve as spokespersons utilizing developed and agreed upon key messages.

#### *For requests via email:*

If a trustee receives an email request from a member of the public, the trustee will respond and copy the board president and superintendent on the response.

### Protocol

- If the request is sent to the superintendent, the superintendent will copy the answer to all trustees.
- If the Email is sent to some or all trustees, trustees will refer the request to board president with a copy to the superintendent (if the superintendent is not already copied). The board president or superintendent will agree on which of them will respond, copying all trustees.

#### *For requests from the media:*

- A trustee may answer a request from the media or recommend that the request be directed to the board president or the superintendent.
- If the trustee answers the request directly via e-mail, the trustee will copy the superintendent and board president. If the trustee answers the request directly via conversation or phone call, the trustee will inform the superintendent and board president.
- The board Vice President will perform the role of the board president if the board president is unavailable for an extended period.

## **Confidentiality**

- |                  |  |
|------------------|--|
| <b>Principle</b> | <ul style="list-style-type: none"><li>• The governing board recognizes the importance of maintaining the confidentiality of information acquired as part of a board member's official duties.</li></ul>  |
| <b>Protocol</b>  | <ul style="list-style-type: none"><li>• The responsibility of the board includes being privy to closed sessions or confidential information about district litigation, personnel, negotiations, superintendent evaluation, or other issues permitted under the Brown Act.</li><li>• We will work to maintain the public's trust by not breaching confidentiality.</li><li>• If we inadvertently or accidentally violate a confidential issue, we will take immediate responsibility for our action.</li><li>• Confidential items will be reserved for full board discussion.</li></ul> |

## **Handling Community or Staff Concerns and/or Complaints**

- |                  |  |
|------------------|--|
| <b>Principle</b> | <ul style="list-style-type: none"><li>• Board members want to be accessible, responsive, consistent and fair in dealings with complaints and concerns from staff and the community.</li><li>• The board values open communication and timely resolution of issues.</li><li>• Board members may take receiving complaints as an opportunity to explain the role of trustees.</li><li>• Board members understand they do not have the authority to resolve complaints as individual members of the governing body.</li></ul> |
|------------------|--|

When approached with an issue or concern, trustees agree to:

- |                 |  |
|-----------------|--|
| <b>Protocol</b> | <ul style="list-style-type: none"><li>• Listen openly, being careful to remain neutral.</li><li>• Remind staff and members of the community that no individual trustee has the authority to solve the issue/concern.</li><li>• Encourage addressing this with the person who can most directly help with their concern, e.g. teacher, principal, superintendent.</li><li>• As appropriate, explain the district complaint or grievance process. Trustees will notify the superintendent of the issue or concern, as appropriate.</li></ul> |
|-----------------|--|

## **Board Governance Self-Assessment**

- |                  |  |
|------------------|--|
| <b>Principle</b> | <ul style="list-style-type: none"><li>● Conducting a governance self-evaluation demonstrates accountability to the community and the willingness of the governance team to strengthen and improve</li></ul>  |
| <b>Protocol</b>  | <ul style="list-style-type: none"><li>● The board supports continuous improvement through ongoing evaluation of governance effectiveness.</li><li>● The governance self-assessment provides an opportunity to reflect, evaluate, prioritize and focus on strengthening the governance team.</li><li>● The board will participate in at least one workshop annually to review the governance goals, governance team agreements and processes and to participate in a self-evaluation process.</li><li>● The assessment process will align with assessment of progress on district goals and the superintendent evaluation.</li><li>● At the conclusion of the annual governance self-assessment, the board will reach agreement on one to two governance goals/objectives that are directly linked to the district goals.</li></ul> |

## **Visiting Schools and Attending School Events**

- |                  |   |
|------------------|---|
| <b>Principle</b> | <ul style="list-style-type: none"><li>● The board wants to be informed about instructional practices, and the needs of the students and staff with regard to school programs.</li><li>● The board respects the busy schedule of staff and the anxiety that can be created by well-meaning, but unannounced visits to schools.</li></ul>   |
| <b>Protocol</b>  | <ul style="list-style-type: none"><li>● As a professional courtesy, trustees will schedule school visits.</li><li>● The superintendent and/or principal will accompany trustees on classroom visits.</li><li>● Trustees requesting a meeting with school staff or administration will schedule this meeting through the superintendent.</li><li>● The superintendent will ensure that staff is aware of the process and protocols for trustees visiting the classrooms.</li><li>● Board members are encouraged to visit schools and attend school events.</li></ul> |



## SAMPLE GOALS

### BOARD OF TRUSTEES GOALS

#### Goal 1:

**Student Achievement through a rich and varied curriculum: All learners will experience a challenging and relevant learning environment that will prepare them for the future.**

- A) All board decisions related to student achievement shall adhere to the objectives of the board approved Local Control Accountability Plan (LCAP).

#### Goal 2:

**Community Relations: Ducor Union Elementary School District will support and encourage every community member to invest in our children's future and build shared ownership and participation in our school district through:**

- A) Seeking community involvement and considering the community a partner in all efforts to educate the students of Lucerne Valley.
  - 1) The board will accomplish this by encouraging board members to attend local community meetings representing the district and participating as necessary.
  - 2) Encourage community participation at District Board meetings.
  - 3) Promote a clear message about District activities regularly through the local press.

#### Goal 3:

**Budget and Finance: Ducor Union Elementary School District will develop and implement a financial management system that ensures the highest levels of fiscal responsibility.**

- A) Board members will work towards a better understanding of the financial system in an intelligent manner. The Board needs to have an understanding of all aspects of budgeting.

B) Ensure that all decisions are supported by our LCAP including:

- 1) Long range budget planning that includes a balanced budget over a three year period.
- 2) Thoughtful review of all practices to ensure long term sustainability.
- 3) Budget planning which is student centered.
- 4) Transparent budgeting processes.
- 5) Board members will play an active role in the development of the annual budget and LCAP.

Goal 4:

**Specific to members of the Board of Education: The Ducor Union Elementary School District will hold itself to the highest standard possible out of respect to the school and community that we serve.**

- A) Embracing technology, the board will demonstrate its commitment to technology by utilizing it to perform regular board functions and by promoting its use throughout the District.
- B) Adhere to board policies regarding board member responsibility and commitments specific to attendance at board meetings and other board related functions.
- C) Board members will actively participate in available training of best governance practices in order to make best decisions for students, staff, and the community.
- D) Board members will strive to be respectful of differing ideas, opinions, and votes of fellow Board members.



**Goal 5:**

**The Board will strive to promote transparency in all decision making, thereby protecting the public's interest in open government and ensuring the governance process is visible.**

- A) The Board will maintain a policy relating to transparency and make that policy easily accessible (Board Bylaw 9009).
- B) The Board will keep honesty, integrity, and openness priorities in the exercise of district governance in an effort to effectively and efficiently make decisions that serve the needs and interests of the community.

Tulare County  
Office of Education

Committed to Students, Support & Service

3.1

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

**Main Locations**

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

September 15, 2020

Isidro Rodriguez, Jr., Superintendent  
Ducor Union School District  
P.O. Box 249  
Ducor, CA 93218

SUBJECT: REVIEW AND APPROVAL OF BUDGET, FISCAL YEAR 2020-21

Dear Isidro:

We have completed our review and analysis of your district budget for fiscal year 2020-21 and the accompanying certification pursuant to Education Code Section 42127.

The County Superintendent is required to approve, conditionally approve, or disapprove a school district budget on or before September 15<sup>th</sup> each fiscal year. Beginning with fiscal year 2014-15 a school district budget shall not be approved by the county superintendent of schools before a district's local control and accountability plan (LCAP) or update to an existing plan is approved.

Effectively waiving the LCAP requirement for 2020-21, Executive Order N-56-20 was established on April 22, 2020 to address the impact of continued school closures in response to the COVID-19 pandemic. In place of the LCAP, this order established the requirement that districts adopt a COVID-19 Operations Written Report which was required to be adopted in conjunction with the annual budget.

Our office has completed our review of the district's 2020-21 adopted budget. We find the budget, as submitted, reflects a satisfactory fiscal position and indicates the district will be able to meet its financial obligations during this fiscal year and the two following projection years.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call me at 733-6474.

