

**SIERRA SANDS UNIFIED SCHOOL DISTRICT**

**Board of Education  
Regular Meeting**

**March 17, 2011  
Ridgecrest City Council Chambers  
100 West California Avenue  
*www.ssusd.org***

*We, the members of the Board of Education of the Sierra Sands Unified School District, are committed to providing the highest quality education in a safe environment to all K-12 students. We believe the school shares with the family, church, and community the responsibility for developing life-long learners who are responsible, productive citizens.*

**A G E N D A**

**CALL TO ORDER AND PLEDGE TO THE FLAG**

**7:00 P.M.**

Amy Covert  
Judy Dietrichson  
Bill Farris  
Tim Johnson, Vice President/Clerk  
Tom Pearl, President  
Kurt Rockwell  
Michael Scott  
Student Member, Charlotte Flatebo

Joanna Rummer, Superintendent

**MOMENT OF SILENCE**

**1. ADOPTION OF AGENDA**

*Welcome to a meeting of the Board of Education. Because we believe you share our concern for the education of the youth of our community, we appreciate and welcome your participation. Copies of the agenda, along with a procedural handout, are available on the wall at the back of the room to assist with your participation in the meeting.*

**2. APPROVAL OF MINUTES of the special meeting of February 7, 2011, the special concurrent meeting of February 7, 2011 and the regular and special meetings of February 17, 2011.**

**3. PROGRAMS AND PRESENTATIONS**

**• BHS – ALEKS Math**

*Providing students with a flexible, web-based approach to learning math. Using technology as a supplement to the CAHSEE math curriculum, students can now fill learning gaps in a computer lab, offering them individually tailored instruction and support.*

4. PUBLIC HEARING

5. REPORTS AND COMMUNICATIONS

5.1 Student Member's Report

5.2 Reports from Members of the Board

5.3 Superintendent's Report

- Sixth month enrollment report
- Schedule meeting date for the evaluation of the superintendent
- Other activities and items of interest
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5.4 Communications from the public

*The board will provide time during the discussion of each agenda item for members of the public to comment. At this time, members of the public may address the board on an item not on the agenda. Comments should relate to items of public interest within the board's jurisdiction. The law prohibits the board from taking action on items not on the agenda. If appropriate, your comments will be referred to staff for response. When addressing the board, please state your name and address at the podium and limit your remarks to three minutes. In accordance with the board bylaws, the board will limit the total time for public input to 30 minutes. Those wishing to address the board beyond the 30-minute time limit may do so at the end of the scheduled meeting agenda.*

6. EDUCATIONAL ADMINISTRATION

6.1 Adoption of English Language Arts Textbooks and Instructional Materials, Grades K-5

7. POLICY DEVELOPMENT AND REVIEW

7.1 Adoption of BP 3555 Nutrition Program Compliance

8. PERSONNEL ADMINISTRATION

8.1 Certificated

Employment, resignation, retirement, leave of absence, change of status, termination

8.2 Classified

Employment, resignation, retirement, leave of absence, change of status, termination

8.3 Presentation of Initial Contract Proposal for Reopeners for 2011-12 from the Desert Area Teachers Association to the Board of Education

8.4 Presentation of Initial Contract Proposal for Reopeners for 2011-12 from the Board of Education to Desert Area Teachers Association.

8.5 Request for Temporary Waiver of Designated Subject (ROP) Teachers to teach English Learner Students for the 2010-11 School Year

8.6 Approval of Resolutions #24 1011 and #25 1011 Teachers Teaching out of Their Major/Minor Field or Area

8.7 Waiver Request Enabling the District to Assign Individuals in Certificated Positions Without Appropriate Credentials

9. GENERAL ADMINISTRATION

9.1 Gifts to the District

9.2 Adoption of Revisions to the 2011-12 Academic Calendar and Minimum Day Schedule

9.3 Approval of School Safety Plans for 2010-11

10. CONSTRUCTION ADMINISTRATION

10.1 Report to the Board: Measure "A" and Other Construction Activities and Issues

10.2 Appointment of Replacement Member to the Citizens' Oversight Committee

11. BUSINESS ADMINISTRATION

11.1 Approval of Second Interim Report for Fiscal Year 2010-11

12. CONSENT CALENDAR

12.1 Approval of "A" and "B" Warrants

12.2 Approval of Recommendation for Expulsion, Expulsion Case #13 1011

13. FUTURE AGENDA

14. ADJOURNMENT

The next regular meeting of the Board of Education will be April 21, 2011.

*Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the Sierra Sands Unified School District can be inspected during normal business hours at the district office located at 113 Felspar, Ridgecrest, CA. These materials can also be viewed on the district's internet website at [www.ssusd.org](http://www.ssusd.org).*

*Note: Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's Office at least two days before the meeting date.*

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Meeting of the Board of Education

DATE OF MEETING: February 7, 2011  
TIME OF MEETING: 5:15 p.m.  
PLACE OF MEETING: District Office Conference Room  
MEMBERS PRESENT: Covert, Dietrichson, Farris, Johnson, Pearl, Rockwell  
MEMBERS ABSENT: Scott  
STAFF PRESENT: Joanna Rummer, Superintendent

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted as posted.

2. BUSINESS ADMINISTRATION

2.1 The board will meet in a work/study session focusing on the current state budget developments and their impact on the Sierra Sands Unified School District budget.

The board met and discussed various issues the district faces due to deferrals and reductions to revenue. The superintendent along with the assistant superintendent of business services presented a look back at the last three years of revenues, expenditures, and reserves as well as a look forward to the next two years.

No action was taken.

3. ADJOURNMENT

Adjournment was at 7:30 p.m.

THE BOARD OF EDUCATION

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Tim Johnson, Vice President/Clerk

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Joanna Rummer, Secretary to Board

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Concurrent Meeting of the Board of Education

DATE OF MEETING: February 7, 2011  
TIME OF MEETING: 5:15 p.m.  
PLACE OF MEETING: District Office Conference Room  
MEMBERS PRESENT: Covert, Dietrichson, Farris, Johnson, Pearl, Rockwell  
MEMBERS ABSENT: Scott  
STAFF PRESENT: Joanna Rummer, Superintendent

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted as posted.

2. GENERAL ADMINISTRATION

2.1 The Board will Discuss Possible Political Action and Consider Adopting Resolution #15 1011 to Support Placing a Revenue Extension Measure on the Ballot

The ongoing fiscal crisis faced by the State of California is a major concern for school districts. The board discussed the issues facing the district if the tax extension was not placed on the ballot or is not passed by the voters. The board formed a subcommittee of Mr. Pearl, Mr. Farris, and Mrs. Covert to meet with legislators to express how this specifically affects Sierra Sands Unified School District. Motion passed to adopt Resolution #15 1011 to support placing a revenue extension measure on the ballot. FARRIS/DIETRICHSON

AYES: Covert, Dietrichson, Farris, Johnson, Pearl, Rockwell  
ABSENT: Scott

3. ADJOURNMENT

Adjournment was at 7:30 p.m.

