

TRONA JOINT UNIFIED SCHOOL DISTRICT
Trona, California 93562

Thursday, May 10, 2018
Closed/Regular Session
District Board Room • 4:30/6:00 p.m.

AGENDA

1. CALL TO ORDER

2. PUBLIC COMMENT

Persons desiring to address the Board on any Closed Session item may make a request to do so at this time. Three minutes will be allocated such person at the time he/she speaks. Please raise your hand and wait to be recognized by the President, then move to the microphone and state your name for the record.

3. CLOSED SESSION

As provided by Government Code Section 54950 et seq., the Board may meet in Closed Session during the official portion of the meeting for consideration of agenized items on student discipline, litigation, property negotiation, employment matters, etc.

PERSONNEL

GC §54957

- Public Employee Appointment: Classified

NEGOTIATIONS & RELATED MATTERS

GC §54957.6

Trona Teachers Association

PERSONNEL

GC §54957

Certificated Personnel - letter of resignation

PERSONNEL

GC §54957

Certificated Personnel

4. INTRODUCTORY PROCEDURES (6:00 p.m.)

- A. Pledge of Allegiance
- B. Approval of Agenda
- C. Report of Closed Session
- D. Student of the Month
- E. Student Representatives
- F. Board Member Comments
- G. TTA Report
- H. TCEA Report
- I. Superintendent's Report
- J. Additional Reports
 - D. McCullar

5. PUBLIC 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 microphone and limit your remarks to three minutes. Please remember members of the Board will not respond to you during public comment.

6. CONSENT CALENDAR – General Guidelines

Certain items require legal review/approval by the Board. Other items are for information/ review or approval. When Board members have questions about items included in the consent list, these items will be pulled out of this group and considered separately. The Superintendent recommends approval: (ACTION)

1	PAYROLL WARRANTS:	
	Cert. Contract Payroll Warrants & EFT's	\$188,004.62
	Class. Contract Payroll Warrants & EFT's	\$82,959.99
	Certificated Hourly/Daily Payroll – Warrants	\$5,413.66
	Class. Hourly/Daily Payroll Warrants & EFT's	\$30,536.42
	SUBTOTAL	\$306,914.69
	Minus Worker's Comp. Reimbursement	\$726.48
	TOTAL	\$307,641.17
2	District Cash Receipts as of April 2018	\$360,879.48
3	Accounts Receivable Transaction Report as of April 2018	\$0.00
4	Revolving Cash Fund Report for April 2018	\$0.00
5	Accounts Payable Batch #0099 through #0115	\$225,724.50
6	Purchase Orders	\$12,857.10
7	Budget Transfers	\$50,000
8	Cafeteria	
9	Royalty Update	

7. PERSONNEL

- A. DISCUSSION/ACTION – The Superintendent recommends approval of a 6th grade Elementary school teacher. **PERSONNEL - PAGE 1**
- B. DISCUSSION/ACTION – The Superintendent recommends approval of a High School Math teacher. **PERSONNEL - PAGE 1**
- C. DISCUSSION/ACTION – The Superintendent recommends approval of Pool Attendants **PERSONNEL - PAGE 1**
- D. DISCUSSION/ACTION – The Superintendent recommends approval of a substitute paraprofessional **PERSONNEL - PAGE 1**
- E. DISCUSSION/ACTION – The Superintendent recommends approval of a Business Clerk. **PERSONNEL - PAGE 1**
- F. DISCUSSION/ACTION – The Superintendent recommends approval of 2018-2019 Cheer Coach **PERSONNEL - PAGE 1**
- G. DISCUSSION/ACTION – The Superintendent recommends approval of a 2018-2019 Varsity Girls Basketball Coach **PERSONNEL - PAGE 1**
- H. DISCUSSION/ACTION – The Superintendent recommends approval of a 2018-2019 Varsity Boys Basketball Coach. **PERSONNEL - PAGE 1**
- I. DISCUSSION/ACTION – The Superintendent recommends approval of a 2018-2019 Baseball Coach **PERSONNEL - PAGE 1**
- J. DISCUSSION/ACTION – The Superintendent recommends approval of Trona High Schools Certificated Stipend positions. **PERSONNEL - PAGE 1**

- K. DISCUSSION/ACTION – The Superintendent recommends approval of Summer Maintenance Workers
PERSONNEL - PAGE 1
- L. DISCUSSION/ACTION – The Superintendent recommends approval of the 2018-2019 Summer Swim Instructor
PERSONNEL - PAGE 1
- M. DISCUSSION/ACTION – The Superintendent recommends approval of the 7th/8th Volleyball Coach.
PERSONNEL - PAGE 1
- N. INFORMATIONAL – The Superintendent accepts resignation letter.

8. BUSINESS

- A. DISCUSSION/ACTION – The Superintendent recommends approval of County Form Number 1 and Form 2C.
- B. DISCUSSION/ACTION – The Superintendent recommends approval of Jeanette L. Garcia & Associates as new auditors.
- C. DISCUSSION/ACTION – The Superintendent recommends approval of the 2018-2019 School Nursing Contract.
- D. DISCUSSION/ACTION - The Superintendent recommends approval of Camp Keep Agreement.
- E. DISCUSSION/ACTION – The Superintendent recommends approval of the Cooperative Agreement between County of San Bernardino Children and Family Services and Trona Joint Unified School District.

9. PUBLIC HEARING/DISCUSSION

The Board is asked to conduct a public hearing for discussion in regards to Charter Petition received at last Board Meeting (April 12th 2018).

A. OPEN: _____ CLOSED: _____

10. POLICIES

A. DISCUSSION/ACTION – The Superintendent recommends approval of A through G graduation requirements.

11. FUTURE MEETINGS

Regular Meeting Thursday June 12th 2018
4:30 p.m. Closed/6:00 p.m. Open Session
District Board Room

11. ADJOURNMENT

The Board allots time during the discussion of agenda items for members of the public to comment. Please raise your hand and wait to be acknowledged by the Board President, then stand before speaking.

Any documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 83600 Trona Road, Trona, CA.

Note: Individuals who require special accommodation, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent's Office at least two days before the meeting date.

Item 7A

The Superintendent recommends approval of Jeane Kimber as the Elementary School's 6th Grade teacher, pending live scan, background, and credentialing.

Item 7B

The Superintendent recommends approval of Catherine Lambie, as our High School Math Teacher, pending live scan, background, and credentialing.

Item 7C

The Superintendent recommends of Pool Attendants as follows:

**Lana Horta rate of pay \$15.50
Kenneth Burley rate of pay \$14.50
Shirley Hodge rate of pay \$14.50
Alicia Horta rate of pay \$14.50**

Item 7D

The Superintendent recommends approval of a substitute paraprofessional, Juliet Dunn, at starting sub. para rate.

Item 7E

The Superintendent recommends approval of a business clerk, Patrick Graham, starting rate of pay will be step 1.

Item 7F

The Superintendent recommends approval of the 2018-2019 Cheer Coach, Jamie Franklin, stipend to be based upon 2018-2019 TTA Contract.

Item 7G

The Superintendent recommends approval of the 2018-2019 Varsity Girls Basketball Coach, Curtis Boutte, stipend to be based upon 2018-2019 TTA Contract.

Item 7H

The Superintendent recommends approval of the 2018-2019 Varsity Boys Basketball Coach, Teddy Johnson, stipend to be based upon 2018-2019 TTA Contract.

Item 7I

The Superintendent recommends approval of the 2018-2019 Baseball Coach, Thomas Weathers, stipend to be based upon 2018-2019 TTA Contract.

Item 7J

The Superintendent recommends approval of Trona High School Certificated Stipend Positions, rate of pay to be based upon 2018-2019 TTA Contract:

**Athletics Director: Kent Schmidt
Associated Student Body Director (ASB): Cindy Winks
High School Yearbook: Cindy Winks**

Item 7K

The Superintendent recommends approval of Summer Maintenance Workers as follows:

**Michael Taylor
Kristy Johnson
Forrest Manning
Tyler Boutte**

Rate of pay is set as \$11.00 per hour. CONTINUE TO 7K(A) – VOTE FOR M. MACLEAN

Item 7K(a)

The Superintendent recommends approval of Summer Maintenance Worker Meghan MacLean, rate of pay \$11.00 an hour.

Item 7L

The Superintendent recommends approval of the 2018-2019 Summer Swim Instructor, Meghan MacLean, rate of pay \$14.00 an hour.

Item 7M

The Superintendent recommends approval of the 7th/8th Volleyball Coach, Bridgett Cunningham, stipend based upon 2018-2019 TTA Contract.

Item 7N

The Superintendent accepts resignation letter from Mary Wilhelm.

BEST NET CONSORTIUM
DISTRICT CASH RECEIPTS TRANSACTION REPORT
FROM DATE 04/01/2018 TO DATE 04/30/2018

#J601

PAGE: 1
05/07/2018

55 Trona Joint Unified S.D.

FISCAL YR: 18

BATCH	REF #	DATE	DATE ENT	DESCRIPTION	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT
8970-P	180012	04/17/2018	04/12/2018	FEBRUARY ROYALTY	01-0001-0-0000-0000-8290-000-0000								360,879.48
				TOTAL AMOUNT									360,879.48 *

GRAND TOTAL

360,879.48 **

BEST NET CONSORTIUM
ACCOUNTS RECEIVABLES TRANSACTION REPORT
FROM DATE 04/01/2018 TO DATE 04/30/2018

#J604

PAGE: 2
05/07/2018

55 Trona Joint Unified S.D.

FISCAL YR: 18

BATCH	REF #	DATE	DATE ENT	DESCRIPTION	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	TYPE	POST
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*** NO RECORD QUALIFIED FOR SELECTED PARAMETERS OR INVALID PARAMETERS ***

Trona Joint Unified S.D.
BOARD PURCHASE ORDER REPORT

PAGE: 1

Board of Trustees Meeting 05/10/2018

PO NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
180389	OFFICE DEPOT	KITCHEN MIXERS FOR BOOST	1,336.06
180390	OFFICE DEPOT	Office Supplies	298.64
180391	CDW GOVERNMENT INC	Windows 10 Pro - Upgrade Licens	590.67
180392	JIM'S STEEL SUPPLY	Welding Supplies	353.23
180393	AIRGAS	Welding Supplies	41.61
180394	ACCTRAIN DEVELOPMENTAL RESOURC	NASSP CONFERENCE	1,020.00
180395	POSITIVE PREVENTION PLUS.COM	Positive Prevention Plus Print	930.90
180396	OFFICE DEPOT	Classroom Supplies for Special	281.84
180397	VECTOR USA	Fortinet Support Renewal	4,914.00
180398	PEARSON	Instructional Booklets	99.00
180399	HOUGHTON MIFFLIN HARCOURT	Testing Booklets	204.21
180400	PAR UNPARALLELED	Examiner Record Forms	49.00
180401	IN THE SWIM	ProVac Flexible	270.98
180402	OFFICE DEPOT	First Aid Kits & Other Supplie	2,336.32
180403	OFFICE DEPOT	Office Supplies for Maintenanc	130.64

TOTAL # OF PURCHASE ORDERS: 15 *** TOTAL PURCHASE ORDERS: \$ 12,857.10

The above Purchase Orders have been issued in accordance with
the District's policies and procedures. It is recommended that the
Board of Trustees approve them.

