

Attendance School District

County: Kern

Fiscal Year: 2017-18

District: El Tejon Unified

P-2

CDS CODE 15 75168

Certificate Number: C44F79D9

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	196.40	147.81	99.13	258.95	702.29
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	0.00	0.00	0.00	0.00	0.00
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.00	0.00	0.00	0.00
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	196.40	147.81	99.13	258.95	702.29
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	1.60	2.04	4.52	25.33	33.49
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

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Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	11.72				11.72
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				0.00	0.00
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

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Prior Year ADA Adjustment (P-1 and P-2 only)		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
<p>Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-2	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-1 + C-2)	C-3	0.00	0.00	0.00	0.00	0.00
<p>Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-4 + C-5)	C-6	0.00	0.00	0.00	0.00	0.00

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Prior Year P-2 ADA attributable to district
resident pupils attending a non-charter school
[EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-7	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-8	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-7 + C-8)	C-9	0.00	0.00	0.00	0.00	0.00
 Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00

Class Size Penalties

County: Kern

Fiscal Year: 2017-18

District: El Tejon Unified

P-2

CDS CODE 15 75168

Certificate Number: 393E55D3

Kindergarten

Classes Maintained for the Full Second Period

A-1	A-2	A-3	A-4	A-5
25	1	25	33	0
26	2	52	66	0
Total	3	77	99	

Kindergarten

Classes Maintained for Less than the Full Second Period

B-1	B-2	B-3	B-4	B-5	B-6	B-7
Total						

Grades 1-3

Classes Maintained for the Full Second Period

C-1	C-2	C-3	C-4	C-5
18	1	18	30	0
19	2	38	60	0
20	1	20	30	0
21	1	21	30	0
22	1	22	30	0
Total	6	119	180	

Grades 1-3

Classes Maintained for Less than the Full Second Period

D-1	D-2	D-3	D-4	D-5	D-6	D-7
Total						

Kindergarten Excess Enrollment Calculation

E-1: Total Classes (A-2 + B-2)	3
E-2: Total Pupils Enrolled (A-3 + B-3)	77
E-3: Average Number of Pupils per Class (E-2 / E-1)	25.7
E-4: Total Excess Enrollment (A-5 + B-7)	0

Grades 1-3 Excess Enrollment Calculation

E-5: Total Classes (C-2 + D-2)	6
E-6: Total Pupils Enrolled (C-3 + D-3)	119
E-7: Average Number of Pupils per Class (E-6 / E-5)	19.8
E-8: Total Excess Enrollment (C-5 + D-7)	0

Class Size Penalties

County: Kern

Fiscal Year: 2017-18

District: El Tejon Unified

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CDS CODE 15 75168

Certificate Number: 393E55D3

Grades 4-8 Average Enrollment Calculation

F-1: Total Number of Pupils Enrolled	246
F-2: Total Number of Full Time Equivalent Classroom Teachers	10.0
F-3: Average Number of Pupils Enrolled Per Full-Time Equivalent Classroom Teacher (F-1 / F-2)	24.6

Kindergarten Full Second Period

A-1: Average Class Enrollment Size
A-2: Number of Classes of this Size
A-3: Total Pupils Per Class Size (A-1 * A-2)
A-4: Approved Limit of Enrollment (A-2 * 33)
A-5: Excess Enrollment (If A-3 > A-4 then A-3 - A-4, else 0)

Kindergarten Less Than Full Second Period

B-1: Average Class Enrollment Size
B-2: Number of Classes of this Size
B-3: Total Pupils Per Class Size (B-1 * B-2)
B-4: Approved Limit of Enrollment (B-2 * 33)
B-5: Excess Enrollment (If B-3 > B-4 then B-3 - B-4, else 0)
B-6: Fraction of Period in Session (ex: 4/7 = .57)
B-7: Modified Excess Enrollment (B-5 * B-6)

Grades 1-3 Full Second Period

C-1: Average Class Enrollment Size
C-2: Number of Classes of this Size
C-3: Total Pupils Per Class Size (C-1 * C-2)
C-4: Approved Limit of Enrollment (C-2 * 30)
C-5: Excess Enrollment (If C-3 > C-4 then C-3 - C-4, else 0)

Grades 1-3 Less Than Full Second Period

D-1: Average Class Enrollment Size
D-2: Number of Classes of this Size
D-3: Total Pupils Per Class Size (D-1 * D-2)
D-4: Approved Limit of Enrollment (D-2 * 30)
D-5: Excess Enrollment (If D-3 > D-4 then D-3 - D-4, else 0)
D-6: Fraction of Period in Session (ex: 4/7 = .57)
D-7: Modified Excess Enrollment (D-5 * D-6)