THE BOARD OF EDUCATION

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Tim Johnson, Vice President/Clerk

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Joanna Rummer, Secretary to Board

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Meeting of the Board of Education

DATE OF MEETING: February 17, 2011  
TIME OF MEETING: 6:30 p.m.  
PLACE OF MEETING: Ridgecrest City Council Chambers  
MEMBERS PRESENT: Covert, Dietrichson, Farris, Johnson, Pearl, Rockwell, Scott  
STAFF PRESENT: Joanna Rummer, Superintendent

PLEDGE OF ALLEGIANCE was deferred to the beginning of the regular meeting.

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as posted.

2. CLOSED SESSION

The board met in closed session with the superintendent to discuss negotiations with all three bargaining units. No action was taken.

3. ADJOURNMENT was at 6:55 p.m.

THE BOARD OF EDUCATION

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Tim Johnson, Vice President/Clerk

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Joanna Rummer, Secretary to Board

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Regular Meeting of the Board of Education

DATE OF MEETING: February 17, 2011  
TIME OF MEETING: 7:00 p.m.  
PLACE OF MEETING: Ridgecrest City Council Chambers  
MEMBERS PRESENT: Covert, Dietrichson, Farris, Johnson, Pearl, Rockwell, Scott  
Student Member, Charlotte Flatebo  
MEMBERS ABSENT: None  
STAFF PRESENT: Joanna Rummer, Superintendent

PLEDGE OF ALLEGIANCE was recited in unison, led by student member Charlotte Flatebo.

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus.

2. APPROVAL OF MINUTES

The minutes of the regular meeting of January 20, 2011 and the special meeting of January 6, 2011 were approved as presented.

Mr. Pearl temporarily adjourned the meeting of the Sierra Sands Unified School District board meeting and opened the meeting of the Inyo-Kern Schools Financing Authority. That meeting was adjourned and Mr. Pearl reopened the Sierra Sands board meeting at 7:02 p.m.

3. PROGRAMS AND PRESENTATIONS

Inyokern School's presentation entitled Reading is FUNdamental; inspiring children to be lifelong readers was presented by Principal, Virginia Cornell. The mission of RIF is to motivate children to have a lifelong love of reading. This year they have three themed events at Inyokern School and activities are coordinated with the theme by librarian, Molly Cooley. Each child gets to choose and keep a book for their very own. A presentation showing pictures of students participating in these events was shared with the board and the public.

4. PUBLIC HEARING

5. REPORTS AND COMMUNICATIONS

5.1 Student Member's Report

Burroughs High School is currently involved in the Mr. BHS pageant, the college tour, ASB elections, *Les Misérables*, and Pennies for Patients. Spring sports are also underway as reported by Charlotte Flatebo, student board member representative.

Murray Middle School participated in an assembly on bullying this month. The students enjoyed a successful Valentines Dance and the Murray versus Monroe basketball game. Murray student, Sophie Hoffmann was the district winner of the spelling bee.

James Monroe Middle School has been very successful thus far with their new intervention program. AVID students visited the California Museum. Students participated in a “No Name Calling Week” and held a Valentines Dance with an underwater theme and awesome decorations provided by parents.

Mesquite High School students participated in a Pathway to Graduation meeting to identify exactly what needs to be accomplished in order to graduate. Students also participated in an art exhibit.

## 5.2 Reports from Members of the Board

Mr. Rockwell reported that while in Washington D.C on business he was able to stop by Congressman Kevin McCarthy’s office. He had a meeting with Mr. McCarthy’s education liaison and was able to share how the loss of revenue had specifically affected Sierra Sands.

## 5.3 Superintendent’s Report

Mrs. Rummer announced the winner of the district spelling bee, Sophie Hoffmann from Murray Middle School. Mrs. Rummer also congratulated Mr. Chad Houck who received the ACSA region award for Co-Administrator of the Year. The fifth month enrollment report shows the district is down 150 students from the same time last year, however our attendance is holding steady at 95%. The superintendent updated the board and community about the status of the district’s budget. The temporary taxes currently in place need to be extended, because without the extension of these taxes the district will once again be looking at drastic cuts to its revenue. This in turn affects the educational programs that we provide to our students. Getting the tax extensions on the June ballot is the first step, and we then need our community’s support to pass this legislation.

## 5.4 Communications

## 5.5 Comments from the public on items not on the agenda

Mr. Randy Coit, President of CSEA, shared with the board that CSEA supports the tax extension and is working to get the message out that our state needs to provide funding to support education.

## 6. EDUCATIONAL ADMINISTRATION

### 6.1 Approval of Local Education Agency Plan

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Motion passed to approve the Local Education Agency Plan. (LEAP) SCOTT/DIETRICHSON

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

6.2 Approval of Sierra Sands Unified School District 2009-10 School Accountability Report Cards (SARCs)

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Motion passed to approve the Sierra Sands Unified School District 2009-10 School Accountability Report Cards. DIETRICHSON/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

6.3 Review of Smart Goals

Superintendent Rummer updated the board on the status of the smart goals. This is a tool used to measure goals achieved, as well as areas still needing improvement.

7. POLICY DEVELOPMENT AND REVIEW

8. PERSONNEL ADMINISTRATION

8.1 Certificated

Employment, resignation, retirement, leave of absence, change of status, termination

8.2 Classified

Employment, resignation, retirement, leave of absence, change of status, termination

Motion passed to adopt the personnel actions as presented. DIETRICHSON/SCOTT

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

These actions are made a part of the minutes by reference and are filed in the Board Record Book.

8.3 Adoption of Resolution #19 1011 Week of the School Administrator

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Mr. Bell read the resolution honoring our administrators and stated that a copy will be posted at each school site. Motion passed to adopt Resolution #19 1011 declaring March 1 through March 7, 2011 as Week of the School Administrator, allowing the district to formally recognize the outstanding dedication and professionalism of its administrative staff, both certificated and classified. ROCKWELL/DIETRICHSON

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

8.4 Adoption of Resolution #20 1011, Authorization to Reassign Certificated Administrators to Other Administrative Positions for the 2011-12 School Year

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The board discussed the impact of administrators filling two positions and how that affected, the sites, the staff and the students. Mr. Farris stated that this was not without a cost to the district. Motion passed to approve adoption of Resolution # 20 1011. COVERT/DIETRICHSON

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

9. GENERAL ADMINISTRATION

9.1 Gifts to the District

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Motion passed to accept the following gifts and send appropriate letters of appreciation: Albertsons, 1301 N. Norma, donated new pots and pans valued at \$300 to the Mesquite High School Infant Care Program; Masonic Lodge donated \$100 to the NJROTC program at Burroughs High School; and Wal-Mart donated \$500 for a Camp Keep scholarship to Faller Elementary School. JOHNSON/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

9.2 Authorization for Board Member Travel

After discussion regarding the balance in the board's travel budget and in light of the upcoming trip of the subcommittee to meet with Senator Fuller and Assemblymember Grove, motion failed to pass regarding authorization for Amy Covert to attend the NAFIS conference in Washington D.C.