Authorized Agent

Board Meeting Date (MM/DD/CCYY): 05/10/2018

From Batch Number: 0115

To Batch Number: 0148

Select Batch Type: 1

- 1 = All Batch Types
- 2 = 'A' Batch Only
- 3 = Non-'A' Batch Only
- 1 = Vendor Name, 2 = Reference #
- 'Y'=yes, 'N'=no
- 1 = PO, 2 = Board, 3 = Both
- S = Single, D = Double
- 'Y'=yes, 'N'=no

Sort By: 1

Include Address: Y

Print Description: 1

Spacing: S

Batch Page Break: Y

SELECT (ENTER 'Y') TRANSACTION TYPES TO BE REPORTED

All Transaction Type:Y Invoice Details: N

OR

- Purchase Orders: N P.O. Details: N
- Pay Vouchers: N P.V. Details: N
- Travel Claims: N T.C. Details: N
- Liability Claims: N Lib. Details: N
- Credit Memos: N C.M. Details: N
- Payable Claim Liabilities: N PCL. Details: N
- Miscellaneous Vendors: N M.V. Details: N

Board of Trustees Meeting ... 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180417	A & L TIRE CO INC 317 W INYOKERN ROAD RIDGECREST, CA 93555-2592	BUS FLAT TIRE REPAIR	\$906.19
		** TOTAL PAYMENT AMOUNT:	\$906.19
PO-180082	A-Z BUS SALES INC. PO BOX 841135 LOS ANGELES, CA 90084-1135	BUS REPAIRS	\$51.55
		** TOTAL PAYMENT AMOUNT:	\$51.55
PO-180046	ATKINSON, ANDELSON, LOYA , RUU LEGAL SERVICES & ROMO 12800 CENTER COURT DRIVE SUITE 300 CERRITOS, CA 90703		\$3,705.00
PO-180046	ATKINSON, ANDELSON, LOYA , RUU LEGAL SERVICES & ROMO 12800 CENTER COURT DRIVE SUITE 300 CERRITOS, CA 90703		\$1,755.00
		** TOTAL PAYMENT AMOUNT:	\$5,460.00
PO-180354	BARNES & NOBLE PO BOX 930455 ATLANTA, GA 31193-0455	LIBRARY BOOKS	\$281.62
		** TOTAL PAYMENT AMOUNT:	\$281.62
PO-180314	BEST BUY PO BOX 731247 DALLAS, TX 75373-1247	KINDLE CASES	\$368.51
		** TOTAL PAYMENT AMOUNT:	\$368.51
PV-180422	DART 201 E. Ridgecrest Blvd. Ridgecrest, CA 93555	SERVICES FOR MADALYNN	\$724.00
		** TOTAL PAYMENT AMOUNT:	\$724.00
PO-180211	ERICA ANNE MAC ARTHUR 416 MAVIS CT RIDGECREST, CA 93555	MUSIC CLASSES	\$165.00
		** TOTAL PAYMENT AMOUNT:	\$165.00
PV-180418	JOHNBOY'S TOWING 2091 21ST ST OCEANO, CA 93445-9261	LOCKOUT SERVICE	\$75.00
		** TOTAL PAYMENT AMOUNT:	\$75.00

Board of Trustees Meeting 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180416	LANA HORTA 83470 AMARGOSA AVE TRONA, CA 93562	REIM BUS DRIVER MEALS	\$65.70
		** TOTAL PAYMENT AMOUNT:	\$65.70
PO-180059	NAPA AUTO PARTS P.O. BOX 499 LAKE ISABELLA, CA 93240	BUS PARTS	\$218.97
PO-180059	NAPA AUTO PARTS P.O. BOX 499 LAKE ISABELLA, CA 93240	BUS PARTS	\$152.30
PO-180059	NAPA AUTO PARTS P.O. BOX 499 LAKE ISABELLA, CA 93240	BUS PARTS	\$34.81
PO-180059	NAPA AUTO PARTS P.O. BOX 499 LAKE ISABELLA, CA 93240	BUS PARTS	\$255.30
PO-180059	NAPA AUTO PARTS P.O. BOX 499 LAKE ISABELLA, CA 93240	BUS PARTS	\$53.03
PV-180415	NAPA AUTO PARTS P.O. BOX 499 LAKE ISABELLA, CA 93240	LATE FEES	\$60.06
		** TOTAL PAYMENT AMOUNT:	\$774.47
PO-180357	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	OFFICE SUPPLIES	\$20.57
PO-180357	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	OFFICE SUPPLIES	\$91.80
PO-180357	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	OFFICE SUPPLIES	\$87.93
PO-180358	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	SPLITTER VIDEO CABLE	\$12.32
PO-180359	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	INSTRUCTIONAL SUPPLIES	\$107.24

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180359	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	INSTRUCTIONAL SUPPLIES	\$42.91
PO-180364	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$189.22
		** TOTAL PAYMENT AMOUNT:	\$551.99
PO-180209	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	WELDING GLOVES	\$69.58
		** TOTAL PAYMENT AMOUNT:	\$69.58
PV-180420	PSAT 10 12192 COLLECTION CENTER DRIVE CHICAGO, IL 60693	PSAT TESTING MATERIALS	\$260.00
		** TOTAL PAYMENT AMOUNT:	\$260.00
PV-180419	STACY COREY 13527 CEDAR ST TRONA, CA 93562	REIM LIVE SCAN	\$62.00
		** TOTAL PAYMENT AMOUNT:	\$62.00
PV-180421	WASTE MANAGEMENT PO BOX 541065 LOS ANGELES, CA 90054-1065	TRASH SERVICE	\$1,791.74
		** TOTAL PAYMENT AMOUNT:	\$1,791.74
PO-180067	WAXIE PO BOX 748802 LOS ANGELES, CA 90074-8802	SUPPLIES	\$287.88
PO-180067	WAXIE PO BOX 748802 LOS ANGELES, CA 90074-8802	SUPPLIES	\$650.53
		** TOTAL PAYMENT AMOUNT:	\$938.41
		**** BATCH TOTAL AMOUNT:	\$12,545.76

BATCH: 0115A

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting ... 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180185	VECTOR USA	ARUBA	\$4,390.40
	3530 VOYAGER ST		
	TORRANCE, CA 90503-1666		
		** TOTAL PAYMENT AMOUNT:	\$4,390.40
		**** BATCH TOTAL AMOUNT:	\$4,390.40

BATCH: 0116

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180071	SOUTHERN CALIFORNIA EDISON IN ELECTRIC SERVICES P.O. BOX 300 ROSEMEAD, CA 91772-0001		\$7,702.96
PO-180071	SOUTHERN CALIFORNIA EDISON IN ELECTRIC SERVICES P.O. BOX 300 ROSEMEAD, CA 91772-0001		\$179.24
** TOTAL PAYMENT AMOUNT:			\$7,882.20
**** BATCH TOTAL AMOUNT:			\$7,882.20

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180423	DEBORAH TSUBOTA HEMLOCK ST TRONA, CA 93562	REIM CLASSROOM SUPPLIES	\$45.37
PV-180424	DEBORAH TSUBOTA HEMLOCK ST TRONA, CA 93562	REIM CLASSROOM SUPPLIES	\$218.25
PV-180425	DEBORAH TSUBOTA HEMLOCK ST TRONA, CA 93562	reim classroom supplies	\$222.70
PV-180426	DEBORAH TSUBOTA HEMLOCK ST TRONA, CA 93562	reim classroom supplies	\$15.75
		** TOTAL PAYMENT AMOUNT:	\$502.07
		**** BATCH TOTAL AMOUNT:	\$502.07

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180431	AMANDA CELAYA	REIM MEALS/TRAVEL EXPENSE	\$113.85
		** TOTAL PAYMENT AMOUNT:	\$113.85
PV-180427	CHERYL BRIDGES	reim travel/conf expenses	\$642.74
		** TOTAL PAYMENT AMOUNT:	\$642.74
PV-180430	WENDY SCOTT	reim meals/travel expense	\$195.68
		** TOTAL PAYMENT AMOUNT:	\$195.68
		**** BATCH TOTAL AMOUNT:	\$952.27

BATCH: 0118A

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180249	DEBORAH TSUBOTA HEMLOCK ST TRONA, CA 93562	REIM MEALS/TRAVEL EXPENSE	\$95.63
PV-180428	DEBORAH TSUBOTA HEMLOCK ST TRONA, CA 93562	reim hotel/conference fee	\$987.08
		** TOTAL PAYMENT AMOUNT:	\$1,082.71
		**** BATCH TOTAL AMOUNT:	\$1,082.71