Sincerely,



Fernie Marroquin, Ed.D.  
Assistant Superintendent, Business Services

FM/es

cc: Board President  
District Business Manager

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

## *Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
35 Ave. 264  
Visalia

September 15, 2020

Isidro Rodriguez, Jr., Superintendent  
Ducor Union School District  
P.O. Box 249  
Ducor, CA 93218

**SUBJECT: REVIEW AND APPROVAL OF BUDGET, FISCAL YEAR 2020-21**

Dear Isidro:

We have completed our review and analysis of your district budget for fiscal year 2020-21 and the accompanying certification pursuant to Education Code Section 42127.

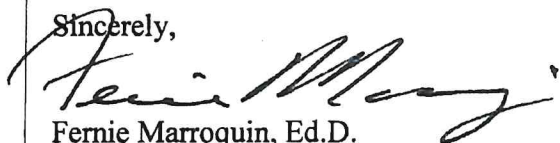
The County Superintendent is required to approve, conditionally approve, or disapprove a school district budget on or before September 15<sup>th</sup> each fiscal year. Beginning with fiscal year 2014-15 a school district budget shall not be approved by the county superintendent of schools before a district's local control and accountability plan (LCAP) or update to an existing plan is approved.

Effectively waiving the LCAP requirement for 2020-21, Executive Order N-56-20 was established on April 22, 2020 to address the impact of continued school closures in response to the COVID-19 pandemic. In place of the LCAP, this order established the requirement that districts adopt a COVID-19 Operations Written Report which was required to be adopted in conjunction with the annual budget.

Our office has completed our review of the district's 2020-21 adopted budget. We find the budget, as submitted, reflects a satisfactory fiscal position and indicates the district will be able to meet its financial obligations during this fiscal year and the two following projection years.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call me at 733-6474.

Sincerely,



Fernie Marroquin, Ed.D.  
Assistant Superintendent, Business Services

FM/es

cc: Board President  
District Business Manager

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

## *Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
35 Ave. 264  
Visalia

September 15, 2020

Isidro Rodriguez, Jr., Superintendent  
Ducor Union School District  
P.O. Box 249  
Ducor, CA 93218

**SUBJECT: REVIEW AND APPROVAL OF BUDGET, FISCAL YEAR 2020-21**

Dear Isidro:

We have completed our review and analysis of your district budget for fiscal year 2020-21 and the accompanying certification pursuant to Education Code Section 42127.

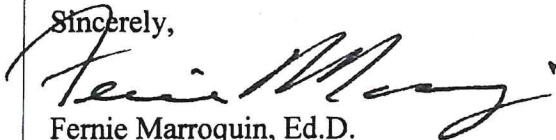
The County Superintendent is required to approve, conditionally approve, or disapprove a school district budget on or before September 15<sup>th</sup> each fiscal year. Beginning with fiscal year 2014-15 a school district budget shall not be approved by the county superintendent of schools before a district's local control and accountability plan (LCAP) or update to an existing plan is approved.

Effectively waiving the LCAP requirement for 2020-21, Executive Order N-56-20 was established on April 22, 2020 to address the impact of continued school closures in response to the COVID-19 pandemic. In place of the LCAP, this order established the requirement that districts adopt a COVID-19 Operations Written Report which was required to be adopted in conjunction with the annual budget.

Our office has completed our review of the district's 2020-21 adopted budget. We find the budget, as submitted, reflects a satisfactory fiscal position and indicates the district will be able to meet its financial obligations during this fiscal year and the two following projection years.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call me at 733-6474.

Sincerely,



Fernie Marroquin, Ed.D.  
Assistant Superintendent, Business Services

FM/es

cc: **Board President**  
District Business Manager

3.2

**Rsource 32200 expenditures 07/01/20-09/30/20**

<b>Date</b>	<b>Reference</b>	<b>Description</b>	<b>Amount</b>
		<b>Beginning Balance</b>	<b>\$ 143,401.00</b>
9/15/20	PAY-091520	PAYROLL EXPENSE - 09/15/2020	\$ 493.77
9/15/20	PAY-091520	PAYROLL (BENEFITS) EXPENSE - 09/15/2020	\$ 79.75
9/15/20	PAY-091520	PAYROLL (BENEFITS) EXPENSE - 09/15/2020	\$ 7.16
9/15/20	PAY-091520	PAYROLL (BENEFITS) EXPENSE - 09/15/2020	\$ 0.24
9/15/20	PAY-091520	PAYROLL (BENEFITS) EXPENSE - 09/15/2020	\$ 8.36
9/15/20	PAY-091520	PAYROLL (BENEFITS) EXPENSE - 09/15/2020	\$ 2.30
9/11/20	PV-210117	U.S. BANK CORPORATE PAYMENT SY	\$ 91.30
9/11/20	PV-210142	SOUTHWEST SCHOOL SUPPLY	\$ 1,887.78
9/11/20	PV-210153	CDW GOVERNMENT	\$ 15.94
9/25/20	PV-210158	QUILL CORPORATION	\$ 902.69
9/25/20	PV-210159	QUILL CORPORATION	\$ 41.89
9/25/20	PV-210162	ISIDRO RODRIGUEZ	\$ 32.53
9/25/20	PV-210167	AIR TECHS	\$ 4,816.86
9/4/20	PV-210108	ACADIENCE LEARNING INC.	\$ 500.00
9/11/20	PV-210147	ACADIENCE LEARNING INC.	\$ 500.00
8/14/20	PV-210056	EDGENUITY INC.	\$ 4,823.00
9/11/20	PV-210146	KAMI	\$ 600.00
9/25/20	PV-210168	AIR TECHS	\$ 1,288.00
9/25/20	PV-210180	T-MOBILE USA INC.	\$ 14,400.00
		The Home Depot Pro-Supply Works	\$ 3,215.21
		The Home Depot Pro-Supply Works	\$ 1,436.67
		The Home Depot Pro-Supply Works	\$ 203.37
		<b>Total Spent</b>	<b>\$ 35,346.82</b>
		<b>Remaining Balance</b>	<b>\$ 108,054.18</b>

*Wants  
Vendors  
New copy*

Federal/State Resources for COVID-19

Resource	Program	Fund Balance or Unearned Revenue	Spending Begins	Final date to Spend Funds	Indirect Cost Rate	Subject to Cash Management	Subject to Federal Interest Requirement	How Can the Funds be Spent?
7388	COVID-19 LEA Response Funds (SB 117)	Fund Balance	March 13, 2020	Allows Fund Balance Carryover and date to last spend funds is unknown	LEA Approved Rate	No - 100% released in 2019-20	No	Funding is allocated to each county office of education, school district, and charter school (both local and direct funded) on the basis of average daily attendance (ADA), excluding charter school nonclassroom based (NCB) ADA, funded as of the 2019-20 First Principal Apportionment. SB 117 Funds are allowed to be used for costs associated with maintaining nutrition services, cleaning and disinfecting facilities, personal protective equipment, and materials necessary to provide students with opportunities for distance learning. The priority for these funds is health and safety needs for LEAs, including for student meal access, during COVID-19 closure periods. <i>81308</i>
5650	FEMA - COVID-19	Reimbursement only	March 13, 2020	At a point in time when the national state of emergency is determined to be fully lifted.	N/A	N/A	N/A	In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of FEMA's Public Assistance program. Broad reimbursement categories attributable to LEAs include: <ul style="list-style-type: none"> <li>Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines</li> <li>Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits</li> <li>Movement of supplies and persons</li> <li>Security and law enforcement</li> <li>Communications to the public of general health and safety information</li> <li>Search and rescue to locate and recover members of the population requiring assistance</li> <li>Reimbursement for state, tribe, territory, and/or local government force account overtime costs</li> </ul>
3210	CARES - ESSER Funds	Fund Balance*	March 13, 2020	September 30, 2022	LEA Approved Rate	Yes - first 25% released in August/Sept.	Yes	Federal cash management rules will apply to this funding. Funds can be used by LEAs for any purposes under the ESFA, the Individuals with Disabilities Education Act, the Adult Education and Family Literacy Act, Perkins Career and Technical Education, Title VII-B of the McKinney-Vento Homeless Education Act, and for other purposes related to response coordination, professional development, purchasing technology, buying sanitization supplies, and other activities. (Section 18003(d) of CARES Act has exhaustive list). An LEA may use ESSER funds for any allowable expenditure incurred on or after March 13, 2020.