AYES: Covert, Dietrichson, Rockwell

NOES: Farris, Pearl, Johnson, Scott

9.3 California School Boards Association (CSBA) Delegate Assembly Election

After discussion, motion was made to vote for Linda Brenner, Panama-Buena Vista Union School District; incumbent Blaine Geissel, Rosedale Union Elementary School District; incumbent Deanna Rodriguez-Root, Richland School District; and Tina Stout, Fruitvale School District. DIETRICHSON/FARRIS

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

10. CONSTRUCTION ADMINISTRATION

10.1 Report to the board: Measure "A" and Other Construction Activities and Issues

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Mr. Auld updated the board on the status of all construction projects including the emergency resolution for the L Wing sewage collapse at Burroughs High School. Mr. Auld also reported there will be a fundraising event for the CTE Building at Charley's on March 10<sup>th</sup>. There is also a See's Candy Fundraiser to order Easter candy and support the CTE Building Fund. The date has been selected and dignitaries have been invited to the April 3, 2012 dedication ceremony of the new CTE Building.

10.2 Revision/Addition of District Contingency Fund to the Contract with Barnhart – Balfour Beatty to Install Six Relocatable Classrooms and One Relocatable Restroom Facility at Las Flores Elementary School

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Motion passed to approve the revision/addition of the district contingency fund to the contract with Barnhart-Balfour Beatty to install the six relocatable classrooms and one relocatable restroom facility at Las Flores Elementary School in the amount of \$125,842.

DIETRICHSON/SCOTT

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

10.3 Notice of Completion – Richmond Elementary School

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Motion passed to approve the notice of completion for Richmond Elementary School's domestic water service replacement. DIETRICHSON/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

11. BUSINESS ADMINISTRATION

11.1 Approval of Contracts for Long Distance Services, Web Hosting, Student E-mail and Internet Services Supported by E-Rate

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Motion passed to approve the contracts for long distance services, web hosting, student email and internet services supported by E-Rate. SCOTT/DIETRICHSON

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

12. CONSENT CALENDAR

12.1 Approval of "A" and "B" Warrants

12.2 Ratification of Contract with AccentCare Home Health of California for Services to Sierra Sands Special Education

12.3 Approval of Recommendation for Expulsion, Expulsion Cases # 08 1011, #09 1011, #10 1011, #11 1011, and #12 1011

Motion passed to adopt the consent calendar as presented. DIETRICHSON/COVERT

AYES: Covert, Dietrichson, Farris, Pearl, Johnson, Rockwell, Scott

13. FUTURE AGENDA

14. ADJOURNMENT was at 8:30 p.m.

THE BOARD OF EDUCATION

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Vice President/Clerk

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Joanna Rummer, Secretary to Board

recorder: Alison Burson

**Sierra Sands Unified School District  
Sixth Month Enrollment 2010-2011**

SCHOOL	10-11 %	09-10 %	K	1	2	3	4	5	6	7	8	9-12	SDC	10-11 TOTAL	09-10 TOTAL	CHANGE
FALLER	94.9%	94.5%	83	96	75	71	75	60						460	468	-8
GATEWAY	93.9%	94.6%	83	88	75	66	74	74						460	482	-22
INYOKERN	94.3%	92.8%	30	30	38	38	37	27					1	201	221	-20
LAS FLORES	95.6%	94.2%	59	83	70	70	59	82						423	459	-36
PIERCE	94.9%	93.7%	61	60	55	61	48	65						350	326	24
RAND	93.5%	100.0%	2	1	1	3								7	6	1
RICHMOND ANNEX	89.1%	88.8%											92	92	82	10
RICHMOND	94.2%	94.0%	69	88	65	61	71	54						408	410	-2
TOTAL K -5	94.4%	93.9%	387	446	379	370	364	362					93	2401	2454	-53
MONROE	92.5%	94.6%							160	154	179		27	520	516	4
MURRAY	94.7%	94.0%							169	215	197		26	607	666	-59
TOTAL 6 -8	93.7%	94.3%							329	369	376		53	1127	1182	-55
BURROUGHS	93.7%	94.3%										1379	60	1439	1514	-75
MESQUITE												126		126	142	-16
														0		0
TOTAL 9 - 12	93.4%	94.3%										1505	60	1565	1656	-91
10-11 TOTAL	94.0%		387	446	379	370	364	362	329	369	376	1505	206	5093	---	---
09-10 TOTAL		94.1%	419	446	387	394	379	338	371	375	386	1590	207		5292	---
CHANGE		-0.10%	-32	0	-8	-24	-15	24	-42	-6	-10	-85	-1	---	---	-199

Elementary K - 5

	10-11	09-10
Regular -		
K	387	419
1 - 3	1195	1227
4 - 5	726	717
Special Education -		
SDC	93	91
RSP	104	96
<u>Middle 6-8</u>		
Regular	1074	1132
Special Education -		
SDC	53	50
RSP	74	65
<u>High School 9 - 12</u>		
Regular	1379	1448
Continuation	126	142
ROP	309	313
Special Education -		
SDC	60	66
RSP	80	95
<u>Adult</u>	552	566

## 6. EDUCATIONAL ADMINISTRATION

### 6.1 Adoption of English Language Arts Textbooks and Instructional Materials, Grades K-5

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**BACKGROUND INFORMATION:** Textbook and instructional materials review is part of the district wide curriculum review process. Consistent with previous years, the Sierra Sands Unified School District is following the current textbook adoption cycle established by the California Department of Education.

**CURRENT CONSIDERATIONS:** As a result of the current state fiscal crisis, Assembly Bill X4 2 (Chapter 2, Statutes of 2009-10 Fourth Extraordinary Session) was signed on July 28, 2009, suspending the process and procedures for adopting instructional materials, including framework revisions, until the 2013-14 school year. While this suspension is in place, school districts are compliant using either the 2002 or the 2008 state adopted English Language Arts instructional materials.

Information received in November 2010 provided timelines for an implementation plan for new English language arts instructional materials. If framework revisions occur in 2014 or 2016, depending on the status of the current suspension, then instructional materials are scheduled to follow. Historically, it takes approximately two years for publishers to develop materials and submit them for approval and an additional year for districts to conduct reviews and adopt materials. This would mean that the soonest the district would have new ELA materials would be either 2017 or 2019 depending on the result of legislative action to lift or maintain the current suspension on the adoption process. This dilemma has been discussed for months in several district and site level meetings. For Sierra Sands, there are critical issues in keeping the K-5 2002 Open Court adoption. One such issue that is specific with the current K-5 program is that we are beyond the cycle life of this adoption. All consumables, which were once free, must now be purchased each year. The cost of Open Court consumables totaled approximately \$56,500 in 2010. Another concern with this specific adoption is whether the publisher will continue to offer these materials until the next adoption cycle which is scheduled for either 2017 or 2019. Additionally, the Open Court adoption is not well aligned to the California state content standards and must be heavily supplemented to adequately cover the standards. These supplemental materials are an additional cost to the district each year.

