

El Tejon Unified School District
BOARD OF TRUSTEES

4337 Lebec Road; Lebec, CA 93243
PH: 248-6247 FAX: 248-6714

Vickie Mullen, President
Anita Anderson, Trustee John Fleming, Clerk
Scott Robinson, Trustee Lark Shillig, Trustee

BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, January 9, 2014
El Tejon Continuation High School
700 Falcon Way, Lebec, CA 93243

CLOSED SESSION:	6:00 p.m.	ETCHS
OPEN SESSION:	7:00 p.m.	ETCHS

AGENDA

Agendas are posted at the El Tejon Unified School district at least 72 hours prior to each meeting as well as at each school site. Any materials required by law to be made available to the public prior to the meeting of the Board of Trustees of the El Tejon Unified School District can be inspected at the following address between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday: El Tejon Unified School District, 4337 Lebec Road, Lebec, CA 93243.

SPECIAL NEEDS ACCOMMODATIONS

Assistive listening devices, agenda in Braille and/or alternate formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Board meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Board, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent feasible. Please contact the Superintendent's Office, El Tejon Unified School District at 661-248-6247 from 7:30 a.m. to 3:30 p.m., Monday through Friday (Government Code 54954.2)

HEARING OF INDIVIDUALS ON AGENDA ITEMS

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. Each member of the public wishing to speak must fill out a "Request to Address the Board Regarding Items on the Agenda" (blue card) prior to the start of the meeting. The presiding officer must first recognize each person who addresses the Board.

PRELIMINARY (ETCHS)

Call to Order – Time _____
MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

Hearing of Citizens on Items Listed on Closed Session Agenda
Members of the Public shall have an opportunity to address the Board of Trustees on item(s) listed on the Closed Session agenda before the Board of Trustees adjourns to Closed Session.

ADJOURNMENT TO CLOSED SESSION – Time _____

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

1. Employment Recommendation:

A. Employ Academy / Workability Clerk, FMHS.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

2. Discussion of compensation of current employees performing extra duties involving office reorganization.

ADJOURNMENT FROM CLOSED SESSION – Time _____

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

RECONVENING IN OPEN SESSION – Time _____

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

Flag Salute

PUBLIC PRESENTATIONS

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board’s consideration of each item of business to be discussed at regular or special board meetings. The time allotted shall be limited to 3 minutes. If a large number of people wish to speak on a specific item, with Board consent, the president may increase or decrease the time allowed (20 minutes) for public presentation, depending on the topic and the number of persons wishing to be heard. This time may be used to address any item on the agenda, or any matter of concern within the jurisdiction of the El Tejon Unified School District. Each person who addresses the Board must be first recognized by the presiding officer. Comments must be addressed to the Board as a whole and not to individual members or District employees. The Board and staff are not obligated to comment on, or respond to, addresses by the public.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board President shall inform the complainant it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board President shall also encourage the complainant to file a complaint to an appeal using the appropriate District Complaint or appeal procedure.

REPORTS AND PRESENTATIONS

- A. Update on Master Plan – Anthony Palazzo
- B. El Tejon Teachers Association (ETTA) – (Chuck Mullen, President)
- C. California School Employee Association #552 – (Angela Witham, President)
- D. School Report – Keri St. Jeor
- E. School Report – Rosalie Jimenez
- F. School Report – Sara Haflich
- G. Trustee’s Reports
- H. Other items

APPROVAL OF MINUTES

Approval of Minutes from Special Board Meeting of November 13, 2013.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

Approval of Minutes from Regular Board Meeting of November 14, 2013.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

Approval of Minutes from Special Board Meeting of December 10, 2013.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

Approval of Minutes from Regular Board Meeting of December 12, 2013.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

REPORT FROM CLOSED SESSION

Closed session report

SUPERINTENDENT’S REPORT

- 1. District Enrollment and Attendance Report
- 2. ASB Report – Continues to be monitored
- 3. Williams Quarterly Report – In packet
- 4. Other Items

ITEMS FOR DISCUSSION AND ACTION

Business Items

A. Approval of Site Lease Agreement for Air Conditioning Project at El Tejon School between ETUSD and Colombo Construction.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

B. Approval of Facilities Lease Agreement for Air Conditioning project at El Tejon School between ETUSD and Colombo Construction.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

C. Approval of General Construction Provisions for Air Conditioning project at El Tejon School between ETUSD and Colombo Construction.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

D. Approval of compensation of current employees performing extra duties involving office reorganization.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

Personnel Items

E. Approval of Workability Clerk job description.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

F. Approval of MCFRC Program Administrative Assistant job description.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

<p style="text-align: center;">CONSENT AGENDA Items required by law and/or items in accordance With the District Administrative Code and/or Education Code Items G - H</p>

G. Approval of B warrant batch #0021, \$1,254.66; #0022, \$22,448.29; and #0029, \$88,163.93.

H. Approval of OVERNIGHT field trip on May 16-18, 2014, Catalina Island, Com-Tech Academy seniors.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

ADJOURNMENT

TIME:

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

Trustee Shillig returned to Open Session.

REPORT FROM CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: 1 potential case

2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

No action taken.

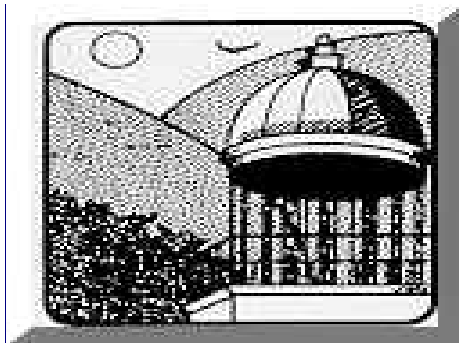
ADJOURNMENT

Trustee Anderson moved to adjourn the Special Meeting of November 13, 2013 at 8:40 p.m. The motion was seconded by Trustee Shillig.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

The minutes are an unofficial draft until reviewed, modified and approved by ETUSD Trustees approved by the Governing Board on January 9, 2014.

Clerk of the Board _____



El Tejon Unified School District
BOARD OF TRUSTEES

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BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, November 14, 2013
El Tejon Continuation High School
700 Falcon Way, Lebec, CA 93243

OPEN SESSION (Boardsmanship Training):	5:30 p.m.	ETCHS
CLOSED SESSION:	7:00 p.m.	ETCHS
OPEN SESSION:	To immediately follow Closed Session	ETCHS

OFFICIAL MINUTES

The November 14, 2013 Regular Board Meeting of the Board of Trustees of the El Tejon Unified School District was called to order at 5:37 p.m. by Trustee Robinson. Trustee Anderson moved, seconded by Trustee Shillig in the Board Room at El Tejon Continuation High School, 700 Falcon Way, Lebec, CA 93243.
VOTE: 5 AYES, 0 NAYES, 0 ABSENT

A. Ethics and Interaction Training by Melissa Brown from Schools Legal Service.

ADJOURNMENT TO CLOSED SESSION

Trustee Anderson moved, Trustee Mullen seconded to convene to Closed Session at 7:05 p.m.
VOTE: 5 AYES, 0 NAYES, 0 ABSENT

ADJOURNMENT FROM CLOSED SESSION

Trustee Anderson moved, Trustee Shillig seconded to adjourn from Closed Session at 7:27 p.m.
VOTE: 5 AYES, 0 NAYES, 0 ABSENT

RECONVENING IN OPEN SESSION

Trustee Anderson moved, Trustee Mullen seconded to reconvene in Open Session at 7:28 p.m.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

APPROVAL OF MINUTES

Upon a motion by Trustee Anderson, seconded by Trustee Mullen, the Board voted to approve the following:
Minutes from Regular Board Meeting of October 23, 2013.