Board of Trustees Meeting 05/10/2018

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-180432	SELF-INSURED SCHOOLS OF CA P.O. BOX 1808 BAKERSFIELD, CA 93303-1808	HEALTH INSURANCE	\$82,851.00
			** TOTAL PAYMENT AMOUNT:	\$82,851.00
	PV-180434	SISC III - VISION P.O. OX 1847 BAKERSFIELD, CA 93303-1847	VISION INSURANCE	\$1,667.20
			** TOTAL PAYMENT AMOUNT:	\$1,667.20
	PV-180433	SISK III - DENTAL KERN CO. SUPT OF SCHOOLS 5801 SUNDALE AVENUE BAKERSFIELD, CA 93309	DENTAL INSURANCE	\$7,369.20
			** TOTAL PAYMENT AMOUNT:	\$7,369.20
			**** BATCH TOTAL AMOUNT:	\$91,887.40

Board of Trustees Meeting 05/10/2018

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PO-180049	CENTURYLINK BUSINESS SERVICES P.O. BOX 52187 PHOENIX, AZ 85072-2187	LONG DISTANCE	\$230.02
			** TOTAL PAYMENT AMOUNT:	\$230.02
	PO-180361	CURRICULUM ASSOCIATES, INC PO BOX 4119 WOBURN, MA 01888-4119	License Fee	\$450.00
			** TOTAL PAYMENT AMOUNT:	\$450.00
	PO-180321	SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS 601 N. E STREET SAN BERNARDINO, CA 92415	SBCSS LEADERSHIP SUMMIT	\$130.00
			** TOTAL PAYMENT AMOUNT:	\$130.00
			**** BATCH TOTAL AMOUNT:	\$810.02

BATCH: 0120A

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180360	BSN SPORTS, LLC	BLEACHERS	\$6,710.94
	PO BOX 660176		
	DALLAS, TX 75266-0176		
		** TOTAL PAYMENT AMOUNT:	\$6,710.94
		**** BATCH TOTAL AMOUNT:	\$6,710.94

Board of Trustees Meeting 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180443	CATHY HESEMAN P.O. BOX 244 TRONA, CA 93592	reim classroom supplies	\$27.94
		** TOTAL PAYMENT AMOUNT:	\$27.94
PV-180446	CCSESA 1121 L ST STE 510 SACRAMENTO, CA 95814-3943	REGISTRATION FEES- V GENN	\$500.00
		** TOTAL PAYMENT AMOUNT:	\$500.00
PO-180353	GTM SPORTSWEAR PO BOX 959741 ST LOUIS, MO 63195-9741	Baseball Pants	\$406.22
		** TOTAL PAYMENT AMOUNT:	\$406.22
PO-180298	RIVERSIDE COUNTY OFFICE PO BOX 868 RIVERSIDE, CA 92502-0868	MATHINK 2018 MINI CONFERE	\$45.00
		** TOTAL PAYMENT AMOUNT:	\$45.00
PV-180444	TSUBOTA, ALAN 14006 HEMLOCK STREET TRONA, CA 93562	reim office supplies/ince	\$11.65
		** TOTAL PAYMENT AMOUNT:	\$11.65
PV-180445	TSUBOTA, ALAN 14006 HEMLOCK STREET TRONA, CA 93562	REIM GIFT CARDS-BOOST ACT	\$600.00
		** TOTAL PAYMENT AMOUNT:	\$611.65
		hot spot	\$95.08
		** TOTAL PAYMENT AMOUNT:	\$95.08
PV-180435	VERIZON CALIFORNIA PO BOX 920041 DALLAS, TX 75392-0041	**** BATCH TOTAL AMOUNT:	\$1,685.89

BATCH: 0122

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180436	U.S. BANK CORPORATE PAYMENT	ALAN CALD CARD	\$732.59
	P.O. BOX 790428		
	ST. LOUIS, MO 63179-0428		
		** TOTAL PAYMENT AMOUNT:	\$732.59
		**** BATCH TOTAL AMOUNT:	\$732.59

BATCH: 0123

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180437	U.S. BANK CORPORATE PAYMENT	WOLFES CAL CARD	\$757.98
	P.O. BOX 790428		
	ST. LOUIS, MO 63179-0428		
		** TOTAL PAYMENT AMOUNT:	\$757.98
		**** BATCH TOTAL AMOUNT:	\$757.98

BATCH: 0124 THRU 0125 Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
=====	=====	=====	=====

BATCH IS VOIDED

BATCH: 0125A

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-180440	U.S. BANK CORPORATE PAYMENT	Sarah Cal Card	\$2,988.51
		P.O. BOX 790428		
		ST. LOUIS, MO 63179-0428		
			** TOTAL PAYMENT AMOUNT:	\$2,988.51
			**** BATCH TOTAL AMOUNT:	\$2,988.51

BATCH: 0126 THRU 0129 Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting ... 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
=====	=====	=====	=====

BATCH CONTAINS NO PAYMENT

BATCH: 0130

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180441	EMPLOYMENT DEVELOPMENT DEPT.	SUI	\$491.33
	P.O. BOX 2482		
	SACRAMENTO, CA 95812-2482		
	** TOTAL PAYMENT AMOUNT:		\$491.33
	**** BATCH TOTAL AMOUNT:		\$491.33

BATCH: 0131

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
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BATCH CONTAINS NO PAYMENT

BATCH: 0131A

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180442	SISC I WORKERS' COMPENSATION PO BOX 1847 BAKERSFIELD, CA 93303-1847	WORKERS COMPQTR 01	\$20,517.73
		** TOTAL PAYMENT AMOUNT:	\$20,517.73
		**** BATCH TOTAL AMOUNT:	\$20,517.73

Board of Trustees Meeting 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180371	ADVANTAGE IMAGING SUPPLY INC PO BOX 73994 SAN CLEMENTE, CA 92673-0134	VGA ADAPTER CONVERTER	\$293.62
		** TOTAL PAYMENT AMOUNT:	\$293.62
PO-180356	BARNES & NOBLE PO BOX 930455 ATLANTA, GA 31193-0455	BOOKS	\$266.12
		** TOTAL PAYMENT AMOUNT:	\$266.12
PO-180377	BREAKOUT, INC 696 OLD BETHPAGE RD PO BOX 280 OLD BETHPAGE, NY 11804-2200	PLATFORM ACCESS	\$60.00
		** TOTAL PAYMENT AMOUNT:	\$60.00
PV-180447	MEGHAN FUCHS 298 MAY ST BISHOP, CA 93514-2712	MOTIVATIONAL SPEAKER	\$207.97
		** TOTAL PAYMENT AMOUNT:	\$207.97
PO-180362	NETSUPPORT INCORPORATED 6815 SHILOH ROAD EAST SUITE A-7 ALPHARETTA, GA 30005	Net Support	\$289.00
		** TOTAL PAYMENT AMOUNT:	\$289.00
PO-180369	SAN BERNARDINO CO. SUPT.SCHOO RSA TOKEN 760 E BRIER DR SAN BERNARDINO, CA 92408		\$218.76
		** TOTAL PAYMENT AMOUNT:	\$218.76
PO-180094	SPARKLETT'S P.O. BOX 660579 DALLAS, 75266-0579	WATER	\$214.81
		** TOTAL PAYMENT AMOUNT:	\$214.81
PO-180064	TEL-TEC SECURITY SYSTEMS INC. ALARM MONITORING 5020 LISA MARIE COURT BAKERSFIELD, CA 93313		\$30.00
PO-180064	TEL-TEC SECURITY SYSTEMS INC. ALARM MONITORING 5020 LISA MARIE COURT BAKERSFIELD, CA 93313		\$945.00
		** TOTAL PAYMENT AMOUNT:	\$975.00

BATCH: 0132

Trona Joint Unified S.D.
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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
***** BATCH TOTAL AMOUNT:			\$2,525.28

BATCH: 0132A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180252	JESSICA ROWLEY	GRANT WRITING/CONSULTANT	\$1,500.00
	5501 NEWCASTLE AVE		
	APT 401		
	ENCINO, CA 91316-2177		
		** TOTAL PAYMENT AMOUNT:	\$1,500.00
		**** BATCH TOTAL AMOUNT:	\$1,500.00

BATCH: 0133 THRU 0134 Trona Joint Unified S.D.
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REF.	VENDOR NAME	DESCRIPTION	AMOUNT
NUMBER			

BATCH IS VOIDED

BATCH: 0134A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180379	TIME & ALARM SYSTEMS 3828 WACKER DR MIRA LOMA, CA 91752-1147	Fire Alarm Replacement	\$12,465.31
		** TOTAL PAYMENT AMOUNT:	\$12,465.31
		*** BATCH TOTAL AMOUNT:	\$12,465.31

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180370	CDW-GOVERNMENT 75 REMITTANCE DR SUITE 1515 CHICAGO, IL 60675-1515	AIR FILTER	\$297.39
PO-180378	CDW-GOVERNMENT 75 REMITTANCE DR SUITE 1515 CHICAGO, IL 60675-1515	Seagate Backup Plus 2 TB	\$408.16
		** TOTAL PAYMENT AMOUNT:	\$705.55
PV-180449	TIME & ALARM SYSTEMS 3828 WACKER DR MIRA LOMA, CA 91752-1147	LABOR CHARGES	\$516.00
		** TOTAL PAYMENT AMOUNT:	\$516.00
		**** BATCH TOTAL AMOUNT:	\$1,221.55

BATCH: 0135A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180065	VECTOR USA	SERVICES	\$2,503.04
	3530 VOYAGER ST		
	TORRANCE, CA 90503-1666	** TOTAL PAYMENT AMOUNT:	\$2,503.04
		**** BATCH TOTAL AMOUNT:	\$2,503.04

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180454	HEATHER STONE MEDICAL CLINIC 900 N HERITAGE DR BLDG E RIDGECREST, CA 93555-5537	EXAM/VACCINATIONS	\$591.00
		** TOTAL PAYMENT AMOUNT:	\$591.00
PV-180451	JODI SCHULTZ 84657 SEARLES ST TRONA, CA 93562-2539	reim live scan	\$52.00
		** TOTAL PAYMENT AMOUNT:	\$52.00
PV-180450	LEESA COX 84767 11TH ST TRONA, CA 93562	REIM BUS DRIVER MEALS	\$33.18
		** TOTAL PAYMENT AMOUNT:	\$33.18
PV-180452	MARIA HORTA 84664 11TH ST TRONA, CA 93562-2510	REIM LIVE SCAN	\$69.00
		** TOTAL PAYMENT AMOUNT:	\$69.00
PV-180453	RANDY SORENSEN 12163 B STREET TRONA, CA 93562	REIM LIVE SCAN	\$62.00
		** TOTAL PAYMENT AMOUNT:	\$62.00
		**** BATCH TOTAL AMOUNT:	\$807.18