3220	Learning Loss Mitigation (LLM) Funding - Coronavirus Relief Fund (CRF)	Unearned Revenue*	March 1, 2020	December 30, 2020	No	No - 100% released in August/Sept.	Interest earned shall be expended for same purposes	Per SB98, section 110 \$335 million of GEER funds, \$4.4 billion of the CRF (Coronavirus Relief Fund) money, and \$540 million of Prop 98 funding to invest \$5.3 billion total for LEAs to mitigate learning loss. Funds will be allocated to LEAs using a formula that considers the number of students with disabilities, low-income students, English learners, youth in foster care, and homeless youth served by the LEA. These funds may be used for the following activities: <ul style="list-style-type: none"> <li>• Student learning supports</li> <li>• General measures that extend instructional time for students</li> <li>• Provide additional core academic supports for students who need it</li> <li>• Provide integrated services that support teaching and learning - such as student and staff technology needs, mental health services, staff professional development and student nutrition</li> <li>• Provide childcare programs, preschool programs, and adult schools</li> <li>• Purchase of public health testing, PPE, and supplies to sanitize and clean facilities and school buses</li> </ul>
3215	Learning Loss Mitigation (LLM) Funding - Governor's Emergency Education Relief (GEER)	Fund Balance*	March 13, 2020	September 30, 2022	LEA Approved Rate	Yes - cash flow timeline unknown	Yes	Per SB98, section 110 \$335 million of GEER funds, \$4.4 billion of the CRF (Coronavirus Relief Fund) money, and \$540 million of Prop 98 funding to invest \$5.3 billion total for LEAs to mitigate learning loss. Funds will be allocated to LEAs using a formula that considers the number of students with disabilities, low-income students, English learners, youth in foster care, and homeless youth served by the LEA. These funds may be used for the following activities: <ul style="list-style-type: none"> <li>• Student learning supports</li> <li>• General measures that extend instructional time for students</li> <li>• Provide additional core academic supports for students who need it</li> <li>• Provide integrated services that support teaching and learning - such as student and staff technology needs, mental health services, staff professional development and student nutrition</li> <li>• Provide childcare programs, preschool programs, and adult schools</li> <li>• Purchase of public health testing, PPE, and supplies to sanitize and clean facilities and school buses</li> </ul>
7420	Learning Loss Mitigation (LLM) Funding - State Contribution Prop 98	Fund Balance*	March 1, 2020	June 30, 2021**	LEA Approved Rate	No - 100% released in August/Sept.	No	Per SB98, section 110 \$335 million of GEER funds, \$4.4 billion of the CRF (Coronavirus Relief Fund) money, and \$540 million of Prop 98 funding to invest \$5.3 billion total for LEAs to mitigate learning loss. Funds will be allocated to LEAs using a formula that considers the number of students with disabilities, low-income students, English learners, youth in foster care, and homeless youth served by the LEA. These funds may be used for the following activities: <ul style="list-style-type: none"> <li>• Student learning supports</li> <li>• General measures that extend instructional time for students</li> <li>• Provide additional core academic supports for students who need it</li> <li>• Provide integrated services that support teaching and learning - such as student and staff technology needs, mental health services, staff professional development and student nutrition</li> <li>• Provide childcare programs, preschool programs, and adult schools</li> <li>• Purchase of public health testing, PPE, and supplies to sanitize and clean facilities and school buses</li> </ul>

*Edge \$15-R*

*143,000*

\*Expenditures booked in 2019-20 but revenue will not be open to these resources until 2020-21. Reason: ill run negative

in 2019-20 which will require a TRC explanation when preparing unaudited actuals.

\*\*Extended to June 30, 2021 via passage of SB820

Updated 9/21/2020



CARES Act Reporting



Subrecipient Grant Menu

**Ducor Union Elementary**

**CDS Code:** 54718940000000

**DUNS Number:** 949427926

Subrecipient Information

**Description**

**Date Submitted**

Common Information for All Grants

10/5/2020  
4:18:48 PM

Currently Required Grant Reports

**Grant Type**

**Reporting Period**

**Date Due**

**Date Submitted**

Elementary and Secondary School  
Emergency Relief (ESSER) Fund:  
Resource Code 3210

Cycle 1

10/7/2020  
11:59:59 PM

10/7/2020  
2:23:39 PM

General Fund: Resource Code 7420

Cycle 1

10/7/2020  
11:59:59 PM

10/7/2020  
2:21:09 PM

Governor's Emergency Education Relief  
(GEER) Fund: Resource Code 3215

Cycle 1

10/7/2020  
11:59:59 PM

10/7/2020  
2:22:26 PM

Coronavirus Relief Fund (CRF): Resource  
Code 3220

Cycle 2

10/7/2020  
11:59:59 PM

10/7/2020  
2:33:57 PM

## Previously Submitted Grant Reports

<b>Grant Type</b>	<b>Reporting Period</b>	<b>Date Submitted</b>
<u>Coronavirus Relief Fund (CRF): Resource Code 3220</u>	Cycle 1	9/14/2020 11:04:37 AM

**Questions: Government Affairs Division | [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)**

## CARES Act Reporting



## Elementary and Secondary School Emergency Relief (ESSER) Fund: Resource Code 3210

---

### Ducor Union Elementary

**CDS Code:** 54718940000000

**DUNS Number:** 949427926

### Fund Overview

[Help - ESSER Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period March 13, 2020, to September 30, 2020.

**Total Allocated Amount:**

\$ 93354

**Total Received Amount:**

\$ 23339

**Previous Expended Amount:**

\$ 0

**Current Expended Amount:**

\$ 0

### Funds Expended

[Help - ESSER Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).

- ▣ Do not factor in any amount obligated, but not expended.
- ▣ Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- ▣ Please add a "0" for any category where funds were not expended.
- ▣ The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

**1) Coordination of preparedness and response efforts of LEAs:**

0  %

**2) Resources necessary to address the needs of their individual schools:**

0 %

**3) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth:**

%

**4) Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs:**

%

**5) Planning for and coordinating on long-term closures:**

%

**6) Staff training and professional development on sanitation and minimizing the spread of infectious disease:**

0  %

**7) Purchasing cleaning supplies:**

%

**8) Purchasing educational technology:**

%

**9) Mental health services and supports:**

0 %

**10) Summer learning and supplemental after-school programs:**

0 %

**11) Discretionary spending to address the needs of individual schools:**

0 %

**12) Other activities that are necessary to maintain the operation and continuity of services in LEAs and to continuing the employment of their existing staff:**

0 %

**Total Percentage:**

0 %

### Contact Information

[Help - ESSER Contact Information](#)

**First Name:**

Isidro

**Last Name:**

Rodriguez

**Title:**

Superintendent

**E-mail:**

Superintendent@ducor.k12.ca.i

**Telephone Number:**

559-534-2261

**Telephone Extension:**

Optional

Save Data

Back to Main Menu

**Questions: Government Affairs Division | [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)**

**CARES Act Reporting****General Fund: Resource Code 7420**

---

**Ducor Union Elementary****CDS Code:** 54718940000000**DUNS Number:** 949427926**Fund Overview**[Help - Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period March 1, 2020, to September 30, 2020.

**Total Allocated Amount:**

\$ 15177

**Total Received Amount:**

\$ 15177

**Previous Expended Amount:**

\$ 0

**Current Expended Amount:**

\$ 15177

**Funds Expended**[Help - Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended**

**Amount + Current Expended Amount).**

- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

**1) Addressing learning loss or accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:** %**2) Extending the instructional minutes, time, or school year to increase the amount of instructional time or services provided to pupils based on their learning needs:** %**3) Providing additional academic services for pupils, such as diagnostic assessments of pupil learning needs or intensive instruction for addressing gaps in core academic skills:** %**4) Providing additional instructional materials or supports:** %**5) Providing devices or connectivity for in-classroom and distance learning:** %**6) Providing health, counseling, or mental health services:** %**7) Professional development opportunities to help teachers and parents support pupils in distance-learning contexts:** %**8) Access to school breakfast and lunch programs:** %**9) Pupil trauma and social-emotional learning:** %



**10) Public health testing, personal protective equipment, supplies to sanitize and clean the facilities and school buses:**

0 %

**Total Percentage:**

100 %

**Contact Information**

[Help - Contact Information](#)

**First Name:**

Isidro

**Last Name:**

Rodriguez

**Title:**

Superintendent

**E-mail:**

Superintendent@ducor.k12.ca.u

**Telephone Number:**

559-534-2261

**Telephone Extension:**

Optional

Save Data

Back to Main Menu

**Questions: Government Affairs Division | [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)**



**CARES Act Reporting****Governor's Emergency Education Relief (GEER) Fund: Resource Code 3215**

---

**Ducor Union Elementary****CDS Code:** 54718940000000**DUNS Number:** 949427926**Fund Overview**[Help - Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period March 13, 2020, to September 30, 2020.