Minutes from Special Board Meeting of November 4, 2013.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

REPORT FROM CLOSED SESSION

Upon a motion by Trustee Anderson, seconded by Trustee Mullen, the Board voted on the following:

1. Employment Recommendation:

A. Employ Bus Driver / Maintenance, Kevin Royle, District. 5-0

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: 1 potential case

No action taken.

3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

The board accepted the resignation of Fernando Nieto, Director II Administrative and Fiscal Services, effective November 14, 2013.

The board reinstated Fernando Nieto as the Director of Maintenance, Operations and Transportation effective November 15, 2013.

The board accepted the resignation of Fernando Nieto effective June 30, 2014.

VOTE: 4 AYES, 0 NAYES, 0 ABSENT, 1 ABSTAIN (Shillig)

ITEMS FOR DISCUSSION AND ACTION

Business Items

A. Authorize Mike McGuire to serve as authorized agent from November 7, 2013 - November 21, 2013.

Trustee Anderson moved, Trustee Mullen seconded to authorized Mike McGuire to serve as authorized agent from November 7, 2013 – November 21, 2013.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

B. Approval of contract between Kern Community College District, on behalf of Bakersfield College and ETUSD for Dual Enrollment Course Offerings at FMHS.

Trustee Anderson moved, Trustee Shillig seconded to approve contract between Kern Community College District, on behalf of Bakersfield College and ETUSD for Dual Enrollment Course Offerings at FMHS.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

<p style="text-align: center;">CONSENT AGENDA Items required by law and/or items in accordance With the District Administrative Code and/or Education Code Item C</p>

C. Approval of B warrant batch #0013, \$108,290.45 and #0016, \$15,719.81. (DOFAS)

Trustee Anderson moved, Trustee Mullen seconded to approve the consent agenda.

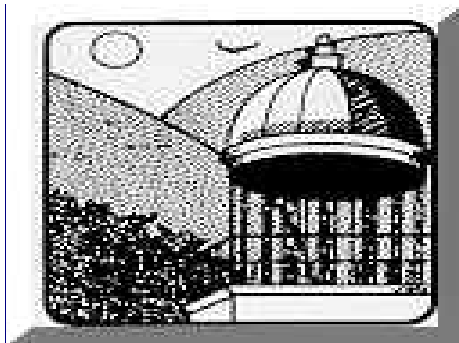
VOTE: 5 AYES, 0 NAYES, 0 ABSENT

ADJOURNMENT

Trustee Anderson moved to adjourn the Regular Meeting of November 14, 2013 at 9:47 p.m. The motion was seconded by Trustee Shillig.

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Clerk of the Board _____



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BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, December 12, 2013
El Tejon Continuation High School
700 Falcon Way, Lebec, CA 93243

CLOSED SESSION:	6:00 p.m.	ETCHS
OPEN SESSION:	7:00 p.m.	ETCHS

OFFICIAL MINUTES

The December 12, 2013 Regular Board Meeting of the Board of Trustees of the El Tejon Unified School District was called to order at 6:07 p.m. by Trustee Robinson. Trustee Anderson moved, seconded by Trustee Fleming in the Board Room at El Tejon Continuation High School, 700 Falcon Way, Lebec, CA 93243.
VOTE: 3 AYES, 0 NAYES, 2 ABSENT (Robinson & Shillig)

ADJOURNMENT TO CLOSED SESSION

Trustee Anderson moved, Trustee Fleming seconded to convene to Closed Session at 6:07 p.m.
VOTE: 3 AYES, 0 NAYES, 2 ABSENT (Robinson & Shillig)

ADJOURNMENT FROM CLOSED SESSION

Trustee Anderson moved, Trustee Shillig seconded to adjourn from Closed Session at 7:21 p.m.
VOTE: 5 AYES, 0 NAYES, 0 ABSENT

RECONVENING IN OPEN SESSION

Trustee Anderson moved, Trustee Mullen seconded to reconvene in Open Session at 7:30 p.m. in the board room at El Tejon Continuation High School.
VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

ANNUAL ORGANIZATION MEETING:

A. Elect a Board President for 2014.

Trustee Shillig nominated Trustee Mullen for Board President for 2014, seconded by Trustee Robinson.

Trustee Anderson nominated Trustee Robinson, no second.

Trustee Mullen was elected by the following vote:

VOTE: 4 AYES, 1 NAYE (Anderson), 0 ABSENT

B. Elect a Clerk of the Board for 2014.

Trustee Shillig nominated Trustee Fleming for Clerk of the Board for 2014, seconded by Trustee Mullen.

Trustee Fleming nominated Trustee Shillig, no second.

Trustee Fleming was elected by the following vote:

VOTE: 3 AYES, 2 NAYES (Anderson & Fleming), 0 ABSENT

C. Elect a Trustee Representative for 2014.

Trustee Mullen nominated Trustee Robinson for Trustee Representative for 2014, seconded by Trustee Fleming.

Trustee Robinson was elected by the following vote:

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

D. Elect an Alternate Trustee Representative for 2014.

Trustee Fleming nominated Trustee Shillig for Alternate Trustee Representative for 2014, seconded by Trustee Mullen.

Trustee Shillig was elected by the following vote:

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

D. Approve Appointment of Superintendent as Secretary to the Governing Board for 2014.

Trustee Anderson moved, Trustee Mullen seconded to appoint the Superintendent as Secretary to the Governing Board for 2014.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

F. Designate and Approve Day of the Month, Time, and Location for 2014 Regular Board Meetings.

Trustee Anderson moved, Trustee Shillig seconded to hold the regular board meetings once a month on the second Thursday. Closed Session will begin at 6:00 p.m. and Open Session will begin at 7:00 p.m. at the El Tejon Continuation High School as was done in 2013.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

Trustee Robinson turned the gavel over to Trustee Mullen.

REPORT FROM CLOSED SESSION

Upon a motion by Trustee Anderson, seconded by Trustee Fleming, the Board voted on the following:

A. Employment Recommendation:

- 1. Accept resignation, Diann Biehl, RSP Aide, El Tejon School. 3-2 Absent (Robinson & Shillig)**

B. Discussion of compensation of current employees performing extra duties. (BMLS)

C. Conference with Labor Negotiators (Government Code Section 54957.6)

ITEMS FOR DISCUSSION AND ACTION

Business Items

A. Ratification of contract of Employment

Job Title: Superintendent

Trustee Anderson moved, Trustee Shillig seconded for the ratification of contract of Superintendent, Rodney Wallace.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

B. Designation of an Interim Superintendent for appointment January 1, 2014 - June 30, 2014.

Motion tabled.