Board of Trustees Meeting 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180050	CONTINENTAL LABOR&STAFFING RS MECHANICAL SERVICES PO BOX 9039 BAKERSFIELD, CA 93389		\$522.40
		** TOTAL PAYMENT AMOUNT:	\$522.40
PO-180067	WAXIE PO BOX 748802 LOS ANGELES, CA 90074-8802	SUPPLIES	\$153.30
		** TOTAL PAYMENT AMOUNT:	\$153.30
PO-180066	WESTERN EXTERMINATOR PO BOX 16350 READING, PA 19612-6350	SERVICES	\$131.50
		** TOTAL PAYMENT AMOUNT:	\$131.50
		**** BATCH TOTAL AMOUNT:	\$807.20

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180070	SEARLES DOMESTIC WATER CO. P.O. BOX 577 TRONA, CA 93592	WATER SERVICES	\$399.86
PO-180070	SEARLES DOMESTIC WATER CO. P.O. BOX 577 TRONA, CA 93592	WATER SERVICES	\$760.28
PO-180070	SEARLES DOMESTIC WATER CO. P.O. BOX 577 TRONA, CA 93592	WATER SERVICES	\$616.54
PO-180070	SEARLES DOMESTIC WATER CO. P.O. BOX 577 TRONA, CA 93592	WATER SERVICES	\$289.66
		** TOTAL PAYMENT AMOUNT:	\$2,066.34
		SERVICES	\$2,503.04
		** TOTAL PAYMENT AMOUNT:	\$2,503.04
		**** BATCH TOTAL AMOUNT:	\$4,569.38
PO-180065	VECTOR USA 3530 VOYAGER ST TORRANCE, CA 90503-1666		

Board of Trustees Meeting 05/10/2018

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PO-180053	FRONTIER COMMUNICATIONS PO BOX 740407 CINCINNATI, OH 45274-0407	PHONE SERVICE	\$3,359.59
			** TOTAL PAYMENT AMOUNT:	\$3,359.59
	PO-180060	PURCHASE POWER PO BOX 371874 PITTSBURGH, PA 15250-7874	POSTAGE	\$210.02
			** TOTAL PAYMENT AMOUNT:	\$210.02
	PO-180079	WENDY NESS 14808 CHOKE CHERRY DRIVE VICTORVILLE, CA 92392	PSYCHOLOGY SERVICES	\$1,500.00
			** TOTAL PAYMENT AMOUNT:	\$1,500.00
			**** BATCH TOTAL AMOUNT:	\$5,069.61

BATCH: 0138A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180306	A & L TIRE CO INC	TIRES	\$1,719.21
	317 W INYOKERN ROAD		
	RIDGECREST, CA 93555-2592		
		** TOTAL PAYMENT AMOUNT:	\$1,719.21
		**** BATCH TOTAL AMOUNT:	\$1,719.21

BATCH: 0139

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180334	ACE COMMERCIAL LAUNDRY EQUIPMENT INC 14404 HOOVER ST WESTMINSTER, CA 92683-5319	DRYER	\$5,834.16
** TOTAL PAYMENT AMOUNT:			\$5,834.16
**** BATCH TOTAL AMOUNT:			\$5,834.16

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180299	EDUSMART	INSTRUCTIONAL MATERIALS	\$500.00
	5701 W. SLAUGHTER LANE;A-130/ AUSTIN, TX 78749		
		** TOTAL PAYMENT AMOUNT:	\$500.00
PO-180348	RIDGECREST SEPTIC SERVICE	PORTA POTTY (OPEN PO FOR	\$201.70
	667 S. RICHMOND RD #E RIDGECREST, CA 93555		
PO-180348	RIDGECREST SEPTIC SERVICE	PORTA POTTY (OPEN PO FOR	\$101.70
	667 S. RICHMOND RD #E RIDGECREST, CA 93555		
		** TOTAL PAYMENT AMOUNT:	\$303.40
PV-180455	SALLY HUNTLEY-PANKNIN	REIM MEALS	\$184.48
		** TOTAL PAYMENT AMOUNT:	\$184.48
		**** BATCH TOTAL AMOUNT:	\$987.88

BATCH: 0140A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180260	BEST BUY PO BOX 731247 DALLAS, TX 75373-1247	Library Supplies	\$1,586.30
PO-180260	BEST BUY PO BOX 731247 DALLAS, TX 75373-1247	Library Supplies	\$909.53
		** TOTAL PAYMENT AMOUNT:	\$2,495.83
		**** BATCH TOTAL AMOUNT:	\$2,495.83

BATCH: 0141

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
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BATCH IS VOIDED

BATCH: 0141A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180456	CALIFORNIA TEACHERS ASSOCIATI union		\$1,680.43
	9329 MARIPOSA ROAD, SUITE 125		
	HESPERIA, CA 92344		
	** TOTAL PAYMENT AMOUNT:		\$1,680.43
	*** BATCH TOTAL AMOUNT:		\$1,680.43

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180457	CONTRAST TECH SERVICES 139 Balsam St. Suite 1000 RIDGECREST, CA 93555	REPAIR SERVICE	\$98.70
PV-180458	CONTRAST TECH SERVICES 139 Balsam St. Suite 1000 RIDGECREST, CA 93555	REPAIR SERVICE	\$41.23
		** TOTAL PAYMENT AMOUNT:	\$139.93
PV-180459	SARAH WRIGHT-ANCIRA	reim-live scan	\$69.00
		** TOTAL PAYMENT AMOUNT:	\$69.00
		**** BATCH TOTAL AMOUNT:	\$208.93

BATCH: 0142A

Trona Joint Unified S.D.
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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180383	DOCUMENT & TRACKING SERVICES 10225 BARNES CANYON RD STE A2 SAN DIEGO, CA 92121-2734	Document Tracking Service	\$2,385.00
		** TOTAL PAYMENT AMOUNT:	\$2,385.00
PO-180275	ONPOINT 4100 JURUPA ST. SUITE 102 ONTARIO, CA 91761	2017-2018 Trainings	\$3,497.50
		** TOTAL PAYMENT AMOUNT:	\$3,497.50
		**** BATCH TOTAL AMOUNT:	\$5,882.50

Board of Trustees Meeting 05/10/2018

REF.	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180374	JIM'S STEEL SUPPLY PO BOX 191 BAKERSFIELD, CA 93302-0191	WELDING SUPPLIES	\$568.18
		** TOTAL PAYMENT AMOUNT:	\$568.18
PV-180460	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	CYLINDER RENTAL	\$45.98
		** TOTAL PAYMENT AMOUNT:	\$45.98
PO-180062	SOUTHERN SIERRA MEDICAL CLINI TB TEST 1041 N. China Lake Blvd, Ste Ridgecrest,, CA 93555		\$29.00
PO-180062	SOUTHERN SIERRA MEDICAL CLINI TB TEST 1041 N. China Lake Blvd, Ste Ridgecrest,, CA 93555		\$29.00
PO-180062	SOUTHERN SIERRA MEDICAL CLINI TB TEST 1041 N. China Lake Blvd, Ste Ridgecrest,, CA 93555		\$29.00
PO-180062	SOUTHERN SIERRA MEDICAL CLINI TB TEST 1041 N. China Lake Blvd, Ste Ridgecrest,, CA 93555		\$30.00
PO-180062	SOUTHERN SIERRA MEDICAL CLINI TB TEST 1041 N. China Lake Blvd, Ste Ridgecrest,, CA 93555		\$30.00
PO-180062	SOUTHERN SIERRA MEDICAL CLINI TB TEST 1041 N. China Lake Blvd, Ste Ridgecrest,, CA 93555		\$30.00
		** TOTAL PAYMENT AMOUNT:	\$177.00
		**** BATCH TOTAL AMOUNT:	\$791.16

BATCH: 0143A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180047	BECK OIL INC. 16640 D STREET VICTORVILLE, CA 92395	DIESEL	\$2,792.40
		** TOTAL PAYMENT AMOUNT:	\$2,792.40
		**** BATCH TOTAL AMOUNT:	\$2,792.40

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180393	AIRGAS PO BOX 7423 PASADENA, CA 91109-7423	Welding Supplies	\$41.61
PO-180386	CDW-GOVERNMENT 75 REMITTANCE DR SUITE 1515 CHICAGO, IL 60675-1515	** TOTAL PAYMENT AMOUNT: HDMI ADAPTERS	\$41.61 \$144.28
PO-180388	CDW-GOVERNMENT 75 REMITTANCE DR SUITE 1515 CHICAGO, IL 60675-1515	Computer Supplies	\$413.36
PO-180244	GRAINGER INDUSTRIAL SUPPLY DEPT 805371150 PALATINE, IL 60038-0001	** TOTAL PAYMENT AMOUNT: OPEN PURCHASE ORDER-MAINT	\$557.64 \$30.87
PO-180069	REMAC/SPURR P.O. BOX 45526 SAN FRANCISCO, CA 94145-0526	** TOTAL PAYMENT AMOUNT: NATURAL GAS	\$30.87 \$4,817.08
PO-180189	STATER BROS MARKETS PO BOX 150 SAN BERNARDINO, CA 92408	** TOTAL PAYMENT AMOUNT: OPEN PURCHASE ORDER	\$4,817.08 \$79.98
PO-180189	STATER BROS MARKETS PO BOX 150 SAN BERNARDINO, CA 92408	OPEN PURCHASE ORDER	\$115.21
PO-180189	STATER BROS MARKETS PO BOX 150 SAN BERNARDINO, CA 92408	OPEN PURCHASE ORDER	\$51.75
PO-180189	STATER BROS MARKETS PO BOX 150 SAN BERNARDINO, CA 92408	OPEN PURCHASE ORDER	\$60.13
PO-180189	STATER BROS MARKETS PO BOX 150 SAN BERNARDINO, CA 92408	OPEN PURCHASE ORDER	\$86.01
PO-180189	STATER BROS MARKETS PO BOX 150 SAN BERNARDINO, CA 92408	OPEN PURCHASE ORDER	\$156.57
PO-180189	STATER BROS MARKETS PO BOX 150 SAN BERNARDINO, CA 92408	** TOTAL PAYMENT AMOUNT:	\$549.65