Sierra Sands staff, parents and community members completed the review process as outlined in policy for a K-5 English language arts adoption and both the Instructional Materials Review Committee and District Instructional Materials Selection Committee made a recommendation for board consideration in February 2010 with the anticipation of a staged adoption process for secondary grades.

However, due to the financial difficulties at the time, the recommendation was not brought to the board for approval last spring.

In consideration of the critical nature of the need for materials which are more reflective of meeting the current needs of the district's students, and after much discussion in site and district level committee meetings this school year regarding adoption of ELA materials, consensus from all committees is to bring the K-5 ELA recommendation to the board for approval with consideration for secondary grades to follow as the budget allows.

FINANCIAL IMPLICATIONS: The anticipated cost of an English language arts adoption for grades K-5, *Treasures* by MacMillan/McGraw-Hill, is \$543,580.84. In light of the fiscal crisis in the State of California and therefore in our district, staff believes that it is appropriate at this time to request this one time expense for the purpose of providing instructional materials to students from Inyo-Kern Financing Authority funds.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board adopt the selected English language art textbooks and instructional materials, grades K-5, as presented.

7. POLICY DEVELOPMENT AND REVIEW

7.1 Adoption of BP 3555 Nutrition Program Compliance

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BACKGROUND INFORMATION: Board policies and administrative regulations are periodically reviewed and recommendations are made for addition/deletion or revision based upon guidance from the California School Board Association (CSBA) policy service, changes in the law, and changes in district practice.

CURRENT CONSIDERATIONS: Proposed mandated Board Policy 3555, Nutrition Program Compliance, reflects state and federal law prohibitions against discrimination in the National School Lunch program, School Breakfast Program, Special Milk Program, and other child nutrition programs as well as recent enforcement activities of CDE's Nutrition Services Division based on U.S. Department of Agriculture's Food and Nutrition Service instructions. The new policy represents our current practice at Sierra Sands as required by law, and will be presented for approval without a second reading.

FINANCIAL IMPLICATIONS: None

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board adopt BP 3555 Nutrition Program Compliance as presented.

**Nutrition Program Compliance**

## Business and Noninstructional Operations

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her because of his/her race, color, national origin, gender, sex, sexual orientation, disability, or any other basis prohibited by law, in its implementation of such a program.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 3552 - Summer Meal Program)
- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 5030 - Student Wellness)

## Coordinator

The Board designates the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as coordinator of the district's efforts to comply with the laws governing its nutrition programs and to investigate any related complaints. Any complaint concerning the district's nutrition programs shall be investigated using the process identified in the section entitled "Procedures" in the district's AR 1312.3 - Uniform Complaint Procedures.

- (cf. 1312.3 - Uniform Complaint Procedures)

The coordinator shall provide training on the laws, regulations, procedures, and directives related to the district's nutrition programs to district employees involved in administering them. The coordinator also shall develop procedures and systems that do not restrict the participation of individuals in the district's nutrition programs, based on their race, ethnicity, or disability, and that prevent district employees from incorrectly denying the applications for participation submitted by such individuals.

The coordinator shall develop and maintain a system for collecting racial and ethnic data of participants in the district's nutrition programs and shall, at least annually, report to the Board on whether the district's nutrition programs are effectively reaching eligible individuals and whether and where additional outreach may be needed.

- (cf. 5022 - Students and Family Privacy Rights)
- (cf. 5125 - Student Records)

### **Nutrition Program Compliance**

When a significant number of participants or potential participants in the district's nutrition programs are only non-English speakers, the coordinator shall make an appropriate language translation available.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6174 - English Language Learners)

The coordinator also shall ensure that the district's nutrition programs accommodate the special dietary needs of any individual with a disability who has on file a medical statement that restricts his/her diet because of his/her disability.

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

### **Notifications**

The coordinator shall ensure that the U.S. Department of Agriculture's "And Justice for All" or other approved Nutrition Programs Civil Rights posters are displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

Annually, the coordinator shall notify all students, parents/guardians, and employees of program requirements and the procedures for filing a complaint, through the district's usual means of notification.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

In addition, the coordinator shall ensure that every informational release, publication, or poster concerning the district's nutrition programs and/or activities includes, in a prominent location, the following statement:

"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

### **Nutrition Program Compliance**

However, if the document is no more than one page and there is no room to print the full nondiscrimination statement, the district may instead use the statement "This institution is an equal opportunity provider" in the same print size as the rest of the text.

When a complaint is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 1500, Sacramento, CA 95814-2342 or call 916-445-0850 or 800-952-5609
2. Office of Civil Rights, USDA, Western Region, 90 Seventh Street, Suite 10-100, San Francisco, CA 94103 or call 415-705-1336 or fax 415-705-1364 or email Joe.Torres@fns.usda.gov
3. USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TYT)

#### Legal Reference:

##### *EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*48985 Notices to parents in language other than English*

*49060-49079 Student records*

*49490-49590 Child nutrition programs*

##### *PENAL CODE*

*422.55 Definition of hate crime*

*422.6 Interference with constitutional right or privilege*

##### *CODE OF REGULATIONS, TITLE 5*

*3080 Application of section*

*4600-4687 Uniform complaint procedures*

*4900-4965 Nondiscrimination in elementary and secondary education programs*

##### *UNITED STATES CODE, TITLE 20*

*1400-1482 Individuals with Disabilities in Education Act*

*1681-1688 Discrimination based on sex or blindness, Title IX*

##### *UNITED STATES CODE, TITLE 29*

*794 Sections 504 of the Rehabilitation Act of 1973*

##### *UNITED STATES CODE, TITLE 42*

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

## **Nutrition Program Compliance**

Legal Reference: (continued)

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*  
*2000h-2000h-6 Title IX*  
*12101-12213 Americans with Disabilities Act*  
*CODE OF FEDERAL REGULATIONS, TITLE 28*  
*35.101-35.190 Americans with Disabilities Act*  
*36.303 Auxiliary aids and services*  
*CODE OF FEDERAL REGULATIONS, TITLE 34*  
*100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI*  
*104.1-104.39 Section 504 of the Rehabilitation Act of 1973*  
*106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:*  
*106.9 Dissemination of policy*

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION, NUTRITION SERVICES DIVISION*  
*PUBLICATIONS*

*Civil Rights and Complaint Procedures for Child Nutrition Programs, March 2010*

*U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE*  
*PUBLICATIONS*

*Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS In-*  
*struction 113-1, November 2005*

*U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS*

*Protecting Students from Harassment and Hate Crime, January 1999*

*Notice of Non-Discrimination, January 1999*

*WEB SITES*

*California Department of Education, Nutrition Services Division:*

*<http://www.cde.ca.gov/ls/nu>*

*U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>*

*U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>*

*U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>*

**POLICY**

**Adopted: March 17, 2011**

**SIERRA SANDS UNIFIED SCHOOL DISTRICT**

**Ridgecrest, CA**

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

8.11 RESIGNATION, TERMINATION\*, SEPARATION\*\*, RETIREMENT\*\*\*

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

8.14 CHANGE OF STATUS

RECOMMENDED ACTION: To approve certificated personnel actions as presented.