C. Direct the Superintendent to either contract with the County Superintendent for Business Services effective January 1, 2014 or to advertise for Director of Business Services. (DOS)

Trustee Anderson moved, Trustee Shillig seconded to accept Interim Superintendent, Bud Burrow's recommendation to contract with the County Office for Business Services effective January 1, 2014. The duties of payroll, paying of bills, and attendance will be performed by the two part-time ETUSD district secretaries.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

D. Approval of service agreement between ETUSD and CompHealth Medical Staffing to provide temporary healthcare professional coverage. (DOS)

Trustee Anderson moved, Trustee Shillig seconded to approve the service agreement between ETUSD and CompHealth Medical Staffing to provide temporary healthcare professional coverage.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

E. Approval of Resolution #14-06, Impoundment of Local Tax Revenues to anticipate pending claims and/or litigation. (DOS)

Trustee Anderson moved, Trustee Fleming seconded to approve Resolution #14-06, Impoundment of Local Tax Revenues to anticipate pending claims and/or litigation.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

F. Certify First Interim Budget Report and approve budget revision for 2013-2014. (DOS)

Trustee Anderson moved, Trustee Fleming seconded to certify a "Qualified" First Interim Budget Report and approve budget revision for 2013-2014.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

G. Approval of Consultant Agreement between Kern County Superintendent of Schools and ETUSD for Interim Superintendent between Oct. 1, 2013 and Dec. 31, 2013. (DOS)

Trustee Anderson moved, Trustee Shillig seconded to approval the consultant agreement between Kern County Superintendent of Schools and ETUSD for Interim Superintendent between Oct. 1, 2013 and Dec. 31, 2013.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

H. Approve transportation for winter and spring sports. (BMVM)

Trustee Mullen moved, Trustee Shillig seconded to approve transportation for winter and spring sports but not to exceed \$8,000.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

Instruction Items

I. Approval of Workability Coordinator job description. (DOS)

Trustee Anderson moved, Trustee Fleming seconded to approve the Workability Coordinator job description.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

J. Consideration and approval of Resolution #14-07, to authorize teachers to teach outside credentialed subject areas. (DOS)

Trustee Anderson moved, Trustee Robinson seconded to approve Resolution #14-07, to authorize teachers to teach outside credentialed subject areas.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

<p style="text-align:center">CONSENT AGENDA Items required by law and/or items in accordance With the District Administrative Code and/or Education Code Items K-M</p>
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K. Approval of B warrant batch #0015, \$88,173.38; #0017, \$17,335.74; #0018, \$55,524.89, #0019, \$10,461.02; and #0020, \$84,504.51. (DOS)

L. Approval of Contract to Provide Mental Health Mini-Grant Administrative Support for the Mountain Communities Family Resource Center. (MCFRC)

M. Approval of field trip (over 150 miles one way) on Nov. 19, 2013 to O’Neal, CA for girl’s varsity volleyball game. (FMHS)

Trustee Anderson moved, Trustee Robinson seconded to approve the consent agenda.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT, AYE STUDENT TRUSTEE

ADJOURNMENT

Trustee Anderson moved to adjourn the Regular Meeting of December 12, 2013 at 10:32 p.m. The motion was seconded by Trustee Shillig.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT 0

The minutes are an unofficial draft until reviewed, modified and approved by ETUSD Trustees approved by the Governing Board on January 9, 2014.

Clerk of the Board _____

EL TEJON SCHOOL
Current Enrollment
1-6-14

5th GRADE

Harvey	24
Lee	25

TOTAL **49**

7th GRADE

Mullen	24
White	23

TOTAL **47**

6th GRADE

Bloom	27
Evans	24

TOTAL **51**

8th GRADE

Hellman	24
Schantzen	24
Stewart	25

TOTAL **73**

TOTAL SDC - Maxwell

5th	2
6th	2
7th	1
8th	2

TOTAL **7**

TOTAL RSP - Maxwell

19

INDEPENDENT STUDY

7th	0
8th	0

TOTAL **0**

TOTAL ENROLLMENT **227**

FRAZIER MOUNTAIN HIGH SCHOOL
Current Enrollment

1/6/14

- Atkinson- Pre- Algebra, Algebra II, Business Math, Calculus/Academic Accountability, Pre- Calculus, Math Intervention,
- Brown- Peer Helping, Psychology, Sociology, Success 101, Counselor(Office)
- Chapman - Economics, Government, English 11,10, & 9 English Intervention
- Crane- Algebra I, Geometry, Math Intervention
- Domke - Economics, Government-Acad, U.S. History-Acad & AP., World Civ.Acad., Technology II-Acad., Academy Pathways
- Garcia - Health , Assoc. Student Body, Integrated Science, Driver's Ed/ Prac. Law Success 101
- Heasley- English 10-Acad , English 11-Acad. English 12 Acad., English 12, Elec. Journalism
- Hughes- Spanish I, Spanish II, E.L.L.
- Lemburg - Resource Specialist Program
- Nommenson- Art I, II, III, IV, Ag. Science
- Quick - Special Day Class, Work Experience
- Robert Sanchez -Food Services
- Shillig- Comp Apps. / Tech Nav., Spanish I , PLATO Academic Accountability
- Stroh- Physical Education, Academic Accountability, Athletic Conditioning
- Trost - Chem, , Physics, Biology , Chem Lab – includes Academy

	Regular Enrollment		SDC Quick		Independent Study * (Haflich)		
	M	F	M	F	M	F	Totals
9 th grade	35	48	2	0	0	0	85
10 th grade	34	33	0	0	0	3	70
11 th grade	34	25	3	0	2	4	68
12 th grade	29	39	1	2	4	5	80
Totals	132	145	6	2	6	12	303

(note- 2 students SDC & Ind Study counted only once in SDC)

TOTAL Enrollment: 303

RSP Caseload:
Lemburg- 20

**Quarterly Report on Williams Uniform Complaints
and Valenzuela/CAHSEE Lawsuit Settlement**

[Education Code § 35186]

District: **El Tejon Unified School District**

Person completing this form:

Title: **Interim Superintendent**

Quarterly Report Submission Date:
(check one)

- Oct 1, 2013 (for Jul 1-Sept 30)
- Jan 1, 2014 (for Oct 1 – Dec 31)
- April 1, 2014 (for Jan 1 – Mar 31)
- July 1, 2014 (for Apr 1 – Jun30)

Date for information to be reported publicly at governing board meeting: **January⁹, 2014**

Please check the box that applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Mis-assignment	0		
Facilities Conditions	0		
TOTALS	0		

Interim Superintendent



Signature of District Superintendent

El Tejon Unified School District

WORKABILITY CLERK Job Description

JOB SUMMARY

Under close supervision, to perform a variety of general clerical jobs, typing, telephone answering, receptionist, and record-keeping functions, and to do related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Proper English usage, spelling, punctuation and arithmetic;
Office methods and procedures.