BATCH: 0144

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REF.	VENDOR NAME	DESCRIPTION	AMOUNT
=====	=====	=====	=====

**** BATCH TOTAL AMOUNT: \$5,996.85

BATCH: 0144A

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BOARD OF TRUSTEES PAYMENT REPORT

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180461	XEROX FINANCIAL SERVICES	XEROX LEASE	\$1,789.60
	PO BOX 202882		
	DALLAS, TX 75320-2882		
		** TOTAL PAYMENT AMOUNT:	\$1,789.60
		**** BATCH TOTAL AMOUNT:	\$1,789.60

BATCH: 0145

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180315	AMAZON.COM PO BOX 530958 ATLANTA, GA 30353-0958	ALT ED MATERIALS	\$71.46
PO-180315	AMAZON.COM PO BOX 530958 ATLANTA, GA 30353-0958	ALT ED MATERIALS	\$25.03
PO-180315	AMAZON.COM PO BOX 530958 ATLANTA, GA 30353-0958	ALT ED MATERIALS	\$397.00
PV-180462	AMAZON.COM PO BOX 530958 ATLANTA, GA 30353-0958	late fee	\$30.50
		** TOTAL PAYMENT AMOUNT:	\$523.99
		**** BATCH TOTAL AMOUNT:	\$523.99

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180363	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$116.19
PO-180375	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	THUMB DRIVE	\$86.09
PO-180376	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$3.87
PO-180376	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$11.63
PO-180376	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$279.32
PO-180376	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$12.68
PO-180376	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$382.71
PO-180382	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	SUPPLIES FOR ELEMENTARY LI	\$358.26
PO-180382	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	SUPPLIES FOR ELEMENTARY LI	\$154.13
PO-180382	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	SUPPLIES FOR ELEMENTARY LI	\$68.39
PO-180387	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	HP LASER JET PRO PRINTER	\$276.37
		** TOTAL PAYMENT AMOUNT:	\$1,749.64

BATCH: 0145A

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
***** BATCH TOTAL AMOUNT:			\$1,749.64

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$13.89
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$21.10
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$13.03
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$59.12
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$4.41
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$7.95
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$74.64
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$18.83
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$9.22
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$10.73
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$4.07
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$5.27
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$13.95

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	82740 TRONA ROAD TRONA, CA 93562		
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$46.16
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$7.59
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$43.92
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$2.79
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$61.25
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$1.07
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$3.22
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$4.41
PO-180253	THE INDUSTRIAL STORE 82740 TRONA ROAD TRONA, CA 93562	MAINTENANCE SUPPLIES FY 1	\$37.09
		** TOTAL PAYMENT AMOUNT:	\$463.71
		**** BATCH TOTAL AMOUNT:	\$463.71

BATCH: 0147

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180082	A-Z BUS SALES INC. PO BOX 841135 LOS ANGELES, CA 90084-1135	BUS REPAIRS	\$106.70
		** TOTAL PAYMENT AMOUNT:	\$106.70
PV-180463	RUTH SOTO 13990 HEMLOCK ST TRONA, CA 93562	reim-cinstructional mater	\$15.00
		** TOTAL PAYMENT AMOUNT:	\$15.00
		**** BATCH TOTAL AMOUNT:	\$121.70

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180380	123 LOCK-DOWN LATCH 904 SILVER SPUR RD. #124 ROLLING HILLS ESTATE, CA 902	LOCK DOWN LATCHES	\$3,072.00
		** TOTAL PAYMENT AMOUNT:	\$3,072.00
PO-180365	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Paper Pallets	\$2,262.75
PO-180366	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	OFFICE DEPOT	\$292.44
PO-180367	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	OFFICE SUPPLIES	\$14.29
PO-180367	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	OFFICE SUPPLIES	\$10.32
PO-180367	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	OFFICE SUPPLIES	\$34.68
PO-180368	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$65.35
PO-180368	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$10.43
PO-180372	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$105.68
PO-180372	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Office Supplies	\$74.34
PO-180373	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Supplies for Children Enr	\$5.82
PO-180373	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Supplies for Children Enr	\$134.44

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180373	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Supplies for Children Enr	\$43.84
PO-180373	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Supplies for Children Enr	\$3.76
PO-180373	OFFICE DEPOT PO BOX 29248 PHOENIX, AZ 85038-9248	Supplies for Children Enr	\$9.15
		** TOTAL PAYMENT AMOUNT:	\$3,067.29
		**** BATCH TOTAL AMOUNT:	\$6,139.29

BATCH: 0148

Trona Joint Unified S.D.
BOARD OF TRUSTEES PAYMENT REPORT

PAGE: 53

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-180468	LANA HORTA 83470 AMARGOSA AVE TRONA, CA 93562	reim bus driver meals	\$22.07
		** TOTAL PAYMENT AMOUNT:	\$22.07
		**** BATCH TOTAL AMOUNT:	\$22.07

Board of Trustees Meeting 05/10/2018

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PO-180209	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	WELDING GLOVES	\$175.37
PV-180464	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	instructional materials	\$648.38
PV-180465	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	finance charges	\$9.92
PV-180466	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	finance charges	\$226.10
PV-180467	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	finance charges	\$8.95
PV-180469	PRAXAIR DISTRIBUTION INC DEPT LA 21511 PASADENA, CA 91185-1511	cylinder rental	\$50.08
** TOTAL PAYMENT AMOUNT:			\$1,118.80
**** BATCH TOTAL AMOUNT:			\$1,118.80
TOTAL NUMBER OF PAYMENTS: 97			**** GRAND TOTAL AMOUNT: \$225,724.50

The above Payable transactions have been issued in accordance with the District's policies and procedures. It is recommended that the Board of Trustees approve them.

Authorized Agent

BEST NET CONSORTIUM
BUDGET TRANSFER TRANSACTION REPORT
FROM DATE 04/01/2018 TO DATE 04/30/2018

#J627

PAGE: 1
05/07/2018

55 Trona Joint Unified S.D.

FISCAL YR: 18

BATCH REF #	DATE	DATE ENT	DESCRIPTION	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	INCREASE	DECREASE
8977-P 180032	04/16/2018	04/16/2018	NEGATIVE 5XXX CODE	01-0001-0-0000-2700-5210-000-0000								50,000.00	50,000.00
				01-0001-0-0000-8500-6250-000-0000								50,000.00	50,000.00
				TOTAL AMT								50,000.00	50,000.00
				TOTAL BATCH								50,000.00	50,000.00

55 Trona Joint Unified S.D.

FISCAL YR: 18

BATCH REF #	DATE	DATE ENT	DESCRIPTION	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	INCREASE	DECREASE

GRAND TOTAL

50,000.00

50,000.00

8:25 AM
05/01/18
Accrual Basis

**Cafeteria Account
Balance Sheet
As of March 31, 2018**

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Checking	63,609.40
Savings	81,943.07
Total Checking/Savings	145,552.47
Accounts Receivable	
Acct's Receivable	44,166.66
Total Accounts Receivable	44,166.66
Other Current Assets	
Change Fund	111.25
Inventory	
Food	3,025.64
Supplies	786.38
Total Inventory	3,812.02
Total Other Current Assets	3,923.27
Total Current Assets	193,642.40
TOTAL ASSETS	193,642.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Acct's Payable	6,933.44
Total Accounts Payable	6,933.44
Other Current Liabilities	
Payroll Liabilities	220,474.73
Total Other Current Liabilities	220,474.73
Total Current Liabilities	227,408.17
Total Liabilities	227,408.17
Equity	
Beginning Fund Balance	12,416.20
Retained Earnings	-8,492.93
Net Income	-37,689.04
Total Equity	-33,765.77
TOTAL LIABILITIES & EQUITY	193,642.40

8:26 AM
05/01/18
Accrual Basis

Cafeteria Account

Profit & Loss YTD Comparison

March 2018

	Mar 18	Jul '17 - Mar 18
Income		
Adult meals (Non Federal Funds)	186.00	564.59
Cash Over/Short	3.75	20.46
Elementary POS (Non FF)	0.00	312.20
Federal Reimbursements	11,016.28	110,828.61
Free Breakfast Program(Non FF)	1,071.00	6,739.25
Free Lunch Program (Non FF)	2,011.88	12,666.68
HS Cafe POS	11.00	1,316.30
HS Cafe POS-SB (Non FF)	163.75	379.70
Interest/Dividends	8.84	16.61
Other Sales (NonFF)	0.00	1,009.39
Prepd Meal (Non Fed Fund)	0.00	0.00
Prior year charges	229.25	469.23
State Reimbursements	7,631.93	15,937.45
Total Income	22,333.68	150,260.47
Cost of Goods Sold		
Food		
Commodities	260.00	1,190.80
Non Program Foods	155.29	791.69
Food - Other	6,806.57	55,125.36
Total Food	7,221.86	57,107.85
Total COGS	7,221.86	57,107.85
Gross Profit	15,111.82	93,152.62
Expense		
Other Expenses		
Computer Software	0.00	430.50
Health Inspection	0.00	947.00
Repairs	538.00	722.41
Supplies	334.99	6,127.94
Miscellaneous	0.00	322.58
Other Expenses - Other	0.00	554.96
Total Other Expenses	872.99	9,105.39
Payroll Expense		
Health & Welfare	0.00	0.00
Payroll Taxes		
ARS	0.00	0.00
FICA(Social Security)	0.00	0.00
Medicare	0.00	0.00
PERS	0.00	0.00
SUI	0.00	0.00
Work Comp	0.00	0.00
Total Payroll Taxes	0.00	0.00
Payroll Wages	0.00	0.00
Payroll Expense - Other	15,736.20	121,736.27
Total Payroll Expense	15,736.20	121,736.27
Total Expense	16,609.19	130,841.66
Net Income	-1,497.37	-37,689.04