Certification Exception Report - DISTRICT

County: Kern

Fiscal Year: 2017-18

District: El Tejon Unified

P-2

CDS CODE 15 75168

15 75168 El Tejon Unified

1. Do you wish to note any exceptions to the data you are certifying and submitting?

NO

Comments

2. Have you modified any of the data received from any charter?

NO

Comments

Certification

County: Kern

Fiscal Year: 2017-18

District: El Tejon Unified

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CDS CODE 15 75168

393E55D3

Class Size Penalties

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent: *Rody Wallace* Date: 5-1-18

County Superintendent of Schools: _____ Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Wendy Jones
PHONE (661)248-6247 *
FAX (661)248-6417
E-Mail wjones@el-tejon.k12.ca.us

Export Date & Time: May-01-2018 11:10:09

Certified Data FileName: C:\Program Files (x86)\Principal Apportionment Data Collection Software\2017-18\w17.00\Export\PADCSV17_00_2_15_75168_May_01_

Export Group: Adults in Correctional Facilities
LEA: 75168 -- No Records to Export.

May 1 - 2018 - 11_22_52

Export Group: Attendance School District
LEA: 75168 -- Number of Records Exported = 1

Export Group: Attendance Supplement School District
LEA: 75168 -- No Records to Export.

Export Group: Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer
LEA: 75168 -- No Records to Export.

Export Group: Attendance Basic Aid Open Enrollment
LEA: 75168 -- No Records to Export.

Export Group: Class Size Penalties
LEA: 75168 -- Number of Records Exported = 8

Export Group: Necessary Small School
LEA: 75168 -- No Records to Export.

2018-19 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca18asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaul@cded.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	
Authorized Representative's Signature	
Authorized Representative's Title	
Authorized Representative Signature Date	

*****Warning*****

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2018-19 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Sara Haflich
Authorized Representative Title	Principal
Authorized Representative Signature Date	06/20/2018
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

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2018-19 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

Pursuant to Section 1112 (Title 20, United States Code, Section 6312) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), a local educational agency (LEA) may receive a subgrant from the State only if the LEA has on file with the State a plan approved by the State educational agency.

Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve as the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the completed Addendum will be approved by the local governing board or governing body of the LEA and submitted to the California Department of Education (CDE), and that the LEA will work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

<p>County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017-18 – 2019-20 LCAP</p> <p>Note: For districts, the date should be the day your county office of education (COE) approved your 2017-18 - 2019-20 LCAP. For COEs, it should be the date the California Department of Education (CDE) approved your 2017-18 - 2019-20 LCAP.</p>	<p>08/15/2017</p>
<p>Charter Schools Enter the adoption date of the charter school LCAP</p>	
<p>Authorized Representative's Full Name</p>	<p>Sara Haflich</p>
<p>Authorized Representative's Title</p>	<p>Sara Haflich</p>

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2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/22/2018
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Alfonso Gamino
DELAC review date	05/05/2018
Meeting minutes web address <small>Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.</small>	http://el-tejon.k12.ca.us
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title V, Part B Subpart 2 Rural and Low-Income Grant	Yes

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2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

ESSA Sec. 5221 SACS 4126	
Title IV, Part A (Student Support)	Yes
ESSA Sec. 1112(b) SACS 4127	

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2018-19 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Estimated English learner per student allocation	\$99.05
Estimated English learner student count	76
Estimated English learner entitlement amount	\$7,528

Note: \$10,000 minimum program eligibility criteria

If the LEA's estimated entitlement amount is less than \$10,000 it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the CDE Title III EL Consortium Details Web page at <http://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$2,000
Program and other authorized activities	\$5,000
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$500
Total budget	\$7,500

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2018-19 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Estimated immigrant per student allocation	\$92.35
Estimated immigrant student count	5
Estimated immigrant entitlement amount	\$462

Note: Eligibility criteria

An LEA which has 21 or more eligible immigrant students, or has experienced a significant increase of two percent or more in eligible immigrant students enrollment in the current year compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	\$462
Direct administration costs (Amount should not exceed 2% of the estimated entitlement)	\$0
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$0
Total budget	\$462

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2018-19 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2018-19 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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El Tejon Unified School District

BUS DRIVER Job Description

JOB SUMMARY

To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips; and to do other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

Ability to:

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible bus driving experience.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus Certificate.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
2. Escort students across streets when necessary, stopping traffic as needed;
3. Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
4. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
5. Maintain good order among students on the bus following district policies regarding the disciplining of children;
6. Make routine safety checks, report problems or equipment malfunctions;
7. Maintain records of all trips;
8. Install tire chains;
9. Maintain confidentiality on school-related matters; Cooperative working relations with students, staff and community;

BUS DRIVER JOB DESCRIPTION
PAGE 2 OF 2

10. File accident reports when necessary;
11. Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils;
12. Physically assist students on and off bus when necessary.
13. 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 sit for extended periods of time.
- 1 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe 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 a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 3 i. 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:

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