Ability to:

Type 40 words per minute from a clear copy and pass a ten-key calculation test;
Perform routine clerical work;
Learn to operate standard office equipment;
Learn office rules, methods, and policies;
Follow oral and written directions;
Establish and maintain cooperative relationships with those connected in the course of work;
Learn to use computer terminal to maintain records.

Education:

Education equivalent to completion of high school.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists in office functions, such as, but not limited to, typing from rough drafts, amend copies or specific instructions, operate office equipment, type requisitions, work orders and other forms, and proof read;
2. Maintain files, records and post information;
3. Answer the telephone and serve as receptionist;
4. Receive, sort and distribute incoming and outgoing mail;
5. Operate office copiers and other office equipment;
6. May assist the Business Manager with purchase orders, invoices and bills;
7. Maintain confidentiality on school-related matters.
8. Work frequently with students about their career choices.
9. Administer career assessment tests.
10. Arrange field trips, and guest speakers.
11. Seek out possible employers, inform them about WA and distribute necessary paperwork to employ our students.
12. Arrange job interview for students.
13. Collect timecards.
14. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:
1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

4 a. Ability to work at a desk, conference table or in meetings of various configurations.

3 b. Ability to stand for extended periods of time.

WORKABILITY CLERK JOB DESCRIPTION
PAGE 2 OF 2

- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 4 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

10

El Tejon Unified School District
MCFRC Program Administrative Assistant - Job Description

Under direction of the Mountain Communities Family Resource Center (MCFRC) Director, to perform complex and specialized functions; to serve as an assistant to an administrator; providing relief from administrative and clerical detail; to assist in the organization and coordination of the staff activities of the (MCFRC) office; maintain positive community relations; other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Principles, methods, techniques, and strategies of staff coordination and organization;
Client confidentiality and privacy laws;
Modern office methods and equipment;
Data management, storage, and retrieval systems;
Receptionist and telephone response techniques;
Letter and report writing;
Proofreading

Ability to:

Effectively perform complex administrative activities and oversee and have knowledge of legal mandates, policies, regulations and operational procedures;
Prepare clear and comprehensive reports;
Learn, interpret and apply complex policies, administrative regulations and operational procedures;
Plan, organize and coordinate the work of others;
Type and operate various office equipment;
Communicate effectively in oral and written form;
Make mathematical calculations with speed and accuracy;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Experience & Education:

Three years of office experience, including one year in a responsible or lead capacity. Two years experience with grant funded programs, including data collection, and budget functions. Equivalent to the completion of twelfth grade, supplemental by training or coursework in business-office management, organization, planning, or technical skills areas.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Ability to demonstrate high ethics and morals.
2. Serves as an office management aide dealing with a variety of sensitive, confidential, and privileged matter.
3. May coordinate and lead the staff activities of the MCFRC office, including the organization, planning, layout, and development of work accomplishment time lines.
4. Prepare and/or coordinate the preparation of information, data, and budgets requested for administrative review.
5. Attend meetings and conferences as requested, take and transcribe notes into summary form.
6. May take and transcribe correspondence, memoranda, reports, and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations and operational procedures affecting the Director's functional responsibilities.
7. Interprets policy, program regulations and operational procedures to those persons contacting MCFRC office either by telephone or through personal visitation.

El Tejon Unified School District
MCFRC Program Administrative Assistant - Job Description

8. Acts as a receptionist and office management aid to the Director, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings and a variety of other details.
9. Establishes and maintains complex alphabetical, numerical and subject matter files which may include sensitive, confidential and privileged data.
10. Coordinates, organizes, and provides technical input into the performance evaluation of office staff.
11. Assists with budget planning and expenditure control procedures.
12. May perform a variety of functions and tasks related to the enrollment of clients and in preparing materials and records of clients who are leaving the MCFRC programs.
13. May assist with a variety of personnel management activities, including the preparation of time reports.
14. Incorporated within one or more of the previously mentioned essential functions of this job description are the following physical requirements.
15. Assist in health insurance application assistance, outreach, and referral, and Medi-Cal Administrative Activities process when applicable or as directed.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequently = 76 percent and above

4. a. Ability to work at a desk, conference table or in meetings of various configurations.
3. b. Ability to stand for extended periods of time.
3. c. Ability to see for a purpose of reading law and codes, rules and policies and other printed matter.
4. d. Ability to hear and understand speech at normal levels.
4. e. Ability to communicate so others will be able to clearly understand normal conversations.
2. f. Ability to bend and twist, stoop, kneel, run, and crawl.
2. g. Ability to lift 40 lbs.
2. h. Ability to carry 40 lbs.
4. i. Ability to operate office equipment.
4. J. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SALARY RANGE 14

APY250 H.02.08

KERN COUNTY SUPERINTENDENT OF SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/18/2013

11/18/13 PAGE 1

DISTRICT: 88 EL TEJON UNIFIED
BATCH: 0021 SETTLEMENT
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT		
	REQ#	REFERENCE IN	FD-RESC-Y-OBJT.S0	COAL	FUNC-STE-T2-TY3	TY4	DESCRIPTION	
44037984	003328/	KATHERINE KLEIER						
		FV-140517	01-0000-0	5800.00-0000-7100-010	00-000-0000		SETTLEMENT	1,254.66
							WARRANT TOTAL	\$1,254.66
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:			\$1,254.66*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:			\$1,254.66*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:			\$1,254.66*

DISTRICT: 88 EL TEJON UNIFIED
 BATCH: 0022 CONTRACT SERVICES
 FUND : 25 CAPITAL FACILITIES FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD-RESC-Y-OBJT.SG-GOAL-FUNC-STE-T2-TY3-TYP4	DESCRIPTION			
44037311	003532/	VAUGHN WILLIAMS ARCHITECTURE				
	PV-140541	25-0000-0-5800.00-0000-8500	001-00-000-0000	CONTRACT SERVICES		22,448.29
			WARRANT TOTAL			\$22,448.29
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS:	3	TOTAL AMOUNT OF WARRANTS:		\$22,448.29*
*** BATCH	TOTALS ***	TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:		\$22,448.29*
*** DISTRICT	TOTALS ***	TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:		\$22,448.29*