**Total Allocated Amount:****\$ 1840****Total Received Amount:****\$ 1840****Previous Expended Amount:****\$ 0****Current Expended Amount:****\$ 0****Funds Expended**[Help - Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

**1) Addressing learning loss or accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:**

%

**2) Extending the instructional minutes, time, or school year to increase the amount of instructional time or services provided to pupils based on their learning needs:**

%

**3) Providing additional academic services for pupils, such as diagnostic assessments of pupil learning needs or intensive instruction for addressing gaps in core academic skills:**

0 %

**4) Providing additional instructional materials or supports:**

0 %

**5) Providing devices or connectivity for in-classroom and distance learning:**

%

**6) Providing health, counseling, or mental health services:**

%

**7) Professional development opportunities to help teachers and parents support pupils in distance-learning contexts:**

0 %

**8) Access to school breakfast and lunch programs:**

%

**9) Pupil trauma and social-emotional learning:**

0 %

**10) Public health testing, personal protective equipment, supplies to sanitize and clean the facilities and school buses:**

0 %

**Total Percentage:**

0 %

## Contact Information

[Help - Contact Information](#)

**First Name:**

Isidro

**Last Name:**

Rodriguez

**Title:**

Superintendent

**E-mail:**

Superintendent@ducor.k12.ca.t

**Telephone Number:**

559-534-2261

**Telephone Extension:**

Optional

Save Data

Back to Main Menu

**Questions: Government Affairs Division | [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)**

**CARES Act Reporting****Coronavirus Relief Fund (CRF): Resource Code 3220****Ducor Union Elementary****CDS Code:** 54718940000000**DUNS Number:** 949427926**Fund Overview**[Help - Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2020, to September 30, 2020.

**Total Allocated Amount:****\$ 143401****Total Received Amount:****\$ 143401****Previous Expended Amount:****\$ 0****Current Obligation Amount:****\$ 0****Current Expended Amount:****\$ 35347****Funds Expended**[Help - Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

**1) Addressing learning loss or accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:**

%

**2) Extending the instructional minutes, time, or school year to increase the amount of instructional time or services provided to pupils based on their learning needs:**

%

**3) Providing additional academic services for pupils, such as diagnostic assessments of pupil learning needs or intensive instruction for addressing gaps in core academic skills:**

%

**4) Providing additional instructional materials or supports:**

%

**5) Providing devices or connectivity for in-classroom and distance learning:**

%

**6) Providing health, counseling, or mental health services:**

0 %

**7) Professional development opportunities to help teachers and parents support pupils in distance-learning contexts:**

%

**8) Access to school breakfast and lunch programs:**

%



**9) Pupil trauma and social-emotional learning:**

0 %

**10) Public health testing, personal protective equipment, supplies to sanitize and clean the facilities and school buses:**

19 %

**Total Percentage:**

100 %

**CRF Specific Information**

Help - CRF Reporting Information

- ⌘ Amounts entered in the categories below must total to the amount entered in the **Current Obligation Amount** and **Current Expended Amount** textboxes above.
- ⌘ Please use whole numbers (without decimals, commas, or other punctuation) to report the total for each category.
- You may enter a negative number to adjust a previously reported amount downward.
- ⌘ Please add a "0" for any category where funds were not expended or obligated.
- ⌘ If adding a Custom Expenditure Category, enter the new name and then press "Add Custom Expenditure Category" in order to save the new category.
- ⌘ Please see additional information on adjustments and Custom Expenditure Categories on the CARES Act Reporting Help Page.

**1) Administrative Expenses**

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 0

**Current Obligations:** \$ 0

**2) Budgeted Personnel and Services Diverted to a Substantially Different Use**

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 0

**Current Obligations:** \$ 0

### 3) COVID-19 Testing and Contact Tracing

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 0

**Current Obligations:** \$ 0

### 4) Facilitating Distance Learning

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 22499

**Current Obligations:** \$ 0

### 5) Food Programs

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 6105

**Current Obligations:** \$ 0

### 6) Improve Telework Capabilities of Public Employees

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 0

**Current Obligations:** \$ 0

### 7) Medical Expenses

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 0

**Current Obligations:** \$ 0

**8) Personal Protective Equipment**

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 6743

**Current Obligations:** \$ 0

**9) Public Health Expenses**

**Previous Expenditures:** \$0

**Current Expenditures:** \$ 0

**Current Obligations:** \$ 0

**10) Custom Expenditure Categories**

If expenditures and obligations do not fall under one of the above categories, you may add up to 10 custom categories for reporting.

**Category**

**Name:**

Add Custom Expenditure Category

**Contact Information**

[Help - Contact Information](#)

**First Name:**

Isidro

**Last Name:**

Rodriguez

**Title:**

Superintendent

**E-mail:**

Superintendent@ducor.k12.ca.t

**Telephone Number:**

559-534-2261

**Telephone Extension:**

Optional

**Supervisor Information (Optional)**

**First Name:**

**Last Name:**

**Title:**

**E-mail:**

**Telephone Number:**

**Telephone Extension:**

Save Data

Back to Main Menu

**Questions: Government Affairs Division | [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)**



---

**LEA ALTERNATIVES**  
**FOR TRACKING DAILY PARTICIPATION**  
**AND WEEKLY ENGAGEMENT FOR DISTANCE**  
**LEARNING**

*2020-21 School Year*

---

California Department of Education  
School Fiscal Services Division

October 2020

[www.cde.ca.gov](http://www.cde.ca.gov)

For questions and assistance regarding the requirements of the CDE Template or an LEA alternative, email [attendanceaccounting@cde.ca.gov](mailto:attendanceaccounting@cde.ca.gov).

# Table of Contents

INTRODUCTION .....	3
DISTANCE LEARNING DOCUMENTATION AND RECORD KEEPING REQUIREMENTS .....	4
LEA ALTERNATIVES TO THE CDE TEMPLATE .....	5
Distance Learning Documentation – Illustration of LEA Options .....	6
Detail of LEA Options to the CDE Template .....	6
LEA Combinations .....	8
Combination A: Lesson Plan and Local SIS .....	8
Combination B: Local LMS and SIS .....	9
Combination C: LEA Created Template .....	10
Key Considerations in Developing LEA Processes .....	11
Instructional Assignment/Delivery Method, Assignment Tracking, and Instructional Time Certification .....	11
Attendance/Absence Documentation, Daily Participation Verification, and Certification .....	12
GLOSSARY OF TERMS .....	13
RESOURCES .....	14

# INTRODUCTION

For the 2020-21 school year, local educational agencies (LEA) (<https://www.cde.ca.gov/ci/cr/dl/distlearningfaqs.asp>) providing instruction through distance learning in whole or part are subject to the provisions of the distance learning statutes (*Education Code (EC)* Section 43500, et. seq). Included within those provisions of law are requirements that the LEA document student attendance, daily participation, and weekly engagement, as well as certifying to the instructional time being assigned to students. As distance learning instruction is only applicable to the 2020-21 school year, the implementing statutes become inoperative on June 30, 2021. The California Department of Education (CDE) recognizes that implementing significant changes to the delivery of instruction to students along with additional recordkeeping requirements in a short span of time is tremendously challenging.

To that end, this document provides information on the various options available to meet distance learning recordkeeping requirements by modifying existing internal student information systems (SIS), learning management systems (LMS), or by creating a local process/system that includes all the required elements. The guidance does not constitute legal advice or a legal service.

A LEA's wealth of experience with documenting student attendance and maintaining student records will assist with transitioning to these new requirements. Daily participation is akin to taking attendance and the weekly engagement record reflects most of the information already found in a teacher's lesson plan and/or grade book. Much of the information needed for these records already exists, and for the 2020-21 school year may need to be captured and maintained a little differently than in prior school years. As LEAs evaluate how to meet the distance learning record keeping requirements, the following guiding questions should be considered:

1. What do normal attendance, instruction, and assessment workflows look like?
2. How would this option fit within normal workflows?
3. What are the costs/benefits associated with this option versus others?

The CDE recognizes LEAs will work in partnership with their employees to ensure the process being used at the local level to capture this information is as efficient as possible, clearly understood, uses sound recordkeeping practices, and meets the requirements of the law. LEAs may want to consider pulling together a cross-functional team of staff that includes district administrators, site principals, attendance clerks, and classroom teachers to meet these goals. This will help ensure LEAs are successful during their annual external audit of these requirements and avoid any fiscal consequence to the LEA.