**TRONA JOINT UNIFIED SCHOOL DISTRICT
POTASH ROYALTY RECEIPTS**

2005-06	
JULY	148555.91
AUG	\$153,190.20
SEPT	\$151,083.05
OCT	\$170,809.58
NOV	\$157,665.69
DEC	\$145,032.82
JAN	\$1,192.14
FEB	\$340,864.17
MAR	\$185,277.40
APR	\$165,780.76
MAY	\$198,726.00
JUNE	\$137,951.91
\$1,956,129.63	

2006-07	
JULY	\$254,291.97
AUG	\$155,960.98
SEPT	\$170,005.25
OCT	\$286,194.62
NOV	\$151,300.55
DEC	\$182,085.42
JAN	\$188,168.66
FEB	\$150,364.84
MAR	\$64,087.88
APR	\$41,223.77
MAY	\$65,357.52
JUNE	\$0.00
\$1,709,041.46	

2007-08	
JULY	\$176,698.43
AUG	\$91,146.16
SEPT	\$0.00
OCT	\$0.00
NOV	\$0.00
DEC	\$16,251.04
JAN	\$127,348.53
FEB	\$100,232.09
MAR	\$39,183.47
APR	\$74,255.09
MAY	\$93,156.03
JUNE	\$82,083.98
\$800,354.82	

2008-09	
JULY	\$84,901.15
AUG	\$75,939.19
SEPT	\$82,886.29
OCT	\$91,225.71
NOV	\$75,557.64
DEC	\$81,235.47
JAN	\$143,282.67
FEB	\$79,042.83
MAR	\$74,427.94
APR	\$51,312.86
MAY	\$110,741.83
JUNE	\$66,667.28
\$1,017,220.86	

2009-10	
JULY	\$74,682.72
AUG	\$0.00
SEPT	\$174,452.38
OCT	\$88,517.25
NOV	\$67,252.00
DEC	\$79,297.72
JAN	\$125,829.64
FEB	\$82,543.53
MAR	\$48,019.29
APR	\$81,852.37
MAY	\$71,853.07
JUNE	\$89,801.28
\$984,101.25	

2010-11	
JULY	\$79,507.83
AUG	\$110,757.46
SEPT	\$112,129.90
OCT	\$121,719.83
NOV	\$113,384.35
DEC	\$114,956.07
JAN	\$154,860.53
FEB	\$105,717.73
MAR	\$86,789.38
APR	\$112,635.90
MAY	\$112,613.34
JUNE	\$114,956.07
\$1,340,028.39	

2011-12	
JULY	\$118,428.10
AUG	\$118,886.56
SEPT	\$132,712.08
OCT	\$136,837.04
NOV	\$118,378.69
DEC	\$282,348.96
JAN	\$375,796.54
FEB	\$298,879.04
MAR	\$268,246.45
APR	\$295,188.01
MAY	\$396,239.47
JUNE	\$292,264.42
\$2,834,205.36	

2012-13	
JULY	\$361,086.54
AUG	\$301,411.11
SEPT	\$349,531.17
OCT	\$335,436.89
NOV	\$364,699.71
DEC	\$361,393.34
JAN	\$399,819.56
FEB	\$237,712.84
MAR	\$291,205.27
APR	\$248,867.36
MAY	\$347,110.30
JUNE	\$365,396.38
\$3,963,670.47	

2013-14	
JULY	\$307,626.99
AUG	\$374,617.52
SEPT	\$277,914.16
OCT	\$334,780.80
NOV	\$341,674.58
DEC	\$313,761.91
JAN	\$277,192.94
FEB	\$244,498.87
MAR	\$269,440.87
APR	\$193,583.68
MAY	\$289,362.08
JUNE	\$259,430.19
\$3,483,884.59	

2014-15	
JULY	\$308,677.84
AUG	\$300,107.09
SEPT	\$263,133.55
OCT	\$318,302.52
NOV	\$283,232.23
DEC	\$305,687.44
JAN	\$310,863.80
FEB	\$50,723.88
MAR	\$211,039.51
APR	\$212,387.32
MAY	\$291,876.89
JUNE	\$310,738.73
\$3,166,780.80	

2015-16	
JULY	\$475,665.35
AUG	\$280,327.31
SEPT	\$252,246.59
OCT	\$483,532.38
NOV	\$282,737.97
DEC	\$235,330.16
JAN	\$300,975.54
FEB	\$329,429.76
MAR	\$245,380.37
APR	\$327,413.20
MAY	\$396,530.18
JUNE	\$286,861.32
\$3,876,430.13	

2016-17	
JULY	\$348,323.58
AUG	\$302,440.56
SEPT	\$309,933.51
OCT	\$604,885.64
NOV	\$271,098.69
DEC	\$318,231.42
JAN	\$378,748.08
FEB	\$346,276.19
MAR	\$288,816.26
APR	\$312,253.78
MAY	\$312,513.22
JUNE	\$302,026.66
\$4,097,547.59	

2017-18	
JULY	\$278,109.44
AUG	\$332,357.00
SEPT	\$336,504.04
OCT	\$617,984.76
NOV	\$298,858.89
DEC	\$330,109.73
JAN	\$331,097.34
FEB	\$360,879.48
MAR	\$225,357.98
APR	\$0.00
MAY	\$0.00
JUNE	\$0.00
\$3,111,258.66	

COUNTY FORM NO. 2C
REGULAR AUDIT
DISTRICT FINANCIAL SERVICES
COUNTY OF SAN BERNARDINO

CERTIFICATION OF BOARD MINUTES

SCHOOL DISTRICT: Trona Joint Unified School District

SUBJECT MATTER: SECURE I.D. TOKEN

DATE OF ACTION: May 10th 2018

IN ACCORDANCE WITH PROVISIONS OF LEGAL CODES FOR THE STATE OF CALIFORNIA, THE GOVERNING BOARD OF THE ABOVE NAMED SCHOOL DISTRICT/COMMUNITY COLLEGE DISTRICT, HEREBY APPROVES AND ADOPTS THE ACTION DESCRIBED BELOW:

AUTHORIZATION OF ACCESS TO THE SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM SYSTEM WITH A SECURE I.D. TOKEN

Program: Accounts Payable Orders

☐ ADD

☐ ADD

☐ ADD

☐ DELETE

☐ DELETE

☐ DELETE

Roxana Horta
NAME

NAME

NAME

Business Clerk
TITLE

TITLE

TITLE

2017-2018, 2018-2019
FISCAL YEAR

FISCAL YEAR

FISCAL YEAR

SIGNATURE

SIGNATURE

SIGNATURE

AUTHORITY: X EDUCATION CODE
X GOVERNMENT CODE
OTHER

SECTION: 35161, 42636, 81655
SECTION: 53910
SECTION: _____

SUPPORTIVE DATA: NONE

I CERTIFY, UNDER PENALTY OF PERJURY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT.

SIGNATURE: GOVERNING BOARD DESIGNEE

TITLE

DATE

CERTIFICATION OF BOARD MINUTES

DATE OF ACTION: May 10th 2018



Jeanette L. Garcia & Associates

1980 Orange Tree Lane, Suite 280

Redlands, CA 92374

Phone: (909) 335-6100

Fax: (909) 335-6122

www.jlgcpa.net

Jeanette L. Garcia,
CPA

April 18, 2018

Trona Joint Unified School District
83600 Trona Road
Trona, CA 93562

We are pleased to confirm our understanding of the services we are to provide Trona Joint Unified School District for the years ended June 30, 2018, 2019 and 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Trona Joint Unified School District as of and for the years ended June 30, 2018, 2019 and 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Trona Joint Unified School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Trona Joint Unified School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. OPEB Schedule of Funding Progress
4. Schedules of the District's Proportionate Share of Net Pension Liability and District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Trona Joint Unified School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining Nonmajor Fund Statements
2. Individual Fund Statements
3. Schedule of Average Daily Attendance
4. Schedule of Instructional Time
5. Schedule of Expenditures of Federal Awards

Member:

American
Institute of
Certified Public
Accountants

California
Society of
Certified Public
Accountants

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Trustees of Trona Joint Unified School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will indicate such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Trona Joint Unified School District's compliance with the provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Trona Joint Unified School District's major programs. The purpose of these procedures will be to express an opinion on Trona Joint Unified School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Trona Joint Unified School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with the applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and the related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the County Office of Education, the State Controller and the California Department of Education; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Jeanette L. Garcia & Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the California Department of Education, the State Controller's Office, the County Office of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jeanette L. Garcia & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audits as soon as possible and when mutually agreed upon and to issue our reports no later than December 15 of each year. Jeanette L. Garcia, CPA will be the CPA in charge of the engagement and will be responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Fifteen (15) bound copies, one (1) unbound copy and one (1) electronic copy of the audit report shall be rendered to the District in addition to the copies to be filed with applicable governmental units. Additional copies of the audit report will be furnished per request at the price of \$25 per copy. Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, including mileage, will not exceed \$25,000 for 2017-18, \$25,000 for 2018-19 and \$25,000 for 2019-20. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Any additional auditing services provided for (1) any changes in District reporting format, i.e. GASB requirements and/or audit requirements as issued by the California State Controller's Office, Federal Agencies, American Institute of CPAs, or Governmental Accounting Standards Board, and (2) any changes in the number of funds or accounts maintained by the District during the period under this contract, may result in a modification of quoted fees.

Our standard hourly rates for the years under audit will be as follows:

2017-18 through 2019-20

Partner	\$190
Manager/Consultant	155
Senior Auditor	115
Staff Auditor	92

In accordance with Education Code Section 14505 there will be:

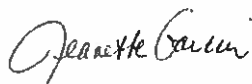
- A) Retention of ten percent (10%) of the contracted audit fee until the State Controller certifies the audit report conforms to the reporting provisions of the Standards and Procedures for Audits of California K-12 Local Educational Agencies;
- B) Retention of fifty percent (50%) of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the Procedures for Audits of California K-12 Local Educational Agencies;
- C) A provision that this multi-year contract shall be null and void if auditor is declared ineligible to perform local educational agency audits pursuant to Education Code Section 41020.5.