DISTRICT: 88 EL WELON UNIFIED
 BATCH: 0027 MONTHLY CAFETERIA
 FUND : 13 CAFETERIA

WARRANT REQ#	VENDOR/ADDR	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT.	SO	GOAL	PUNC	STP	T2	TY3	TYP4	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT		
44045899	000532/	A.V.H.S.D./PINCO																
		PV 140548	13	5310	0	4700.00	0000	3700	010	00	000	0000			CAFETERIA	1,352.02		
															WARRANT TOTAL	\$1,352.02		
44045900	000598/	FOSTER FARMS DAIRY																
		PV-140549	13	5310	0	4700.00	0000	3700	010	00	000	0000			CAFETERIA	6,486.60		
															WARRANT TOTAL	\$6,486.60		
44045901	003535/	JORDANO'S																
		PV-140550	13	5310	0	4700.00	0000	3700	010	00	000	0000			CAFETERIA	2,679.75		
															WARRANT TOTAL	\$2,679.75		
44045902	002202/	P & R PAPER SUPPLY COMPANY																
		PV-140551	13	5310	0	4300.00	0000	3700	010	00	000	0000			CAFETERIA	1,302.00		
															WARRANT TOTAL	\$1,302.00		
44045903	000520/	SANFORD SEMCHAK & SPEIGHTS																
		PV-140552	13	5310	0	4300.00	0000	3700	010	00	000	0000			CAFETERIA	9.68		
			13	5310	0	5600.00	0000	3700	010	00	000	0000			CAFETERIA	280.00		
															WARRANT TOTAL	\$289.68		
44045904	000404/	SYSCO FOOD SERVICES OF VENTURA																
		PV-140553	13	5310	0	4700.00	0000	3700	010	00	000	0000			CAFETERIA	1,747.00		
															WARRANT TOTAL	\$1,747.00		
44045905	003389/	THYSSENKRUGG ELEVATOR CORP																
		PV-140554	13	5310	0	5600.00	0000	3700	010	00	000	0000			CAFETERIA	63.03		
															WARRANT TOTAL	\$63.03		
44045906	000506/	US FOODSERVICE																
		PV-140555	13	5310	0	4700.00	0000	3700	010	00	000	0000			CAFETERIA	3,717.86		
															WARRANT TOTAL	\$3,717.86		
*** FUND TOTALS ***															TOTAL NUMBER OF WARRANTS:	8	TOTAL AMOUNT OF WARRANTS:	\$17,637.94*
*** BATCH TOTALS ***															TOTAL NUMBER OF WARRANTS:	8	TOTAL AMOUNT OF WARRANTS:	\$17,637.94*
*** DISTRICT TOTALS ***															TOTAL NUMBER OF WARRANTS:	24	TOTAL AMOUNT OF WARRANTS:	\$19,185.59*

DISTRICT: 88 EL TEJON UNIFIED
 BATCH: 0029 MONTHLY EXPENDITURES
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD-RESC-Y-OBJT	SO-GOAL-FUNC	DEPOSIT TYPE STE T2 TY3-TYP4	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
44050142	001976/	ACADEMIC INNOVATIONS							
		PV-140565	01	0000 0	5200.00-0000-7100-010-00-000-0000			CONFERENCE	249.00
					WARRANT TOTAL				\$249.00
44050143	001466/	AMERIPRIDE VALLEY UNIFORM							
		PV-140559	01	0000 0	5500.00 0000-8100-010-00-000-0000			LAUNDRY	3,228.47
					WARRANT TOTAL				\$3,228.47
44050144	002808/	ARROWHEAD WATER							
		PV-140564	01	5810 0	5500.00-8100-8100-008-00-000-5000			WATER	21.60
			01	9010 0	5500.00-8100-8100-008-00-000-0000			WATER	40.13
					WARRANT TOTAL				\$61.73
44050145	001163/	AT&T							
		PV-140575	01	0000-0-5500.00	0000-8100-010-00-000-0000			PHONE	89.15
					WARRANT TOTAL				\$89.15
44050146	003202/	AT&T							
		PV-140561	01	0000-0-5500.00	0000-8100-010-00-000-0000			PHONE	30.76
					WARRANT TOTAL				\$30.76
44050147	002813/	AT&T LONG DISTANCE							
		PV-140562	01	0000-0-5500.00	0000-8100-010-00-000-0000			PHONE	1.99
					WARRANT TOTAL				\$1.99
44050148	002195/	AT&T WIRELESS SERVICES							
		PV 140560	01	0000-0-5500.00	0000-8100-010-00-000-0000			PHONE	242.54
					WARRANT TOTAL				\$242.54
44050149	003390/	BOYS & GIRLS CLUBS OF BAKERS							
		PV-140566	01	6010 0	5600.00-1110-4000-010-00-000-0000				10,239.33
					WARRANT TOTAL				\$10,239.33
44050150	000969/	C.A.S.T.O. CHAPTER 12							
		PV-140642	01	0000-0-5200.00	0000-7100-010-00-000-0000			SERVICES	300.00
					WARRANT TOTAL				\$300.00

KERN COUNTY SUPERINTENDENT OF SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 12/26/2013

DISTRICT: 88 EL TEXON UNIFIED
 BATCH: 0020 MONTHLY EXPENDITURES
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	APR NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD-RESC-Y OBJ#	GOAL-FUNC-STE-T2-TY3	TYPE4	DESCRIPTION	
44050151	001696/	CA AGRICULTURAL TEACHERS ASSOC				
	PV-140643	01 0000 0 5300.00-0000-7200 010 00 000-0000			MEMBERSHIP	70.00
					WARRANT TOTAL	\$70.00
44050152	001350/	CALIFORNIA ASS PFA				
	PV-140641	01 7010 0 5200.00-1110-1000-007 00 000 0000			CONFERENCE	220.00
					WARRANT TOTAL	\$220.00
44050153	000163/	CALIFORNIA SCHOOL BOARDS ASSOC				
	PV-140573	01 0000 0 5800.00-0000-7100 010 00 000-0000			SERVICE	2,350.00
					WARRANT TOTAL	\$2,350.00
44050154	001637/	CDT INC				
	PV-140577	01 0000 0 5800.00-0000-7100 010 00 000 0000			DRUG SCREEN	126.00
					WARRANT TOTAL	\$126.00
44050155	002019/	CDW				
	PV-140568	01-0000-0 4300.00-0000-8100-007-00-000 0000			SUPPLIES	170.75
					WARRANT TOTAL	\$170.75
44050156	003160/	CENTRAL VALLEY OCCUP				
	PV-140576	01-0000-0 5800.00-0000-7100-010-00 000 0000			DRUG SCREEN	130.00
					WARRANT TOTAL	\$130.00
44050157	002503/	CHAMPION HARDWARE INC				
	PV-140570	01-0000-0-4300.00-0000-8100-007-00-000-0000			SUPPLIES	1,093.52
					WARRANT TOTAL	\$1,093.52
44050158	001767/	CIBAN SOURCE				
	PV-140569	01-0000-0-4300.00-0000-8100-001-00-000 0000			SUPPLIES	1,439.61
		01 0000-0-4300.00-0000-8100-002 00-000-0000			SUPPLIES	596.33
		01-0000-0-4300.00-0000-8100-007-00-000-0000			SUPPLIES	1,694.38
					WARRANT TOTAL	\$3,730.32
44050159	003375/	CREATIVE BUS SALES				
	PV-140574	01 7230 0-4300.00-0000-3600-010 00 000-0000			TRANS PARTS	265.55