At the close of this document there is a glossary of helpful terms for reference, followed by a list of additional distance learning resources available on the CDE's website including, frequently asked questions, the CDE's Daily Participation and Weekly Engagement Tracking template (CDE Template), and additional information on implementing distance learning.



# DISTANCE LEARNING DOCUMENTATION AND RECORD KEEPING REQUIREMENTS

As mentioned previously, many of the distance learning documentation requirements cover elements of attendance, participation, and student assignments for which LEAs already have a documentation process (e.g. SIS, LMS, lesson plan/grade book, etc.). Therefore, these requirements might most easily be accomplished by modifying local systems or processes. LEAs that choose to do so versus using the CDE Template should use the following checklist to ensure the modifications to local system/processes meet all the requirements below.

Check Box	Distance Learning Requirement	Statutory Reference	Summary of Requirement	Documentation Level
<input type="checkbox"/>	Instructional Assignment/Delivery Method	43504(e)	Documents synchronous or asynchronous instruction for each whole or partial day of distance learning, as part of the weekly engagement record.	Class
<input type="checkbox"/>	Assignment Tracking	43504(e)	Documents assigned instruction, school work, and assessments assigned to meet each whole or partial day of distance learning instruction, as part of the weekly engagement record.	Class
<input type="checkbox"/>	Attendance/Absence Documentation	43504 (d)(1) and (f)(1)	Attendance and absences must be documented to facilitate reporting chronic absenteeism and meet compulsory education requirements.	Student
<input type="checkbox"/>	Daily Participation Documentation and Verification	43504(d)(2), (e)	Daily participation may include, but is not limited to, evidence of participation in online activities, completion of assignments/assessments, contact with student, parents/guardians. Verifying participation is a requirement of the weekly engagement record.	Student
<input type="checkbox"/>	Instructional Time Certification	43502(e) 43504(c)	Certification by LEA certificated staff to time value of assignments so that minimum instructional day and annual school year length requirements can be met.	May be certified at student, class, or grade level.

The above distance learning requirements, in addition to the LEA's tiered reengagement strategies for students absent from distance learning, will be checked during the annual

audit and have a fiscal consequence if not met. *EC* Section 43504(f)(2) requires an LEA to develop written procedures for tiered reengagement strategies for students that are absent from distance learning for more than three schooldays or 60 percent of the instructional days in a school week.

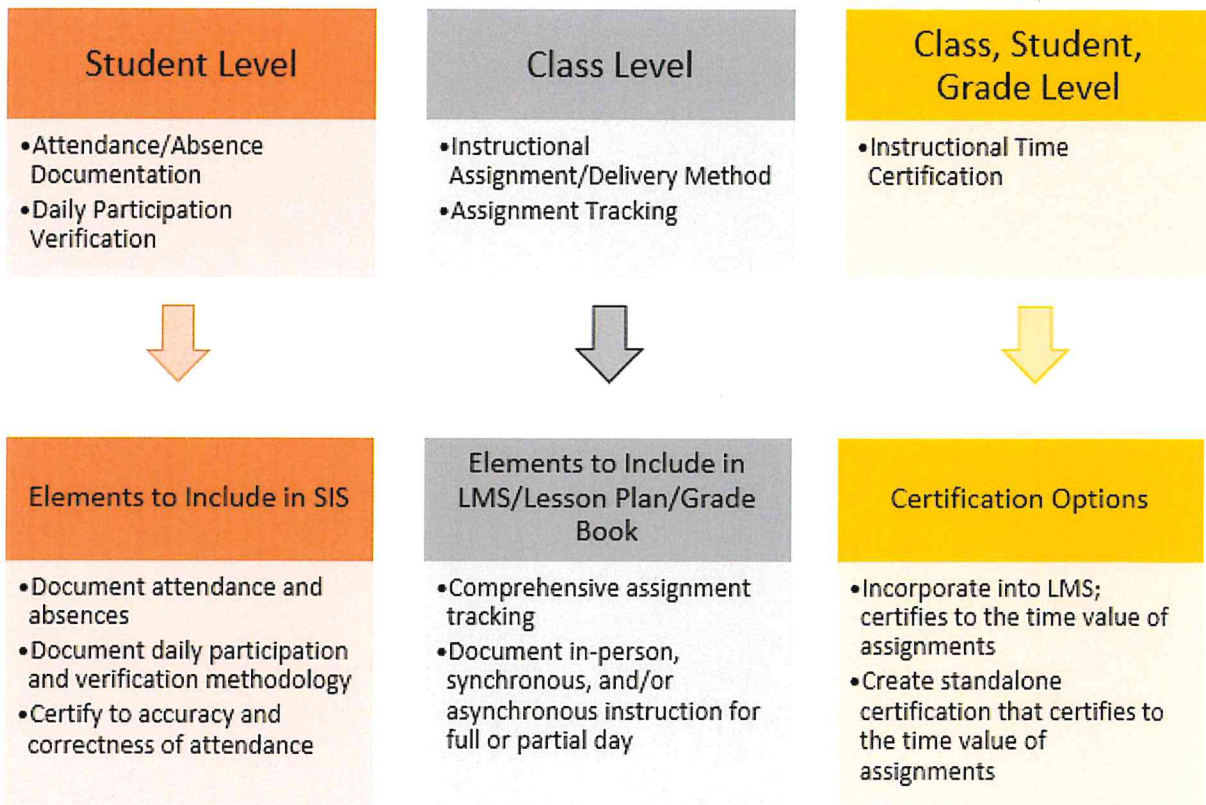
These requirements apply whether distance learning is provided in whole or for part of an instructional day and result in auditable records, which are maintained at the local level and not submitted to the CDE. It is important for LEAs to have a plan in place to collect and manage information from employees, including teachers that are documenting and maintaining these records, so that the information is available and easily attainable at the time of the annual audit.

## LEA ALTERNATIVES TO THE CDE TEMPLATE

Ultimately it is up to an LEA to determine how to modify its current systems and processes to meet all the audited distance learning documentation requirements. One approach is to combine those elements that are student level documentation together and those that can be done at the class level together. The following illustration, table, and examples provide information to help an LEA with understanding the various approaches available to meet the requirements to document student attendance, daily participation, and weekly engagement, as well as certifying to the instructional time being assigned to students through distance learning instruction. The table does not provide an inclusive list of all the different combinations or methodologies available to a LEA, but rather the ones CDE expects would be the most common alternatives to using the CDE Template.

The examples and sample screenshots show how these options may work together to meet the distance learning documentation requirements. Each sample provides information on how to modify existing resources like SIS and LMS and/or lesson plans in order to meet the distance learning documentation requirements.

## Distance Learning Documentation – Illustration of LEA Options



### Detail of LEA Options to the CDE Template

(not an inclusive list)

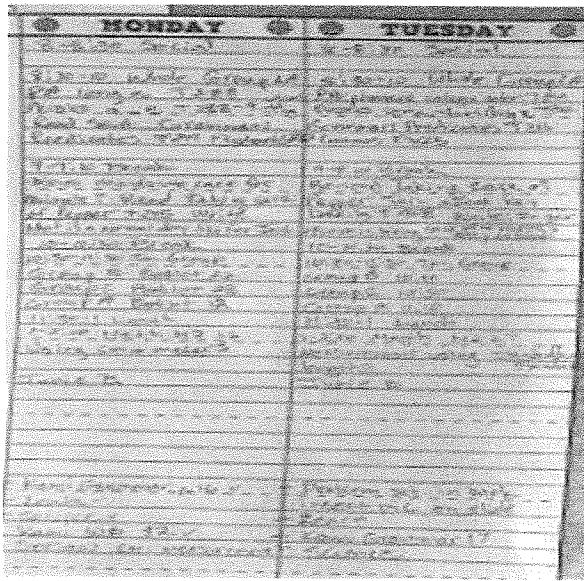
Options	Attendance/Absence Documentation and Daily Participation Verification <i>EC</i> Section 43504(d)(e)(f)	Instructional Assignment/Delivery Method and Assignment Tracking <i>EC</i> Section 43504(e)	Instructional Time Certification <i>EC</i> sections 43502(e) and 43504(c)
<b>Level</b>	Student	Class	May be certified at student, class, or grade level.