8.2 CLASSIFIED PERSONNEL

8.21 RESIGNATION, TERMINATION\*, SEPARATION\*\*, RETIREMENT\*\*\*

8.22 LEAVE OF ABSENCE

8.23 EMPLOYMENT

8.24 CHANGE OF STATUS

RECOMMENDED ACTION: To approve classified personnel actions as presented.

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

8.11 RESIGNATION, TERMINATION\*, SEPARATION\*\*, RETIREMENT\*\*\*

Julene Bithell\*\*\*  
Science – Burroughs  
Effective 6-10-11

Kiera Buriak  
Physical Education/Health Careers – Murray  
Effective 6-10-11

Erma Cortichiato\*\*\*  
3<sup>rd</sup> Grade – Las Flores  
Effective 3-1-11

Linda Hartzell\*\*\*  
Music – Murray  
Effective 6-10-11

Virginia Henry\*\*\*  
Spanish/English – Burroughs  
Effective 6-10-11

Lauren Rutola  
Special Day Class – Richmond  
Effective 6-10-11

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

Substitute Teachers for 2010-11 year  
Sarah Hess  
Ingrid Carroll

8.14 CHANGE OF STATUS

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.21 RESIGNATION, TERMINATION\*, SEPARATION\*\*, RETIREMENT\*\*\*

Susan Cope\*\*\*

6 hr. Library Specialist, Elementary – Gateway Elementary  
Effective 06-17-2011

Karen Lafontaine\*\*\*

8 hr. Library Specialist, Secondary – Murray Middle School  
Effective 06-11-2011

Shirley Heaton

3 ½ hr. Food Service Assistant – Richmond Elementary  
Effective 06-30-2011

Marcus Herrera\*

8 hr. Custodian – Burroughs High School  
Effective 02-22-2011

Joy Machowsky

2 ½ hr. Noon Duty Supervisor – Richmond Elementary  
Effective 06-09-2011

Bertha Mondragon

1 ½ hr. Noon Duty Supervisor – Inyokern Elementary  
Effective 02-22-2011

Kim Rebbetoy\*

2 hr. Custodian – Richmond Elementary

And

5 ½ hr. Paraprofessional – Richmond Elementary  
Effective 02-22-2011

Mary Wegener\*\*\*

8 hr. School Bus Driver – Transportation  
Effective 06-09-2011

8.22 LEAVE OF ABSENCE

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.23 EMPLOYMENT

Student Food Service Workers for the 2010-2011 School Year

Anne Navarrette

Savanah Yam

Student Workability Workers for the 2010-2011 School Year

Amber Love

James Love

Jose Rodriguez

Classified Substitutes

Linda Clouse

8.24 CHANGE OF STATUS

Susan McAllister

From: 7.5 hr. School Bus Driver I – Transportation

To: 7.5 hr. School Bus Driver II – Transportation

Effective 03-01-11

8. PERSONNEL ADMINISTRATION

8.3 Presentation of Initial Contract Proposal for Reopeners for 2011-12 from the Desert Area Teachers Association to the Board of Education

---

BACKGROUND INFORMATION: The current contract between the Desert Area Teachers Association (DATA) and the Board of Education provides that both parties may reopen up to three agreement articles for 2011-12.

CURRENT CONSIDERATIONS: The Desert Area Teachers Association will submit its initial contract proposal for reopeners for 2011-12 to the Board of Education at the meeting.

FINANCIAL IMPLICATIONS: Unknown.

SUPERINTENDENT'S RECOMMENDATION: Receive the initial contract proposal for reopeners from the Desert Area Teachers Association (DATA) and set the next regular meeting date as the date for the public hearing on the proposal.

8. PERSONNEL ADMINISTRATION

8.4 Presentation of Initial Contract Proposal for Reopeners for 2011-12 from the Board of Education to the Desert Area Teachers Association

---

BACKGROUND INFORMATION: The current contract between the Desert Area Teachers Association (DATA) and the Board of Education provides that both parties may reopen up to three agreement articles for 2011-12.

CURRENT CONSIDERATIONS: The Board of Education will submit its initial contract proposal for reopeners for 2011-12 to the Desert Area Teachers Association at the meeting.

FINANCIAL IMPLICATIONS: Unknown.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board present the initial contract proposal for reopeners for 2011-12 to Desert Area Teachers Association and set the next regular meeting date as the date for the public hearing on the proposal.

8. PERSONNEL ADMINISTRATION

8.5 Request for Temporary Waiver of Designated Subject (ROP) Teachers to teach English Learner Students for the 2010-11 School Year

---

BACKGROUND INFORMATION: The district is required to have authorized teachers of English learner students if those teachers have an English learner assigned to them.

CURRENT CONSIDERATIONS: The Commission on Teacher Credentialing allows districts to apply for variable term waivers. The Variable Term Waiver allows the employer to meet staffing needs while the teacher in the subject area of the assignment qualifies for one of the available assignment options or gives the waiver holder additional time to complete requirements.

Variable Term Waiver – Teachers of English Learner Students for

Gary Arnold	Construction Occupations
Stephen Bergeron	NJROTC
Randy Hannah	Auto Shop
Suellen Jackson	Retail Co-Op
Rick Lovett	Criminal Justice
Janet Wright	Health Careers

FINANCIAL IMPLICATIONS: None

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board declare that the district needs to meet the requirement set by the state for English Learner Students.

8. EDUCATIONAL ADMINISTRATION

8.6 Approval of Resolutions #24 1011, and #25 1011 Teachers Teaching out of Their Major/Minor Field or Area

---

BACKGROUND INFORMATION: Education Code Sections 44263, 44256, and 44258.2 require the board to adopt resolutions in order for the district to assign teachers in areas or subjects other than their credentialed field or area.

CURRENT CONSIDERATIONS: Three teachers within the district have been assigned to teach in areas other than their credentialed field or area. They have, however, completed the required coursework to enable them to teach the designated subjects or grade levels in accordance with the education code. Resolution #24 1011, and Resolution #25 1011, are necessary to assign these teachers in areas or subjects other than their credentialed field or area. It is important to note that these are all credentialed teachers. The resolutions simply serve as vehicles to allow the district greater flexibility in teacher assignments while still being in compliance with the credentialing laws.

FINANCIAL IMPLICATIONS: None

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the Board of Education adopt Resolution # 24 1011 and Resolution # 25 1011 as presented.