DISTRICT: 28 EL TEJON UNIFIED
 BATCH: 2020 MONTHLY EXPENDITURES
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD-RESC-Y-OBJT.S0-GOAL PUNC	ABA NUM STE-T2-TY3-TYP4	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$265.55
44050160	002984/	DANIELS TIRE SERVICE				
		PV-140578	01 7230 0 5600.00-0000-3600-010 00 000 0000		TRANS PARTS/LABOR	265.00
			01 7230-0-5600.00-0000-3600-010 00 000 0000		TRANS PARTS/LABOR	3.87
WARRANT TOTAL						\$268.87
44050161	002167/	EDUCATIONAL DATA SYSTEMS				
		PV-140580	01-0000-0-5800.00-0000 7100-010-00-000-0000		SERVICE	45.00
WARRANT TOTAL						\$45.00
44050162	002152/	EWING IRRIGATION PRODUCTS				
		PV-140579	01 0000-0-4300.00-0000-8100 001 00-000-0000		SUPPLIES	663.81
WARRANT TOTAL						\$663.81
44050163	000324/	FOLLETT EDUCATIONAL SERVICE				
		PV 140581	01-0000-0-4100.00-1110-1000 001-00-000-0000		TEXTBOOKS	594.67
WARRANT TOTAL						\$594.67
44050164	000042/	FRAZIER PARK LUMBER				
		PV-140583	01-0000 0-4300.00-0000-8100-010 00-000-0000		SUPPLIES	2,336.09
WARRANT TOTAL						\$2,336.09
44050165	000357/	GBC				
		PV-140587	01-0000-0-4300.00-0000-2700-001-00-000-0000		SUPPLIES	2,194.50
WARRANT TOTAL						\$2,194.50
44050166	000285/	GRAINGER				
		PV-140584	01-0000-0-4300.00-0000-8100-010-00-000-0000		SUPPLIES	322.06
		PV-140589	01 0000-0-4300.00-0000-8100-010 00 000-0000		SUPPLIES	1,234.33
WARRANT TOTAL						\$1,556.39
44050167	003217/	GRAPEVINE AUTO PARTS				
		PV-140588	01 7230-0-4300.00-0000-3600-010 00-000-0000		PARTS	1,134.28
WARRANT TOTAL						\$1,134.28
44050168	000075/	HOMETOWN PUBLISHING				
		PV-140590	01-0000-0-5800.00-0000-7100 010-00-000-0000		ADVERTISEMENT	364.38

DISTRICT: 88 EL TEJON UNIFIED
 BATCH: 0029 MONTHLY EXPENDITURES
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD-RESC Y OBJT. SO GOAL FUNC-STE-T2-TY3	ABA NUM TYP4	ACCOUNT NUM DESCRIPTION	AMOUNT

WARRANT TOTAL						\$364.38
44050169	000126/	HOUGHTON MIFLIN CO				
		PV 140582	01-0000-0-4100.00-1110-1000-007 00 000 0000		TEXTBOOKS	7,127.25
WARRANT TOTAL						\$7,127.25
44050170	003548/	HUDEK'S BEST CONTROL				
		PV-140644	01-0000-0-5500.00-0000-8100-001-00-000-0000			1,250.00
			01-0000 0 5500.00 0000 8100-007-00-000-0000			1,250.00
WARRANT TOTAL						\$2,500.00
44050171	002421/	INTERQUEST DETECTION CANINES				
		PV-140592	01-0000-0-5800.00-0000-7200-010-00-000-0000		SERVICE	410.00
WARRANT TOTAL						\$410.00
44050172	000233/	JIM BURKE FORD				
		PV-140594	01-7230-0 4300.00 0000-3600-010-00-000-0000		TRANS PARTS	38.31
WARRANT TOTAL						\$38.31
44050173	002461/	JIM'S KERN TOWING				
		PV-140593	01-7230-0-5600.00-0000-3600 010-00-000-0000		TRANS LABOR	375.00
WARRANT TOTAL						\$375.00
44050174	002398/	KATE DONAHUE				
		PV-140670	01 0000 0 5600.00-8100-5000-008-00-000-0000		RENT	393.00
			01-5810-0-5600.00-8100-5000-008-00-000 5000		RENT	675.00
			01-9010-0-5600.00-8100-5000-008-00-000-0000		RENT	830.00
WARRANT TOTAL						\$1,898.00
44050175	000058/	KERN COUNTY SUPT OF SCHOOLS				
		PV-140597	01-0000-0-5200.00-0000-7100-010-00-000-0000		CONFERENCE/FUEL	450.00
			01-7230-0-4300.00 0000-3600-010-00-000-0000		CONFERENCE/FUEL	3,091.24
WARRANT TOTAL						\$3,541.24
44050176	002419/	LIONS PRESCHOOL DAYCARE				
		PV-140598	01-9010-0-5600.00-8100-5000-008-00-000-0000		LABOR	5,472.00

DISTRICT: 88 EL TEJON UNIFIED
 BATCH: 0029 MONTHLY EXPENDITURES
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	UN	PD	RESC	Y	OBJT	SG	GOAL	FUNC	STA	T2	TY3	TY4	DESCRIPTION	AMOUNT
WARRANT TOTAL																\$5,472.00
44050177	000200/	MCKENNEY'S AIR CONDITIONING														
		PV 140599		01	0000	0	5600.00	0000	2700	001	00	000	0000		LABOR	746.00
WARRANT TOTAL																\$746.00
44050178	000089/	MOUNTAINSIDE DISPOSAL														
		PV-140639		01	0000	0	5500.00	0000	8100	002	00	000	0000		TRASH	1,481.42
				01	0000	0	5500.00	0000	8100	007	00	000	0000		TRASH	60.80
		PV-140640		01	5810	0	5500.00	8100	8100	008	00	000	5000		TRASH	6.26
				01	9010	0	5500.00	8100	8100	008	00	000	0000		TRASH	3.38
WARRANT TOTAL																\$1,551.86
44050179	001880/	OFFICE DEPOT														
		PV 140645		01	0000	0	4300.00	0000	7200	010	00	000	0000		SUPPLIES	3,856.85
				01	6500	0	4300.00	5770	3120	010	00	000	0000		SUPPLIES	141.05
WARRANT TOTAL																\$3,997.90
44050180	000079/	P G & E														
		PV-140601		01	0000	0	5500.00	0000	8100	001	00	000	0000		UTILITIES	1,841.60
				01	0000	0	5500.00	0000	8100	010	00	000	0000		UTILITIES	83.91
WARRANT TOTAL																\$1,925.51
44050181	003290/	PTO SALES														
		PV-140602		01	7230	0	4300.00	0000	3600	010	00	000	0000		TRANS LABOR/PARTS	841.93
				01	7230	0	5600.00	0000	3600	010	00	000	0000		TRANS LABOR/PARTS	196.00
WARRANT TOTAL																\$1,037.93
44050182	001511/	ROBERTS AND JAMES														
		PV-140603		01	9010	0	5800.00	8100	5000	008	00	000	0000		AUDIT	1,000.00
		PV-140652		01	0000	0	5800.00	0000	7100	010	00	000	0000		AUDIT	2,525.00
WARRANT TOTAL																\$3,525.00
44050183	001307/	SAN JOAQUIN VALLEY UNIFIED														
		PV-140609		01	0000	0	5300.00	0000	7100	010	00	000	0000		FEES	34.00