<b>Options</b>	<b>Attendance/Absence Documentation and Daily Participation Verification</b> <i>EC Section 43504(d)(e)(f)</i>	<b>Instructional Assignment/Delivery Method and Assignment Tracking</b> <i>EC Section 43504(e)</i>	<b>Instructional Time Certification</b> <i>EC sections 43502(e) and 43504(c)</i>
<b>Combination A,</b> <i>SIS + Lesson Plan/Grade Book</i>	SIS captures the following: 1. Document attendance and absences 2. Document daily participation verification methodology 3. Certification to the accuracy and correctness of the attendance record by an employee of the LEA that can attest to first-hand knowledge of the attendance.	Use teacher's lesson plan and/or grade book to document students' assignments and document in-person, synchronous, and/or asynchronous instruction for full or partial day.	Create a standalone certification document to be completed by a certificated employee of the LEA certifying to the time value of assignments.
<b>Combination B,</b> <i>SIS + LMS</i>	Same as Combination A	Use LEA's LMS, ensure comprehensive assignment tracking, document in-person, synchronous, and/or asynchronous instruction for full or partial day.	Incorporate certification into LMS or create a standalone certification document to be completed by a certificated employee of the LEA certifying to the time value of assignments.
<b>Combination C,</b> <i>LEA Created Template</i>	LEA template captures the same elements as in 1-3 of Combination A.	LEA template captures the following data: 1. Student assignment tracking 2. In-person, synchronous, and/or asynchronous instruction for full or partial day.	Incorporate certification into LEA created template or create a standalone certification document to be completed by a certificated employee of the LEA certifying to the time value of assignments.
<b>Combination D,</b> <i>SIS for All Elements</i>	Same as Combination A	Captures the same elements as in 1-2 of Combination C.	Incorporate certification into SIS.

## LEA Combinations

The following visuals of Combination A thru C are meant to help a LEA with modifying existing local systems to meet these requirements. CDE identifies under each how the proposed combination meets the requirements and what modifications are needed to meet the distance learning documentation requirements. While a sample is not shown for Combination D, the other visuals can inform the needed modifications to use a SIS for all elements. Note: The content in the lesson plan and local LMS visuals are an example of documentation and are not intended to be exemplars of content. Additionally, it may be helpful to increase the percentage using the Zoom feature under the View ribbon for enhanced visibility.

### Combination A: Lesson Plan and Local SIS



**John Doe Elementary School** 9092323

Classroom Attendance Report      Teacher \_\_\_\_\_      Room 104      2021

Student ID	Student Name	Pg. Or:	9/15/20	9/22/20	9/29/20	10/6/20	10/13/20
460XXX	Student A	2	7	7	7	7	7
460XXX	Student B	2	7	7	7	7	7
477XXX	Student C	2	7	7	7	7	7
475XXX	Student D	2	7	7	7	7	7
481XXX	Student E	2	7	7	7	7	7
478XXX	Student F	2	7	7	7	7	7
480XXX	Student G	2	7	7	7	7	7
487XXX	Student H	2	7	7	7	7	7

*To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.*

Teacher (and/or Substitute) Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>How does Combination A meet the requirements?</b></p> <p><b>LESSON PLAN</b></p> <p><input type="checkbox"/> Tracks class assignments</p>	<p><b>What modifications need to be added to Combination A to meet requirements?</b></p> <p><b>LESSON PLAN</b></p> <p><input type="checkbox"/> Modify to document in-person, synchronous, and/or asynchronous instruction for full or partial day.</p> <p><input type="checkbox"/> Create an instructional time certification document to be completed by a certificated employee of the LEA certifying to the time value of assignments.</p>
--	---

<b>How does Combination A meet the requirements?</b>	<b>What modifications need to be added to Combination A to meet requirements?</b>
<b>LOCAL SIS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documents attendance and absences</li> <li><input type="checkbox"/> Documents daily participation and verification methodology*</li> <li><input type="checkbox"/> Certifies to accuracy and correctness of attendance</li> </ul>	<b>LOCAL SIS</b> The SIS in this example meets the student level documentation requirements shown on page 5.

\*LOCAL SIS CODING: A – Absent & No Participation; 7 – Present in DL; 8 – Not present in DL but submitted work; 9 – Not present in DL, verified student participation in asynchronous assignment thru parent contact.

### Combination B: Local LMS and SIS

**This Week At a Glance**

<b>M</b>	<ul style="list-style-type: none"> <li>Learning Objectives: (use only appropriate codes to assign student levels)</li> <li>Attendance: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Participation: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Completion: <input type="checkbox"/> Complete and <input type="checkbox"/> Incomplete</li> </ul>
<b>T</b>	<ul style="list-style-type: none"> <li>Learning Objectives: (use only appropriate codes to assign student levels)</li> <li>Attendance: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Participation: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Completion: <input type="checkbox"/> Complete and <input type="checkbox"/> Incomplete</li> </ul>
<b>W</b>	<ul style="list-style-type: none"> <li>Learning Objectives: (use only appropriate codes to assign student levels)</li> <li>Attendance: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Participation: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Completion: <input type="checkbox"/> Complete and <input type="checkbox"/> Incomplete</li> </ul>
<b>Th</b>	<ul style="list-style-type: none"> <li>Learning Objectives: (use only appropriate codes to assign student levels)</li> <li>Attendance: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Participation: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Completion: <input type="checkbox"/> Complete and <input type="checkbox"/> Incomplete</li> </ul>
<b>F</b>	<ul style="list-style-type: none"> <li>Learning Objectives: (use only appropriate codes to assign student levels)</li> <li>Attendance: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Participation: <input type="checkbox"/> Present and <input type="checkbox"/> Absent</li> <li>Completion: <input type="checkbox"/> Complete and <input type="checkbox"/> Incomplete</li> </ul>

**John Doe Elementary School** 9/25/2020

Classroom Attendance Report      Teacher: \_\_\_\_\_      Room: 304      20-21

Student ID	Student Name	Prq Grd	9/21/2020	9/22/2020	9/23/2020	9/24/2020	9/25/2020
486000	Student A	2	7	7	7	7	7
490000	Student B	2	7	7	7	7	7
477000	Student C	2	7	7	7	7	7
475000	Student D	2	7	7	7	7	7
481000	Student E	2	7	7	7	7	7
478000	Student F	2	7	7	7	7	7
480000	Student G	2	7	7	8	7	7
487000	Student H	2	7	7	7	7	7

To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.

Teacher (and/or Substitute) Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>How does Combination B meet the requirements?</b>	<b>What modifications need to be added to Combination B to meet requirements?</b>
<b>LOCAL LMS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tracks class assignments</li> </ul>	<b>LOCAL LMS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Modify to document in-person, synchronous, and/or asynchronous instruction for full or partial day.</li> <li><input type="checkbox"/> Create an instructional time certification document to be completed by a certificated employee of the LEA certifying to the time value of assignments or incorporate into LMS.</li> </ul>

How does Combination B meet the requirements?	What modifications need to be added to Combination B to meet requirements?
<b>LOCAL SIS</b> <input type="checkbox"/> Documents attendance and absences <input type="checkbox"/> Documents daily participation and verification methodology* <input type="checkbox"/> Certifies to accuracy and correctness of attendance	<b>LOCAL SIS</b> The SIS in this example meets the student level documentation requirements shown on page 5.

\*LOCAL SIS CODING: A – Absent & No Participation; 7 – Present in DL; 8 – Not present in DL but submitted work; 9 – Not present in DL, verified student participation in asynchronous assignment thru parent contact.

### Combination C: LEA Created Template

Distance Learning Participation & Engagement Monitoring			
<b>Teacher Name</b> <b>Grade Level</b>		Engaged = Evidence of online engagement in BOTH synchronous and asynchronous activities Synchronous = Evidence of engagement in ONLY synchronous instruction Asynchronous = Evidence of engagement in ONLY asynchronous instruction Absent - No Participation/Absent Parent/Student Communication = teacher had contact with parent or student	
Student Name	8/26	8/27	8/28
1 Jane Doe (example)	Asynchronous	Engaged	Engaged
2 Jane Doe (example)	Asynchronous	Engaged	Engaged
3 Jane Doe (example)	Asynchronous	Engaged	Engaged
26 Jane Doe (example)	Asynchronous	Engaged	Engaged
27 Jane Doe (example)	Asynchronous	Engaged	Engaged
28 Jane Doe (example)	Asynchronous	Engaged	Engaged
29 Jane Doe (example)	Asynchronous	Engaged	Engaged
30			
31			
32			
33			
Daily Assignments	8/26	8/27	8/28
Summary of Assignments, Activities, and/or Assessments Include ELA, Math, and ELD/EO			
Weekly Signature Physical signature will be turned in with document at the end of the month to Office Managers			

How does Combination C meet the requirements?	What modifications need to be added to Combination C to meet requirements?
<input type="checkbox"/> Tracks class assignments* <input type="checkbox"/> Documents attendance and absences <input type="checkbox"/> Documents daily participation and verification methodology	<input type="checkbox"/> Modify to document for each day the delivery of instruction methodology, in-person, synchronous, and/or asynchronous instruction for full or partial day. <input type="checkbox"/> Modify the Weekly Signature to include certification language for attendance and instructional time.