Either party to this agreement may cancel the second year of the agreement, with or without cause and without penalty, by notifying the other party in writing prior to the commencement of field work or February 1 of the fiscal year under audit, whichever is sooner.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review accompanies this letter.

We appreciate the opportunity to be of service to Trona Joint Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Jeanette L. Garcia & Associates

RESPONSE:

This letter correctly sets forth the understanding of Trona Joint Unified School District.

By: _____

Title: _____

Date: _____



Contract Number

SAP Number

Department of Public Health

Department Contract Representative	<u>John Greswit</u>
Telephone Number	<u>(909) 388-0255</u>
Contractor	<u>Trona Joint Unified School District</u>
Contractor Representative	<u>Dr. Keith Tomes, Superintendent</u>
Telephone Number	<u>(760) 372-2887</u>
Contract Term	<u>7/11/18 through 6/30/19</u>
Original Contract Amount	<u></u>
Amendment Amount	<u></u>
Total Contract Amount	<u></u>
Cost Center	<u>9300321000</u>

IT IS HEREBY AGREED AS FOLLOWS:

This Agreement is made and entered into by and between the Trona Joint Unified School District (School), and the County of San Bernardino, a political subdivision of the State of California (County). The San Bernardino County Department of Public Health is hereinafter referred to as "Department."

WHEREAS, the above named parties desire to set forth in writing the specific terms and conditions mutually agreed upon regarding nursing services for the purposes authorized by sections 49452, 49452.5, 49454, and 49455 of the California Education Code.

NOW THEREFORE, in consideration of the execution of this Agreement, the parties mutually agree to the following conditions.

1. The Department shall provide nursing services for School as listed in **Attachment A** to this Agreement. **Attachment A** is hereby incorporated by reference and made part of this Agreement. Provision of services is subject to the availability of Department nursing staff to perform said services.
2. School will reimburse the Department at the rate of \$17.65 per discrete initial or re-check screening performed on School's students, specifically: hearing, hearing re-check (as applicable), vision, near vision, color vision (as applicable), or scoliosis. Department shall provide screening services at the school locations listed in Section III of **Attachment A**. By agreement of Department and School, and subject to availability of Department's resources, Department may provide the screening services described in this Agreement at other locations, on the condition they are located within the County of San Bernardino. School will reimburse Department for the amount of Department's total costs to provide the additional services, which may exceed \$17.65 per screening.

3. Department shall provide to School, and School will reimburse Department for the cost of lice treatment solution, including product, applicable sales tax, warehouse/procurement, and shipping/postage.
4. School agrees to reimburse Department upon receipt of an invoice stating the number of total screenings performed during the invoice period. School shall make two installment payments annually to Department on or about January 31st and July 31st of each year. School will remit payment no later than thirty (30) days following receipt of invoice.
5. Not less than five (5) business days prior to the beginning of service delivery by Department, School shall provide an electronic roster of students to be screened (in Microsoft Excel, or compatible product). Roster shall include the first name, last name, gender, and grade level for each student. As applicable, roster shall indicate if the student is placed in special education, or excluded from receiving screening services for reasons determined by School (e.g., long- or short-term independent study, medical/health status, opt-out).
6. School shall be responsible for maintaining compliance with the California Education Code and/or other regulations or requirements related to the services described in this Agreement.
7. School shall be responsible for notifying Department of amendments or other modifications to the California Education Code that affect Department's provision of screening services as described in this Agreement, including changes in requirements for screening types, frequencies, grade level/age of students, and/or reporting. School shall notify Department of said changes not less than thirty (30) days prior to the effective date of the change(s).
8. Except for Department's initial notification (per contact information provided by School) of a failed preliminary screening or functional impairment that prevents screening, School shall be responsible for all contact and follow-up with parents/guardians of pupils that have failed preliminary screenings described in this Agreement.
9. Department and/or School may request changes to the Agreement through written request and subsequent amendment to the Agreement. All requests or demands required or permitted to be given or made hereunder shall be in writing and shall be deemed duly given: Upon actual delivery, if delivery is by hand; or upon receipt by the transmitting party of confirmation or answer back if delivery is by telex, telegram or facsimile; or three (3) days following delivery into the First Class United States mail. Such request is to be sent to the respective party at the address indicated below. No amendment to this Agreement shall be valid unless made in writing and signed by the parties hereto. Each such notice is to be sent to the respective party at the address indicated below or to any other address or person that the respective party may designate by written notice delivered pursuant hereto:

School: Trona Joint Unified School District
83600 Trona Road
Trona, CA 93562
Attn: Dr. Keith Tomes, Superintendent

Department: Department of Public Health
Office of Public Health Administration
351 North Mountain View Avenue, Third Floor
San Bernardino, CA 92415
Attn: Trudy Raymundo

10. County shall maintain on file at its offices a monthly activity report of the nurse's activities and screenings completed related to this Agreement. The report will be available upon verbal or written request by School.
11. School agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Agreement from any cause whatsoever,

including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. School's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

12. County agrees to indemnify and hold harmless School and its authorized agents, officers, volunteers and employees against any and all claims arising from County's negligent acts or omissions and for any costs or expenses incurred by County or School on account of any claim therefore.
13. In the event that the County and/or School are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, the County and/or School shall indemnify the other to the extent of its comparative fault.
14. County and School are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Agreement.
15. The School and the Department shall comply with applicable provisions and regulations of the Health Insurance Portability and Accountability Act, the California Confidentiality of Medical Information Act, the California Education Code and any other applicable laws regarding the confidentiality and security of individually identifiable health information.
16. The term of this Agreement shall be from July 11, 2018 through June 30, 2019. This Agreement may be terminated by either party upon at least thirty (30) days' written notice to the other party of the effective date of termination. If such termination is effected, the County will invoice the School for costs associated with activities performed in accordance with this Agreement and paid at the rate in section 2 of this Agreement through the effective date of termination.
17. The County's Department of Public Health, through its Director or designee, is authorized to discharge all functions ascribed to County in this Agreement, except those specifically reserved by law to the Board of Supervisors.

This Agreement, consisting of four (4) pages, and Attachment A, is the full and complete document describing the services to be rendered by the County to the School.

BOARD OF SUPERVISORS

►
Robert A. Lovingood, Chairman, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Laura H. Welch
Clerk of the Board of Supervisors
of the County of San Bernardino

By _____
Deputy

Trona Joint Unified School District
(Print or type name of corporation, company, contractor, etc.)

By _____
(Authorized signature - sign in blue ink)

Name Dr. Keith Tomes
(Print or type name of person signing contract)

Title Superintendent
(Print or Type)

Dated: _____

Address 83600 Trona Road

Trona, CA 93562

FOR COUNTY USE ONLY

Approved as to Legal Form

►
Kristina Robb, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►
Jennifer Mulhall-Daudel, HS Contracts

Date _____

Reviewed/Approved by Department

►
Trudy Raymundo, Director

Date _____

**CONTRACTED SERVICES FOR FISCAL YEAR 2018-2019
COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC HEALTH
AND
TRONA JOINT UNIFIED SCHOOL DISTRICT**

I. DEPARTMENT RESPONSIBILITIES

County shall:

- a. Provide nursing services to include the following mandated services:
 1. Hearing screening
 2. Hearing re-check screening, as applicable
 3. Vision screening
 4. Near vision screening
 5. Color vision screening, as applicable
 6. Scoliosis screening
- b. As mutually agreed, consult with School to assess the status of students related to the services described above, and to reassess the status throughout the school year, as necessary.
- c. Act as a resource to School related to the services described above.
- d. Perform hearing screening tests by a certified audiometrist in Kindergarten, Second, Fifth, Eighth, and Tenth or Eleventh Grades, as applicable, including special education, new students to the School, and students referred for screening by School personnel.
- e. Perform hearing tests on preliminary failures.
- f. Perform vision screening which will include testing for acuity, near vision, and color blindness (as applicable), pursuant to Section 49455 of the California Education Code. Facilitate communication to parents of screening results requiring further assessment or follow-up. When a student's functional impairments preclude meaningful vision screening, this will be recorded, and the student's parent/guardian will be notified to obtain this evaluation by and any subsequent care from an appropriate specialist.
- g. Inform parents in writing of the results for vision and scoliosis screenings that require further assessments with telephone follow-up, as needed. Inform parents via letter of the results for hearing screenings that require further assessment.
- h. Prepare annual reports required by the State for hearing screening, using the form provided by the State or a form provided by the school district that meets all the requirements and captures all the data required by the State.
- i. Prepare documentation of the services described above, and provide to school district for inclusion in the individual student's health records.
- j. Perform scoliosis screening on seventh grade girls and eighth grade boys as mandated by the California Education Code 49452.5.
- k. Provide health information for all identified students who need further diagnosis and treatment for health related conditions related to hearing, vision, and scoliosis.

II. SCHOOL RESPONSIBILITIES

- a. School staff will provide complete class lists in electronic format (Microsoft Excel, or compatible product) for each school class required to be screened, including the first name, last name, gender, and grade level for each student. As applicable, roster shall indicate if the student is placed in special education, or excluded from receiving screening services for reasons determined by School (e.g., long- or short-term independent study or medical/health status).

- b. School will provide the name of the person to contact for day-to-day operational concerns and issues, and notify Department of any change in contact information, including telephone number and e-mail.
- c. School will provide staff to direct the flow of students to and from their classrooms to the on-campus location at which screening services are conducted by Department. This includes coordination with school administrative staff, teachers, and/or other faculty or personnel, as applicable.
- d. School will coordinate with Department to schedule recheck date(s) for students that fail preliminary hearing tests.
- e. School will notify, as applicable, speech and language therapists and/or appropriate personnel when screening results for students are available.
- f. School will provide forms to report the results of hearing screenings to the State, or in lieu of providing said forms, will indicate concurrence with the County's use of State forms, as provided by County.