KERN COUNTY SUPERINTENDENT OF SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 12/26/2013

DISTRICT: 88 EL TIJON UNIFIED
 BATCH: 0029 MONTHLY EXPENDITURES
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LM	FD-RESC-Y	OBJT.SG	GOAL-FUNC	DEPOSIT TYPE STE T2-TY3-TYP4	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL										\$34.00
44050184	002975/	SANTANA'S PUMPING								
		PV-140610		01-0000	0-5600.00	0000	8100-007-00-000-0000		RENTAL	704.00
		PV-140646		01-0000	0-4300.00	0000	8100-002-00-000-0000		SUPPLIES/LABOR	1,322.84
WARRANT TOTAL										\$2,026.84
44050185	001804/	SCHOOL HEALTH CORP								
		PV 140611		01-0000	0-4300.00	1110-1000	002 00-000-0000		SUPPLIES	107.70
WARRANT TOTAL										\$107.70
44050186	000094/	SCHWEBER PETROLEUM CO								
		PV 140605		01-7230	0-4300.00	0000-3600	010-00-000 0000		FUEL	8,929.55
WARRANT TOTAL										\$8,929.55
44050187	000099/	SOUTHERN CALIFORNIA EDISON								
		PV 140613		01-5810	0-5500.00	8100-8100	008-00-000-5000		UTILITIES	64.84
				01-9010	0-5500.00	8100-8100	008-00-000-0000		UTILITIES	120.44
		PV-140651		01-0000	0-5500.00	0000	8100-002-00-000-0000		UTILITIES	1,613.32
WARRANT TOTAL										\$1,798.60
44050188	000100/	SOUTHERN CALIFORNIA GAS CO								
		PV-140604		01-0000	0-5500.00	0000-8100	001-00-000-0000		UTILITIES	110.76
				01-0000	0-5500.00	0000-8100	002-00-000 0000		UTILITIES	528.51
				01-0000	0-5500.00	0000-8100	007-00-000-0000		UTILITIES	29.33
				01-0000	0-5500.00	0000-8100	010-00-000-0000		UTILITIES	21.76
				01-5810	0-5500.00	8100-8100	008-00-000-5000		UTILITIES	19.56
				01-9010	0-5500.00	8100-8100	008-00-000-0000		UTILITIES	36.33
WARRANT TOTAL										\$746.25
44050189	000214/	SOUTHWEST SCHOOL SUPPLY								
		PV-140612		01-0000	0-4300.00	0000	8100-010-00-000-0000		SUPPLIES	520.59
WARRANT TOTAL										\$520.59

HERN COUNTY SUPERINTENDENT OF SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 12/26/2013

DISTRICT: 88 EL TISON UNIFIED
 BATCH: 0020 MONTHLY EXPENDITURES
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD-RESC-Y-OBJT.SO-GOAL-FUNC	ABA NUM STB-T2-TY3-TYP4	ACCOUNT NUM DESCRIPTION	AMOUNT
44050190	001741/	T & L BATTERY CO				
		PV 140615	01 0000 0 4300.00-0000-8100-010	00 000 0000	PARTS/LABOR	229.73
			01 0000-0 5600.00-0000-7100-010	00 000 0000	PARTS/LABOR	6.41
			WARRANT TOTAL			\$236.14
44050191	001948/	TERY SCHANTZEN				
		PV-140614	01-0000-0-4300.00 0000-2700-001	00 000 0000	SUPPLIES	15.40
			WARRANT TOTAL			\$15.40
44050192	002409/	TYACK'S TIRES INC.				
		PV-140616	01-7230-0-4300.00-0000-3600 010	00 000-0000	PARTS/LABOR	4,850.16
			01-7230-0-5600.00 0000 3600 010	00 000-0000	PARTS/LABOR	684.00
			WARRANT TOTAL			\$5,534.16
44050193	003242/	US BANK				
		PV-140671	01-0000-0-5600.00-0000-7200 010-00-000-0000		COPIER	2,311.60
			WARRANT TOTAL			\$2,311.60
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:	52	TOTAL AMOUNT OF WARRANTS:	\$88,163.93*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS:	52	TOTAL AMOUNT OF WARRANTS:	\$88,163.93*

**Catalina Islands
May 16-18, 2014**

Purpose:

As the final culminating event for the ComTec Academy, students within the graduating class of 2014 have done extensive fundraising in order to attend this field trip to Avalon on the Catalina Islands. Here the students will be able to:

- Study the bio-diversity of the flora and fauna of the island
- Research the rich culture and history of the island
- Research the Native American history and artifacts of the island
- Visit the historical WWII sites (e.g. WWII Landing Strip)

In an effort to ensure that the students will receive a full, educational experience, every student will be required to do extensive research on each of the items listed above. The students will submit essays based on the research they collect before and after their trip to Catalina Island.

Transportation:

Transportation for this event will be provided by an El Tejon Unified School District school bus. The bus will travel 101 miles each way to transport the students to and from the Long Beach Harbor. Here, the students will board the Catalina Express, which will take them directly to Avalon on Catalina Island. Overall, the bus will travel 404 miles. See attached itinerary for arrival and departure times. Approximate cost for the bus is \$1,955.76 and will be paid for through District Match for the Academy Grant.

Substitutes:

Three substitutes for one day will be needed to cover the three chaperones. The total cost for substitutes is approximately \$375.00 and will be paid for through District Match for the Academy Grant.

Location:

All students and chaperones will be staying at the Pavilion Hotel in Avalon for the duration of the trip. The phone number to the Pavilion Hotel is 800-322-3434.

Supervision:

Supervision for this event will be provided by ComTec Academy teachers - Mr. John Domke, Mrs Yvette Heasley, and Mrs Tamara Trost. To help guarantee that all students behave in an appropriate manner at all times, the students and their parents will sign a permission slip and contract. There will also be a group meeting after the arrival on Catalina Island to outline expected check-in times and proper decorum. This will help to ensure that students follow all school rules. In addition, students will have the cell phone numbers of all chaperones, designated check-in times, and a curfew and room check at the close of every day. Due to the swimming potential on the trip, any water activities must be approved by one of the chaperones and will be limited to a 1 to 10 ratio.

Funding:

Funding for the ComTec Academy Senior Class Trip to Avalon on Catalina Island comes from the Academy ASB account, student contribution of \$50, and extensive fundraising by the senior class. Total for the trip is \$6,029.60 for ten hotel rooms (2 nights) and \$2310.00 for the Catalina Express boat transportation to the island - total \$8,139.60.