\*Instead of entering a summary of daily assignments, "See lesson plan/grade book." is an option for an LEA.

## Key Considerations in Developing LEA Processes

The following highlights the distance learning documentation requirement grouped by those that may be maintained at a class level versus those at a student level and identifies additional information an LEA should consider when creating a process to capture each of the necessary elements. Again, it will be important for LEAs to have a plan in place to collect and manage information from employees, including teachers that are documenting and maintaining these records, so that the information is available and easily attainable at the time of the annual audit.

### Instructional Assignment/Delivery Method, Assignment Tracking, and Instructional Time Certification

- **Instructional Assignment/Delivery Method:** documents synchronous or asynchronous instruction for each whole or partial day of distance learning, as part of the weekly engagement record.
  - A class schedule may be used to meet the requirement to document in-person, synchronous, and or asynchronous instruction. LEAs that choose to use this method will still need to meet the assignment tracking or instructional time certification requirements.
  - If maintaining class level records in a departmentalized setting, multiple records will need to be combined across departmentalized subjects to show a full school day for a specific student.
- **Assignment Tracking:** documents assigned instruction, school work, and assessments assigned to meet each whole or partial day of distance learning instruction, as part of the weekly engagement record.
  - Assignment tracking may be done at the class level and is similar to a teacher's lesson plan and/or grade book.
  - Sample work product is not required to be included in the daily participation and verification recordkeeping or in the weekly engagement record.
  - It is not necessary to list assignments that are included in any in-person portion of the instructional day in the weekly engagement record.
- **Instructional Time Certification:** certification by LEA certificated staff to time value of assignments so that minimum instructional day and annual school year length requirements can be met.
  - Statute does not prescribe the frequency of the certification to instructional time.
  - A supervising teacher may complete the instructional time certification. This option may be best suited for a departmentalized setting.
  - LEAs have the flexibility to use alternative certification language rather than what is on the CDE Template.
  - This certification may be completed by signing and scanning, by electronically signing a PDF, or through a signature application such as Docusign, as long as security measures are in place to protect confidential



student information. For additional information refer to question 19 under the Attendance Accounting and Reporting header of CDE's FAQ (<https://www.cde.ca.gov/fg/aa/pa/pafaqs.asp>).

- For audit purposes, this information will need to be combined with student level participation records to meet the statutory requirements.

## **Attendance/Absence Documentation, Daily Participation Verification, and Certification**

- **Attendance/Absence Documentation:** attendance and absences must be documented to facilitate reporting chronic absenteeism, and meet compulsory education and audit requirements.
- **Daily Participation Documentation and Verification:** daily participation may include, but is not limited to, evidence of participation in online activities, completion of assignments/assessments, contact with student, parents/guardians.
  - Indicating the method used when verifying and documenting participation helps meet the daily participation verification requirement for the weekly engagement record. By collecting this information as part of attendance verification at the student level it allows the remaining elements of the weekly engagement record to be documented at a class level.
  - An LEA has discretion to determine the methods used to verify that students participated in at least some part of their assigned day when taking attendance and are not limited to those listed in statute. Other options include participation in synchronous online instruction, i.e. Zoom, participation in asynchronous assignments, etc.
- Documenting and verifying daily participation is done at the student level and is akin to and substantiates taking daily attendance.
- For audit purposes, this information will need to be combined with weekly engagement record at the class level and instructional time certification.
- **Attendance Certification:** the attendance/absence documentation must be certified by an employee of the LEA with firsthand knowledge of the student's participation, at least every two school weeks under distance learning whether provided in whole or in a hybrid setting. Examples of employees that may have firsthand knowledge of student participation in assigned instruction, school work, and/or assessments include but may not be limited to teachers, paraprofessionals, and attendance clerks. This certification is different than instructional time certification, which must be completed by a certificated employee. LEAs that want to sign these records electronically must follow the electronic signature requirements discussed in question 19 under the Attendance Accounting and Reporting header of CDE's FAQ (<https://www.cde.ca.gov/fg/aa/pa/pafaqs.asp>).

# GLOSSARY OF TERMS

- **Assignment:** The instructional day for each student participating in distance learning is based on synchronous and/or asynchronous assignments, including assigned instruction (e.g. participating in a synchronous online lecture with the teacher, watching an asynchronous lecture, etc.), class discussion, school work, and assessments to meet the instructional day or portion of instructional day made by and certified to by a certificated employee of the LEA.
- **Assignment Tracking:** Documents assigned instruction, school work, and assessments assigned to meet each whole or partial day of distance learning instruction, as part of the weekly engagement record. If completing assignment tracking at a class level and a teacher is differentiating instruction for groups of students within the class by making separate assignments for each group, the assignment for each group should be indicated.
- **Asynchronous:** Asynchronous assignments and instruction occurs without direct, simultaneous interaction of participants.
- **Full or Partial Day:** A full instructional day is the length of the school day established by the local governing board, which is no less than the minimum number of instructional minutes for each grade level. Any amount of time that is less than the full instructional day is a partial day of instruction. A class period in a departmentalized setting may need to be treated as a day for the purpose of indicating the instructional delivery method. This does not mean that a period is the equivalent of a day for instructional time purposes. All students still need to be scheduled for the instructional minutes that apply to their grade span each day in order for a LEA to meet instructional time requirements.
- **In-Person:** In-person instruction is instruction delivered under the immediate physical supervision of a certificated employee of the LEA in which a student is enrolled.
- **No Participation/Absent:** The teacher or LEA employee is unable to verify that a student participated in at least some part of the assignments or assigned instruction that is included in the student's school day. In a distance learning setting, if a student does not participate in at least some part of the assignments or assigned instruction that constitute their school day, that student would generate an absence for that day.
- **Participation:** Students that participate in any part of the instructional day are considered to be in attendance for that day. In distance learning, the instructional day is based on assignments, including assigned instruction made by and certified to by a certificated employee. Statute does not indicate a specific level of participation or amount of time students must be engaged in order to generate a day of attendance; that determination is at an LEA's discretion. Since the distance learning instructional day is based on assignments, including assigned instruction, that are the equivalent of a school day, participation in any part of those assignments can result in attendance. Statute requires that participation be verified by an LEA and lists example means of participation such as evidence of

participation in online activities, completion of assignments/assessments, and contact with student, parents/guardian. Statute does not limit the means of participation to those listed.

- **Synchronous:** Synchronous assignments and assigned instruction in distance learning takes place in real-time, with delivery of instruction and/or interaction with participants such as a live whole-class, small group, or individual meeting via an online platform.

The following terms are listed in *EC* Section 43504(d)(2) as types of daily participation. Daily participation is not limited to the terms listed below.

- **Assigned Work/Assessment Completed:** A student turns in any of their assigned work or completes an assessment that is included in the assigned day of distance learning or part of a day of distance learning, whether or not the student participates in any synchronous portion of the day. This would not include a homework assignment that is in addition to the synchronous and/or asynchronous assignments that constitute the instructional day for distance learning.
- **Evidence of Participation in Online Activities:** A teacher or LEA employee is able to verify that a student participated in assigned online instruction, school work, or assessments.
- **Student or Parent/Guardian Contact:** A teacher or LEA employee is able to verify through contact with a student or parent/guardian that the student participated in at least some part of the assignments or assigned instruction that is included in the student's distance learning school day or distance learning portion of the school day.
- **Other:** Any other means an LEA has than those listed whereby a teacher or other LEA employee verifies student participation in their assigned distance learning school day or part of the distance learning school day.