SIERRA SANDS UNIFIED SCHOOL DISTRICT  
113 Felspar  
Ridgecrest, CA 93555

RESOLUTION #24 1011

On motion of Trustee \_\_\_\_\_, seconded by Trustee  
\_\_\_\_\_, Resolution No. #24 1011 was

adopted as follows:

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SIERRA SANDS UNIFIED  
SCHOOL DISTRICT AND HEREBY ORDERED THAT:

In accordance with Education Section #44263, the following listed teacher(s)  
who holds a valid teaching credential in the State of California may be assigned,  
with his/her consent, to teach in subjects other than major or minor fields or  
subjects named on his/her credential in which he/she has completed eighteen (18)  
or more semester hours of coursework or nine (9) semester hours of upper  
division coursework, or in a self-contained class if he/she holds at least sixty (60)  
hours equally distributed among the four areas of a diversified major, except in  
classes for special education students.

TEACHER:  
Kathryn Dikes  
Bruce Livingston  
Judith Dwyer

SUBJECT:  
English  
Pre-Calculus  
Pre-Calculus

PASSED AND ADOPTED THIS 17th day of March 2011, by the Governing Board of

Sierra Sands Unified School District of Kern County, California, by the following votes:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA  
COUNTY OF KERN

I, Joanna Rummer, Secretary to the Governing Board of Sierra Sands Unified School District of Kern  
County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by  
said Board at its regular meeting on March 17, 2011.

\_\_\_\_\_  
Signature

Secretary of the Governing Board

Title

SIERRA SANDS UNIFIED SCHOOL DISTRICT  
113 Felspar  
Ridgecrest, CA 93555

RESOLUTION #25 1011

On motion of Trustee \_\_\_\_\_, seconded by Trustee  
\_\_\_\_\_, Resolution No. #25 1011 was

adopted as follows:

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SIERRA SANDS UNIFIED SCHOOL DISTRICT AND HEREBY ORDERED THAT:

In accordance with Education Section #44258.2, the following listed teacher(s) holding a valid single subject teaching credential in the State of California may be assigned, with his/her consent, to teach in subjects other than major or minor fields or subjects named on his/her credential in which he/she has completed twelve (12) or more semester hours of coursework or six (6) semester hours of upper division coursework in a departmentalized program in grades 5 through 8 in a middle school.

TEACHER:

Connie Abshire  
JoAnne McClelland

SUBJECT:

English  
Computer Applications

PASSED AND ADOPTED THIS 17th day of March 2011, by the Governing Board of Sierra Sands Unified School District of Kern County, California, by the following votes:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA  
COUNTY OF KERN

I, Joanna Rummer, Secretary to the Governing Board of Sierra Sands Unified School District of Kern County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said Board at its regular meeting on March 17, 2011.

\_\_\_\_\_  
Signature

Secretary of the Governing Board  
Title

8. Personnel Administration

8.7 Waiver Request Enabling the District to Assign Individuals in Certificated Positions Without Appropriate Credentials

---

BACKGROUND INFORMATION: Approval of the governing board is required when a district is filing for a Variable Term Waiver or a Provisional Internship Permit in order to assign an individual who is not appropriately credentialed for his/her assignment.

CURRENT CONSIDERATIONS: Approval is requested for the district to submit requests to the Commission on Teacher Credentialing for Variable Term Waivers, Provisional Internship Permits, or Short Term Staff Permits in order that the district may assign the following individuals for the 2010-2011 school year.

- Provisional Intern Permit - Education Specialist – Moderate/Severe for Sierra Zurn, Special Day Class, Richmond Elementary School

FINANCIAL IMPLICATIONS: None

SUPERINTENDENT'S RECOMMENDATION: Approve the submission of request for a Provisional Internship Permit, in order that the above named individual may be assigned in the designated positions for the 2010-11 school year.

## 9. GENERAL ADMINISTRATION

### 9.1 Gifts to the District

---

CURRENT CONSIDERATIONS: The following donations have been received in support of the Burroughs High School Volleyball program; Coso Operating Company \$250, EZ Rentals & Sales \$100, Jewelry To Go \$25, John's Pizza \$100, Tom Lara of Abilities Unlimited \$450, Dennis & Debby Linck \$200, Pearson's Recycling \$100, Pony Espresso \$450, ProTow & Recovery \$100, Vince & Tracey Sherrick \$100, Chuck and Agnes Shull \$2,300, Agnes Shull donated food for snack bar valued at \$462.31, T & T Alignment \$100, Wal-Mart \$250. Burroughs High School also received the following donations for the Drama Program; gift basket valued at \$225.00 for a raffle, Sarah Jones \$2,225, Mariel McEwan \$1,000, and Jim Wojciehowski \$150. Chris Ruffin donated \$100 to the girl's basketball program and \$100 to the boy's basketball program as well as \$100 for student recognitions at Burroughs High School.

Additional donations are as follows; \$415 from the Ridgecrest Musical Enrichment Society for the James Monroe choir program, a Samsung 410 pocket computer projector valued at \$722 from Bruce Auld to the technology department, \$100 from Rotary Club of China Lake to the NJROTC program at Burroughs High School, and \$100 from Gene Placencia for school programs at Murray Middle School.

Donations for the Camp Keep program at Inyokern School are as follows; \$250 from Abateco, \$150 from Blake Arnold Construction, Inc., \$100 from Cook Coating, Inc., \$100 from High Sierra Auto & Truck Repair, \$100 from Pecoraro, Inc., \$250 from Gail Marie Petty, and \$250 from Soto Billing Service.

FINANCIAL IMPLICATIONS: Donations provide support to the district and have a positive financial impact.

SUPERINTENDENT'S RECOMMENDATION: Accept the gifts as described and send appropriate letters of appreciation.

## 9. GENERAL ADMINISTRATION

### 9.2 Adoption of Revisions to the 2011-12 Academic Calendar and Minimum Day Schedule

---

**BACKGROUND INFORMATION:** The district calendar committee meets annually to develop recommendations to staff and submit an academic calendar for board approval. Committee members represent DATA, CSEA, DAGA, management, and parents, as well as elementary, middle, and high school grade levels. Academic calendars provide the following information to staff, students, parents, and community members: the number of instructional days, holidays, minimum days, and in-service days. The academic calendar for the 2011-12 school year was approved on May 20, 2010.

**CURRENT CONSIDERATIONS:** To more effectively evaluate student performance, the recommendation from the middle school staff is to schedule collaboration time to assist staff with aligning curriculum to quarterly benchmarks during their minimum day schedule. The calendar committee met on February 17, 2011 and recommend the middle schools and the high schools align their minimum day schedule for collaboration. The proposed calendar changes the middle school minimum days previously scheduled on October 27, and 28, 2011 to February 1, and March 28, 2012. The proposed 2011-12 academic calendar reflects this change. These days are reflected on the revised list below. This revised calendar meets the annual instructional minutes requirement.