**Catalina Detailed Itinerary
May 16-18, 2014**

Friday May 16:

- 6:15am -- Depart Frazier Mountain High School
- 10:00am -- Depart Long Beach Port via the Catalina Express
- 11:00am -- Arrive Avalon at Catalina Island
- 12:00pm -- Hotel Check-In
- 12:15pm -- Group Meeting
- 1:00pm -- Lunch
- 2:00pm -- Afternoon Activities
- 6:00pm -- Group Check-In
- 6:05pm -- Dinner
- 7:00pm -- Evening Activities
- 11:00pm -- Curfew/Room Check

Saturday May 17:

- 8:00am -- Breakfast
- 9:00am -- Team Building Activities
- 12:00pm -- Lunch
- 1:00pm -- Visit Research Site
- 6:00pm -- Group Check-In
- 6:05pm -- Dinner
- 7:00pm -- Evening Activities
- 11:00pm -- Curfew/Room Check

Sunday May 18:

- 8:00am -- Breakfast
- 9:00am -- Team Building Activities
- 11:00am -- Lunch
- 12:00pm -- Hotel Check-Out
- 12:15pm -- Afternoon Activities
- 1:00pm -- Arrive at Avalon Port
- 2:05pm -- Depart Avalon on the Catalina Express
- 3:05pm -- Arrive at Long Beach Port
- 5:00pm -- Arrive at Frazier Mountain High School

Afternoon Activities (May Include):

- Mountain Biking
- Researching
- Shopping
- Hiking
- Touring the Local Area
- Kayaking/Canoeing

Evening Activities (May Include):

- Movie Theater
- Shopping
- Touring the Local Area

**Catalina Detailed Itinerary
May 16-18, 2014**

Depart FMHS Friday May 16, 6:15 a.m. for Long Beach

Boat:

Upon arrival at the Catalina Express, teachers will present the ferry confirmation numbers at the window. Reservation numbers and costs are enclosed.

Departure time from Long Beach on May 16 is 10:00 am.
Arrival time at Catalina is 11:00 am.

Departure time from Catalina on May 18 is 2:05pm
Arrival time at Long Beach is 3:05pm (bus will be there at 3:00).

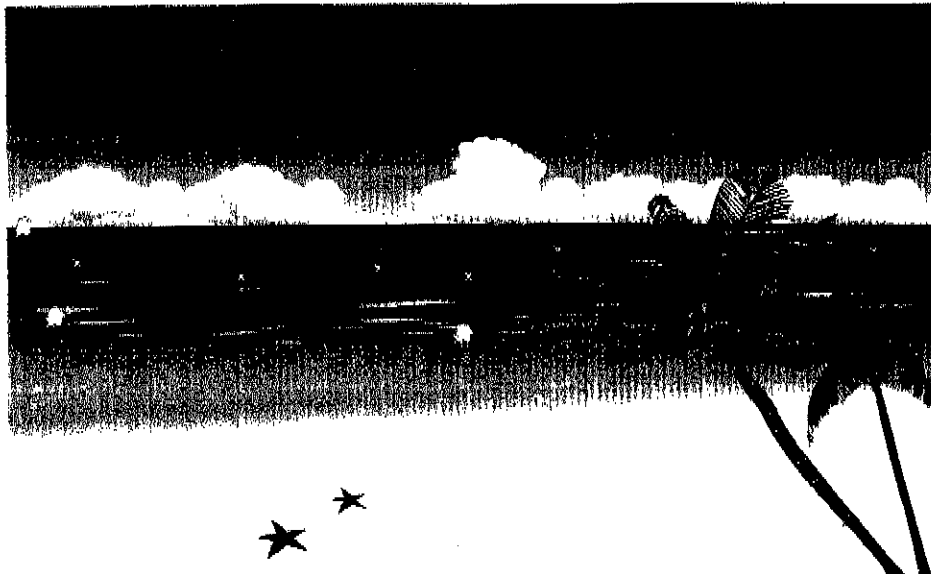
Bikes:

An additional \$6.00 per bike (optional) will be due upon arrival at the Catalina Express.

Hotel

Pavilion Hotel
513 Crescent Ave
P.O. Box 737
Avalon, CA 90704
800-322-3434 (Our Contact is Joy in Group Reservations, Direct #310-510-2000 x1417)

Arrive FMHS Sunday, May 18, approximately 5:00 p.m.



Date: May 1, 2014

Dear Parents,

Communication Technologies Academy is planning a field trip to **Catalina Island and will be staying two nights at the Pavilion Hotel, 513 Crescent Ave, Avalon CA 90704, 800-322-3434**, departing FMHS on **Friday, May 16, 2014 at 6:15 a.m.** returning **Sunday, May 18, 2014, at 5:00 p.m.** Due to the fact that there will be swimming and kayaking activities at the beach, extra precautions will be taken. The ratio of adult chaperones to students shall be at least one to ten, and a buddy system will be utilized to help ensure student safety.

Please sign the consent form below, and the medical authorization attached, and indicate your child's swimming capabilities. This permission form must be completed and returned to school by **Friday, May 9, 2014** in order for your child to participate on this field trip. Retain this top portion for your reference.

- There will be food available for purchase.
- Your student may want to bring food and drinks on the trip.
- Your student will depart from and return to FMHS before and after regularly scheduled buses.

Respectfully,

John Domke, Yvette Heasley, and Tamara Trost
ComTec Academy

My student _____ may participate on the field trip to **Catalina Island, May 16-18, 2014.**

Please mark below what your child's swimming ability is:

- Unable to swim
- Proficient (able to tread water for five minutes or perform front stroke)
- Excellent (swim team participant, competitive swimmer, lifeguard certified)

Please be aware of my student's special health needs as noted:

- Allergies, Diabetes, Asthma, etc: _____
- Medication: _____
- No Special Needs

Parent permission acknowledges the liability limitation contained in Education Code Section 35330 which states that all persons making a field trip shall be deemed to have waived all claims against the District or State of California for injury, accident, illness, or death occurring during or by reason of the field trip. In the event of injury, school supervisors have my permission to secure medical treatment.

Parent/Guardian Signature: _____ Emergency Phone # _____
Parent/Guardian (Print): _____

Frazier Mountain High School

Medical Authorization

To Whom It May Concern:

I, the undersigned being the parent or legal guardian of (Print Name of Student): _____, do hereby grant to any hospital, emergency center, doctor, nurse and/or paramedic authorization to grant treatment to my child, when accompanied by or escorted to the treating facility by an authorized school personnel.

Further, should the attending physician determine after examination that life saving surgery or other lifesaving procedure might be necessary, permission is hereby extended to the above parties to grant same.

Additionally, I agree to hold harmless such personnel of El Tejon Unified School District Board of Education by my action granting said permission.

Signature of Parent or Guardian: _____

Date: _____