## RESOURCES

- CDE's Combined Daily Participation and Weekly Engagement Template and User Guide  
<https://www.cde.ca.gov/fg/aa/pa/instructionalttime.asp>
- 2020–21 Funding and Instructional Time FAQs  
<https://www.cde.ca.gov/fg/aa/pa/pafaqs.asp>
- Distance Learning Frequently Asked Questions  
<https://www.cde.ca.gov/ci/cr/dl/distlearningfaqs.asp>
- Distance Learning Instruction Planning Guidance  
<https://www.cde.ca.gov/ls/he/hn/guidanceplanning.asp>
- CDE's COVID-19 Web Page  
<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

3.5

September 9, 2020

Governing Board  
Ducor Union Elementary  
PO Box 249  
Ducor, CA 93218

Project Tracking No: 71894-4  
Re: Ducor Union Elementary School  
County: Tulare  
Square Feet of the Project: 1,440  
Grade Level: K

Dear Governing Board:

Subject: Final Plan Approval – Full-Day Kindergarten Facilities Grant Program (FDKFGP)

The California Department of Education (CDE) approves the plans with the title sheet date of June 11, 2020 for the above referenced project. The plans were received on August 19, 2020. The project as approved consists of construction of:

This project is related to new construction project PTN 71894-4. The result of this project is one newly constructed Kindergarten classroom a restroom. The total square footage of this project is 1,440.

The district has certified that this project is either exempt from, or has completed, the California Environmental Quality Act (CEQA) process.

The school site for this project is 9.3 usable acres. This represents 140.91% of the California Department of Education’s recommended site size of 6.6 acres as contained in the California Department of Education’s “Guide to School Site Analysis and Development (2000),” for the current CBEDS enrollment of the site and the student capacity added by this project as calculated pursuant to FDKFGP Regulation Section 1860.5(b).

This approval is valid for one year. It is the responsibility of the district to notify the CDE if, prior to construction, changes are made to the plans that would affect a Title 5 standard.

Please contact the consultant identified below if you have questions regarding this letter.

Sincerely,

John Gordon, Lead Consultant  
School Facilities and Transportation  
Services Division

Bryan Boyd, EdD, Consultant  
School Facilities and Transportation  
Services Division  
(916) 445-4889

DP11393/P10522  
cc: Architect

# TULARE COUNTY COVID-19 MOBILE TESTING

Anyone can get tested for COVID-19, regardless of symptoms.  
Find a testing location nearest you and GET TESTED.

OCTOBER					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				9 ★ Woodlake	10 3.6
12	13	14	15	16 ★ Woodlake	17
19	20 ★ Terra Bella	21 ★ Lindsay	22 ★ Lindsay	23 ★ Farmersville ★ Woodlake	24 ★ Farmersville
26	27	28	29	30 ★ Woodlake	31

### Friday, October 9

Woodlake Veterans Memorial Building  
355 N. Acacia St., Woodlake  
Open from 8:00 a.m. to 12:00 p.m.  
Appointment required  
Make an appointment at:  
[projectbaseline.com/covid](http://projectbaseline.com/covid)

### Friday, October 16

Woodlake Veterans Memorial Building  
355 N. Acacia St., Woodlake  
Open from 8:00 a.m. to 12:00 p.m.  
Appointment required  
Make an appointment at:  
[projectbaseline.com/covid](http://projectbaseline.com/covid)

### Tuesday, October 20

Carl F. Smith Middle School  
23825 Ave. 92, Terra Bella  
Open from 12:00 p.m. to 8:00 p.m.  
No Appointment Necessary

### Wednesday, October 21

Lindsay Wellness Center  
860 N. Sequoia Ave., Lindsay  
Open from 8:00 a.m. to 12:00 p.m.  
No Appointment Necessary

### Thursday, October 22

Lindsay Wellness Center  
860 N. Sequoia Ave., Lindsay  
Open from 8:00 a.m. to 12:00 p.m.  
No Appointment Necessary

### Friday, October 23

Farmersville City Hall  
909 W. Visalia Rd., Farmersville  
Open from 12:00 p.m. to 8:00 p.m.  
No Appointment Necessary

### Friday, October 23

Woodlake Veterans Memorial Building  
355 N. Acacia St., Woodlake  
Open from 8:00 a.m. to 12:00 p.m.  
Appointment required  
Make an appointment at:  
[projectbaseline.com/covid](http://projectbaseline.com/covid)

### Saturday, October 24

Farmersville City Hall  
909 W. Visalia Rd., Farmersville  
Open from 12:00 p.m. to 8:00 p.m.  
No Appointment Necessary

### Friday, October 30

Woodlake Veterans Memorial Building  
355 N. Acacia St., Woodlake  
Open from 8:00 a.m. to 12:00 p.m.  
Appointment required  
Make an appointment at:  
[projectbaseline.com/covid](http://projectbaseline.com/covid)

**COVID-19 Testing is FREE and available to EVERYONE!**



Visit <https://covid19.tularecounty.ca.gov/> to find listings  
of all COVID-19 testing locations in Tulare County.

# PRUEBAS MÓBILES DE COVID-19 EN EL CONDADO DE TULARE

Todos se pueden hacer la prueba de COVID-19, sin importar los síntomas. Encuentre el lugar de prueba más cercano y HÁGASE LA PRUEBA.

OCTUBRE					
LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SABADO
				9 ★ Woodlake	10
12	13	14	15	16 ★ Woodlake	17
19	20 ★ Terra Bella	21 ★ Lindsay	22 ★ Lindsay	23 ★ Farmersville ★ Woodlake	24 ★ Farmersville
26	27	28	29	30 ★ Woodlake	31

**viernes, 9 de octubre**  
en el Edificio Conmemorativo de los Veteranos de Woodlake ubicado en el 355 N. Acacia St. en Woodlake.  
Abierto de 8:00 a.m. a 12:00 p.m.  
Se requiere cita previa.  
Haga una cita en:  
[projectbaseline.com/covid](http://projectbaseline.com/covid).

**viernes 16 de octubre**  
en el Edificio Conmemorativo de los Veteranos de Woodlake ubicado en el 355 N. Acacia St. en Woodlake.  
Abierto de 8:00 a.m. a 12:00 p.m.  
Se requiere cita previa.  
Haga una cita en:  
[projectbaseline.com/covid](http://projectbaseline.com/covid).

**martes 20 de octubre**  
en la Escuela Secundaria Carl F. Smith, ubicada en el 23825 de la Avenida 92 en Terra Bella.  
Abierto de 12:00 p.m. a 8:00 p.m.  
No es necesario hacer cita.

**miércoles 21 de octubre**  
en el Centro de Bienestar de Lindsay ubicado en 860 N. Sequoia Ave. en Lindsay.  
Abierto de 12:00 p.m. a 8:00 p.m.  
No es necesario hacer una cita.

**jueves 22 de octubre**  
en el Centro de Bienestar de Lindsay ubicado en 860 N. Sequoia Ave. en Lindsay.  
Abierto de 12:00 p.m. a 8:00 p.m.  
No es necesario hacer una cita.

**viernes 23 de octubre**  
en el Ayuntamiento de Farmersville, en el 909 W. Visalia Rd. en Farmersville.  
Abierto de 12:00 p.m. a 8:00 p.m.  
No es necesario hacer cita.

**el viernes 23 de octubre**  
en el Edificio Conmemorativo de los Veteranos de Woodlake ubicado en el 355 N. Acacia St. en Woodlake.  
Abierto de 8:00 a.m. a 12:00 p.m.  
Se requiere cita previa.  
Haga una cita en:  
[projectbaseline.com/covid](http://projectbaseline.com/covid).

**sábado 24 de octubre**  
en el Ayuntamiento de Farmersville, ubicado en 909 W. Visalia Rd. en Farmersville.  
Abierto de 12:00 p.m. a 8:00 p.m.  
No es necesario hacer cita.

**el viernes 30 de octubre**  
en el Edificio Conmemorativo de los Veteranos de Woodlake ubicado en el 355 N. Acacia St. en Woodlake.  
Abierto de 8:00 a.m. a 12:00 p.m.  
Se requiere cita previa.  
Haga una cita en:  
[projectbaseline.com/covid](http://projectbaseline.com/covid).

**Las pruebas de COVID-19 son GRATUITAS y están disponibles para TODOS!**



**HHSA**  
1-800-834-7121 • [www.tchsa.org](http://www.tchsa.org)

Visite <https://covid19.tularecounty.ca.gov/> para encontrar los listados de todos los lugares de prueba de COVID-19 en Tulare County.