#### MIDDLE SCHOOLS MINIMUM DAYS SCHEDULE

October 26	Collaboration
December 16	Minimum Day
January 12	Final Examinations
January 13	Final Examinations
February 1	Collaboration
March 28	Collaboration
June 6	Final Examinations
June 7	Final Examinations

#### HIGH SCHOOL MINIMUM DAYS SCHEDULE

September 14	Collaboration
October 26	Collaboration
December 16	Minimum Day
January 11	Final Examinations
January 12	Final Examinations
January 13	Final Examinations
February 1	Collaboration
March 28	Collaboration

HIGH SCHOOL MINIMUM DAYS SCHEDULE (continued)

June 5	Final Examinations
June 6	Final Examinations
June 7	Final Examinations

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board adopt the revisions to the 2011-12 academic calendar as presented.

**SIERRA SANDS UNIFIED SCHOOL DISTRICT**  
Academic Calendar for 2011-2012

<p>JULY 2011</p> <table border="1"> <tr><td></td><td></td><td></td><td></td><td>1</td><td>July 4--Independence Day</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td></td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td></td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td></td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table>					1	July 4--Independence Day	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29		<p>JANUARY 2012</p> <table border="1"> <tr><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>January 2--New Year's Day Holiday</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td></td><td>January 13--End of 1<sup>st</sup> Semester</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td></td><td>January 16--Martin Luther King Jr. Birthday</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td></td><td></td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>		2	3	4	5	6	January 2--New Year's Day Holiday	9	10	11	12	13		January 13--End of 1 <sup>st</sup> Semester	16	17	18	19	20		January 16--Martin Luther King Jr. Birthday	23	24	25	26	27			30	31																				
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First/Last Day of Instruction	PURPLE
Quarter End	ORANGE
Trimester End	BLUE
Local Holiday	GREEN
Legal Holiday	RED
[---] Winter/Spring Recess	

**MINIMUM DAY SCHEDULE**

<u>ELEMENTARY SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
November 14, 15, 16, 17, 18	October 26	September 14
December 16	December 16	October 26
March 7, 8, 9	January 12, 13	December 16
June 1, 4, 5, 6, 7	February 1	January 11, 12, 13
	March 28	February 1
	June 6, 7	March 28
		June 5, 6, 7

ADOPTED 5/20/2010 - REVISED 3/17/11

## 9. GENERAL ADMINISTRATION

### 9.3 Approval of School Safety Plans for 2010-11

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**BACKGROUND INFORMATION:** Every school in the district has a comprehensive school safety plan developed in accordance with Education Code requirements and that follows the guidelines set forth in the State Emergency Management System (SEMS) and the National Incident Management System (NIMS) as well as recommendations of *Safe Schools: A Planning Guide for Action* prepared jointly by the California Department of Education and the Office of the Attorney General.

**CURRENT CONSIDERATIONS:** In accordance with BP/AR 0450 and the Education Code, each school has reviewed and, as needed, revised and updated their school safety plans. Plans were reviewed by staff, school site councils, and site safety committees. The revisions were approved accordingly at the site level.

It should be noted that many of the schools incorporated a site safety plan template from the District Emergency Operations Plan. In addition, each plan also includes an individual Safe School Plan/Action Plan as well as the school's anti-bullying programs.

The school safety plans meet the requirements of Education Code and BP/AR 0450 and are being submitted to the Board of Education for approval. These are lengthy documents and, as such, are available for review in the Human Resources Office or individually at the school sites prior to the March 17, 2011 board meeting.

**FINANCIAL IMPLICATIONS:** None

**SUPERINTENDENT'S RECOMMENDATION:** It is recommended that the board approve the 2010-11 School Safety Plans as presented.

10. CONSTRUCTION ADMINISTRATION

10.1 Report to the Board: Measure “A” and Other Construction Activities and Issues

BACKGROUND INFORMATION: The purpose of this item is to keep the board, administration, and especially the community informed as to the progress of the district’s Measure “A” and other construction efforts.

CURRENT CONSIDERATIONS: Construction activity and planning continue at several sites. Mr. Auld will update the board and community on these activities.

FINANCIAL IMPLICATIONS: None

SUPERINTENDENT’S RECOMMENDATION: This item is presented for informational purposes and no action is required.

## 10. CONSTRUCTION ADMINISTRATION

10.2 Appointment of Replacement Member to the Citizens' Oversight Committee

**BACKGROUND INFORMATION:** In anticipation of the successful passage of Measure "A", the Proposition 39 bond for modernization and improvement of Sierra Sands Unified School District facilities, the board on January 19, 2006 authorized the establishment of a Citizen's Oversight Committee. The committee is required by Education Code 15278 (a) for the purpose of informing the public concerning expenditures of general obligation bond proceeds. The committee is appointed by the Sierra Sands board to engage in the following activities:

- actively review and report on the proper expenditure of taxpayer's money for school construction
- advise the public as to whether the Sierra Sands Unified School District is in compliance with the requirements of the California Constitution; and
- convene to provide oversight for, but not limited to:
  1. ensuring that bond proceeds are expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, the acquisition or lease of real property for school facilities; and
  2. ensuring that funds are not used for any teacher or administrative salaries or other school operating expenses.

**CURRENT CONSIDERATIONS:** A vacancy has been created on the Citizens' Oversight Committee with the term limit of committee member Eddie Edwards. Ms. Edwards held one of the member at large positions on the committee.

The members of the Citizens' Oversight Committee are recommending the appointment of Julie Ann Pennix to fill this vacated position. Mrs. Pennix is an active parent of children attending Inyokern School. She currently serves as the President of the Superintendent's Council. She has first hand experience at seeing the Measure "A" funds at work as her school is close to completing its modernization. She is pleased to have her name submitted to the board for appointment to the committee.

**FINANCIAL IMPLICATIONS:** None.

**SUPERINTENDENT'S RECOMMENDATION:** It is recommended that the board approve Julie Ann Pennix for membership on the Measure "A" Citizens' Oversight Committee as submitted by the membership of the committee.

## 11. BUSINESS ADMINISTRATION

### 11.1 Approval of Second Interim Report for Fiscal Year 2010-11

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**BACKGROUND INFORMATION:** In accordance with California Education Code 42130-42131, no later than 45 days after the close of each reporting period, the school district governing board shall approve an interim financial report and certify in writing whether the school district is able to meet its financial obligations for the remainder of the fiscal year, and based on current projections, for subsequent fiscal years.

**CURRENT CONSIDERATIONS:** At second interim the district reports the progress that has been made in implementing the budget that was adopted by the board last June and modified slightly at first interim in December. Second interim is a good time to review progress and changes and their associated impacts. In recognition of the fact that the Governor outlined his budget proposal for the budget year in January, the second interim provides an opportunity to review, analyze and discuss what the district may be facing for the current year and the out years. The fiscal situation at the national level remains challenging. The fiscal situation at the state level is not only challenging but continues to be uncertain making operations problematic. Implementation of Board guidance in 2008-09, has resulted in the origination of a multi-year strategic plan which is regularly reviewed, analyzed and reported to the Board. This has enabled the district to be timely and agile in responding to the ever changing fiscal situation. It should be noted that when the crisis began in 2008-09, district staff created and began implementing a three year wellness corrective budget plan. As the projected year end results displayed in the budget summary illustrate, had the state been as diligent as the district in implementing its corrective budget plan, SSUSD would be right where it needed to be this June. In looking at SSUSD's second interim it can be noted that the budget is being successfully implemented according to plan. The main items influencing changes are: previously unbudgeted revenue due to the uncertainty of their receipt in both the restricted and unrestricted sides of the budget; the ability to use categorical funding to offset unrestricted general fund expenses and the use of other funds (notably IYKSFA) to absorb and/or offset other unrestricted general fund costs. These changes evolved as a result of the ongoing strategic planning process for the current year and out years by district leadership with Board guidance in the face of the ongoing state fiscal crisis. Consultation with School Services of California regarding the broadened use of categorical funds was very helpful. The changes proposed by staff in this report are reflective of the district's initiative to be able to position the district to end the current year in a positive position and enable the district to continue to maintain its positive position in the budget year and out years.

FINANCIAL IMPLICATIONS: In providing second interim summary data, staff has continued to use the format contained in the first interim report. For the current year, the changes reflected in this report are as follows:

- Revenue: + 190K mandated costs – unrestricted
  - + 214K SISC reimbursement – unrestricted
  - + 248K additional 10% of ARRA SFSF funds - restricted
- 200K unrestricted general fund cost offset: Categorical shift
- Use of other funds: IYKSFA
  - 267K – deferred maintenance
  - ~500K – book adoption
  - ~520K – Richmond plumbing (~434.4K previously approved by the Board)

The difference between budget and cash flow has been noted previously. Staff has performed a critical analysis of projected cash flow. At this time the projection for cash is that the district will be positive in the amount of ~100K by the end of June. Because timing of both the reception of cash as well as the disbursement of cash fluctuates during each month, it is possible that a short term loan may be needed in the month of June in order to meet cash requirements. Fund 17 is the expected source of the loan. Continuing and increasing cash deferrals by the state are the reason for that loan. It should be noted that cash deferrals are anticipated for the foreseeable future.

It is important to note that as part of interim reporting, the district must provide multi-year projections for the budget year (2011-12) and the next out year (2012-13). This requirement speaks to the state dictate that the district demonstrate that it is and will remain fiscally solvent. Staff abides by the guidance provided by the CDE, School Services of California and the Kern County Office of the Superintendent of Education. The multi-year projections included in this second interim report were prepared in accordance with the guidance provided by those entities. The assumptions used in the preparation of the multiple year projections are a result of the district strategic planning process which began in January after the Governor's proposed budget was published. The multiple year projections for both years include proposed solutions speaking to the fiscal situation the district could be in in those years if the proposed five year extension of temporary taxes is not on the ballot and/or is not approved by the public: For 2011-12 –

- 4 fewer certificated and 4.5 fewer classified positions
- elimination of the CalSAFE program
- use of other funds for -
- deferred maintenance
- use of federal jobs funding received in 2010-11 to preserve positions

- continued full use of K3 Class Size Reduction and Tier III flexibility
- ADA @ 4950 which is reflective of continuing declining enrollment
- \$350/ADA revenue limit cut (\$19.00) flat funding option, \$330, 1.2B state cut to education (assumes tax extension initiative is unsuccessful)

It should be noted that out year and multi-year projections are considered notional at the second interim reporting period. It is staff's intent to disclose and discuss the information at this time so that the board and community will be aware of the current fiscal environment and the potential effects and implications involved as the district goes forward.

In 2011-12, in addition to again receiving reduced revenue limit, seven cash deferrals are anticipated, of which ~ 33.5% will not be received in the appropriation year. This creates a severe strain on district cash. Staff anticipates that the reserves in Fund 17 will continue to be required to meet needed cash requirements at least once during the budget and out years. It should be noted that more clarity regarding 2011-12 and the out years is expected pending the outcome of the June election and the status of the Governor's 5-year tax extension proposal is known. The budget and out year guidance may look very different once that information is known. A cautionary note: even if the 5-year tax extension is successful, the fiscal effects on education are dependent upon budget implementation and guidance by the state.

**SUPERINTENDENT'S RECOMMENDATION:** It is recommended that the 2<sup>nd</sup> Interim Financial Reports for the Sierra Sands Unified School District be accepted as presented.

12. CONSENT CALENDAR

12.1 Approval of “A” and “B” Warrants

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CURRENT CONSIDERATIONS: “A” and “B” warrants released in February, 2011 are submitted for approval. “A” warrants totaled \$2,187,390.17. “B” warrants totaled \$1,489,219.85.

FINANCIAL IMPLICATIONS: Warrants were issued as stated.

SUPERINTENDENT’S RECOMMENDATION: Approve “A” and “B” warrants for February 2011 as presented.

This list represents the "A" and "B" warrants released during the month of **February 2011**  
 The "A" and "B" warrant registers are available in the business office for your review.

**RECOMMENDED ACTION: Approve "A" and "B" warrants as presented.**

**"A" WARRANTS**

<u>Type of Payroll</u>	<u>Amount</u>
End of month certificated	\$1,550,572.98
End of month classified	\$495,505.49
10th of month certificated	\$92,462.17
10th of month classified	\$48,849.53
<b>Total "A" Warrants</b>	<b>\$2,187,390.17</b>

**"B" WARRANTS**

<u>Register Number</u>	<u>Amount</u>
Batch 146	\$65,992.32
Batch 148	\$381,641.49
Batch 152	\$79,097.64
Batch 155	\$34,176.18
Batch 156	\$18,511.23
Batch 157	\$40,019.34
Batch 158	\$616.32
Batch 159	\$25,824.06
Batch 160	Food Service
Batch 161	\$54,699.84
Batch 162	\$79,147.73
Batch 163	Food Service
Batch 164	\$5,260.62
Batch 165	\$78,362.80
Batch 166	\$536,551.94
Batch 167	\$48,511.83
Batch 168	\$2,472.90
Batch 169	\$38,333.61
<b>Total "B" Warrants</b>	<b>\$1,489,219.85</b>

12. CONSENT CALENDAR

12.2 Approval of Recommendations for Expulsion, Expulsion Case #13 1011

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BACKGROUND INFORMATION: Education code requires the board to take final action on recommendations for expulsion.

CURRENT CONSIDERATIONS: Board approval is requested for the following expulsion cases:

Expulsion Case #13 1011: As stated in a stipulated expulsion agreement, student is expelled for the remainder of the 2010-11 spring semester and the 2011-12 fall semester, suspending the fall semester, allowing the student to reapply for admission under a behavior contract in August, 2011. During the period of expulsion, the student is referred to the Ridgecrest Learning Center.

FINANCIAL CONSIDERATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: Approve the recommendation for expulsion, Expulsion Case #13 1011 as presented.