III. LOCATION OF SERVICE DELIVERY

County shall provide the services described in this agreement at the locations listed below:

- a. Trona Elementary School
- b. Trona High School

OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Advocates for Children

DISTRICT: Trona Joint Unified
 KCSOS Agt # 19 - 0139

CAMP KEEP AGREEMENT
2018-2019

SCHEDULED PARTICIPATION DATES: SEE ATTACHMENT A *

This Camp KEEP Agreement ("Agreement") is between THE KERN COUNTY SUPERINTENDENT OF SCHOOLS, a California public education agency ("County Superintendent") and the school district, private school or other party whose legal name and status are described in the signature block below ("Agency").

RECITALS

A. Sections 8763-8769 of the Education Code authorize County Superintendent to enter agreements with school districts and private schools to provide programs and classes in outdoor science education and conservation education for pupils. County Superintendent operates such programs at its Camp KEEP Ocean and Camp KEEP By the Sea facilities in San Luis Obispo County.

B. Agency desires to have County Superintendent provide a program in outdoor science and conservation education for Agency as described in this Agreement.

TERMS

Based upon the Recitals and the promises exchanged by the parties in this Agreement, the parties agree as follows:

1. Scope of Services. County Superintendent shall provide a program of outdoor science education and conservation education for pupils/clients of Agency at its Camp KEEP Ocean or Camp KEEP By the Sea facilities, as applicable, as provided in this Agreement.

2. Term. The term of this Agreement shall be for the school year specified in the title block of this Agreement above. One party may terminate this Agreement prior to its expiration if the other party fails to comply with any insurance or indemnification requirements of this Agreement, or commits any other material breach of this Agreement and fails to cure the breach within 10 days after written demand.

3. Price. In consideration of the services provided by County Superintendent and to provide for the actual cost of providing the instructional program and continuing capital outlay expenditures, maintenance and other costs, Agency shall pay County Superintendent a fee calculated based on the type of program indicated in Attachment A.

The fee payable by Agency shall be calculated based on the greater of the actual number of attendees or 95% per school, of the number of attendees estimated by Agency. An additional fee of \$40.00 per person shall be paid if Agency is not a Kern County public school entity. Attendees include students/clients, counselors, teachers, aides, parents/volunteers and others attending the program. Additional fees for delayed arrivals or departures may apply.

Agency shall pay County Superintendent within 45 days after receipt of an invoice documenting the charges. If Agency is a Kern County school district, Agency authorizes County Superintendent to transfer on or before June 30 of the fiscal year from the funds of the District, Account No. _____ to the County School Service Fund, the amounts owing under this Agreement.

Agency has confirmed the scheduled participation dates indicated in Attachment A. If Agency cancels its participation for all or any portion of the scheduled participation dates, Agency shall pay County Superintendent a cancellation fee of 75% of the anticipated income payable to County Superintendent if Agency participated for the full number of scheduled dates, based on 95% of the confirmed attendee numbers.

*Subject to Change as Follows: Superintendent reserves the right to change the date and/or location with notice to Agency. If the new date and/or location is unacceptable to Agency, and if the parties are unable to otherwise agree on the date/location, Agency may cancel the Agreement without penalty.

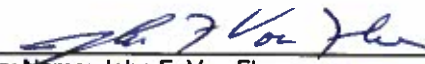
4. Nondiscrimination. Neither party, nor any officer, agent, employee or subcontractor of the party, shall discriminate in the treatment or employment of any individual or groups of individuals on any ground prohibited by law, nor shall any of them harass any person in the course of performing this Agreement based on gender or any other basis prohibited by applicable law.

5. Additional Provisions. The attached additional provisions are part of the Agreement and fully incorporated by reference.

AGENCY

By _____
 Entity Name: Trona Joint Unified School District
 Entity Type: Public School District
 Authorized Signatory Name: _____
 Address: 83600 Trona Road, Trona, CA 93562
 Date: _____

MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS

By 
 Signatory Name: John F. Von Flue
 Title: Assistant Superintendent
 Address: 1300 17th Street, Bakersfield, CA 93301
 Account Code: 01-535-0000-0-8689.00-0000-0000-00-0000-000
 Date: 4-20-18

ADDITIONAL PROVISIONS OF THIS AGREEMENT

6. Duties of Agency. Agency shall do all of the following:

A. Provide transportation for its pupils/clients and personnel to and from the KEEP campus(es). This includes responsibility for transporting pupils/clients, employees or volunteers prior to the completion of the program. If transportation for an early return cannot be arranged through family or school representatives, County Superintendent can provide a driver and vehicle for a fee of \$500.00.

B. Cooperate with County Superintendent's staff in providing the necessary instruction before and after the experience at Camp KEEP to accomplish the objectives of the program.

C. See that its pupils/clients are equipped with suitable clothing and bedding while attending the program.

D. Provide an estimated number of students/clients attending the upcoming program during the application period in January/February of each year. Billing will be made for not less than 95% of this estimated number, plus teachers and other attendees at the minimum ratios. The number of students may not exceed the estimate without the written permission of the Director of KEEP.

E. As a condition of participation, provide counselors at a minimum ratio of one to seven (1:7) at KEEP Ocean and one to seven (1:7) at KEEP By the Sea. Agency shall also provide at least one (1) classroom teacher for every 30 students.

F. Provide Free and Reduced meal eligibility status to County Superintendent for students and counselors during class sessions.

G. Bear all responsibility and liability for ensuring that any required medical clearances for pupils/clients and all others attending the program have been obtained.

H. Provide adequate supervision of pupils/clients and other attendees.

I. Secure appropriate permission from the parent or guardian of each pupil and, if applicable, client, of Agency.

J. If a student/client of Agency or student counselor requires related aids or services to participate in the program under an Individualized Education Plan or 504 Plan, or has specialized physical health care needs requiring accompaniment by a qualified adult, it is the responsibility of Agency to ensure that any such related aids or services, or accompaniment by a qualified adult, are furnished.

K. Fully inform the parents/guardians and physicians of participating students/clients with specialized physical health care needs of the camp activities, changes in daily living and distances from emergency services, and inform the Director of KEEP of the student's/client's needs and Agency's plan to meet those needs, in advance of the scheduled participation dates.

L. Provide all registration information and consents required under Camp KEEP policies and procedures.

7. Duties of County Superintendent. County Superintendent shall do all of the following:

A. Provide a program in outdoor science and conservation education in accordance with standards as set forth by the State Department of Education requirements and the California Outdoor School Administrators.

B. Furnish pupils with all necessary instructional supplies required at the program.

C. Provide such coordination services as County Superintendent deems necessary to insure an adequate program.

D. Provide first aid supplies, treatment and administration of medications for pupils/clients of Agency during the periods they are attending the program, provided that Agency has furnished written

instructions signed by a licensed physician and consent signed by the parent or guardian to administer such medications or treatment.

E. Provide food and complete food service for pupils and staff during each class session, in accordance with National School Lunch and Breakfast Program guidelines established by USDA and under supervision of the Food Services, and claim federal and state reimbursement under the National School Lunch and Breakfast Program during class session.

F. Provide each student/client with a KEEP t-shirt.

G. County Superintendent reserves the right to deny participation to any attendee for whom appropriate registration materials and permissions are not received in accordance with stated deadlines or who is in violation of Camp KEEP policies and procedures.

8. Indemnification.

A. Agency agrees to defend, hold harmless and indemnify County Superintendent and the Kern County Board of Education (and the officers, employees, trustees, agents, successors and assigns of each of them) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of the breach by Agency of the terms of this Agreement, the act or omission of Agency, its officers, employees, pupils, clients, volunteers, invitees and agents, in connection with the performance of this Agreement (including, but not limited to Agency's supervision or failure to supervise its attendees and Agency's transportation of attendees), or in connection with their use of County Superintendent's facilities and programs.

B. County Superintendent agrees to defend, hold harmless and indemnify Agency (and Agency's officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the act or omission of County Superintendent, its officers, employees and agents, in connection with the performance of this Agreement.

C. The requirements of this Section shall survive the termination of this Agreement.

8. Insurance Requirements. Agency shall obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than "A-VII" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products and completed operations coverages, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; and (3) workers' compensation insurance as required under state law. Agency shall provide County Superintendent with a certificate of insurance evidencing the required coverage and shall permit County Superintendent to inspect the original policies of insurance upon request.

Nothing in this section concerning minimum insurance requirements shall reduce Agency's liabilities or obligations under the indemnification provisions of this Agreement. The parties acknowledge that both parties may be permissibly self-insured under California law.

9. Entire Agreement/Amendment. This Agreement, including any exhibits or schedules referred to which it refers and any Camp KEEP policies and procedures in effect at the time the Agreement is executed, constitute the final, complete and exclusive statement of the terms of agreement between the parties pertaining to the subject matter of the Agreement. It supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement. The provisions of this Agreement may be modified only by mutual written agreement of the parties.

ATTACHMENT A

CAMP KEEP AGREEMENT SCHEDULE 2018-2019

DISTRICT NAME: **Trona Unified**

School Name	Camp Site*	Scheduled Date*	Student Attendees	Teacher Attendees	Counselor Attendees	Total Attendees	Cost per Attendee	Type of Program
Trona	By the Sea	2/4/19 to 2/8/19	19	1	7	27	\$ 322.00	Standard 5-day
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*Subject to Change as Follows: Superintendent reserves the right to change the date and/or location with notice to Agency. If the new date and /or location is unacceptable to Agency, and if the parties are unable to otherwise agree on the date/location, Agency may cancel the Agreement without penalty.

OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Advocates for Children

CAMP KEEP AGREEMENT
2018-2019

SCHEDULED PARTICIPATION DATES: SEE ATTACHMENT A *

This Camp KEEP Agreement ("Agreement") is between THE KERN COUNTY SUPERINTENDENT OF SCHOOLS, a California public education agency ("County Superintendent") and the school district, private school or other party whose legal name and status are described in the signature block below ("Agency").

RECITALS

A. Sections 8763-8769 of the Education Code authorize County Superintendent to enter agreements with school districts and private schools to provide programs and classes in outdoor science education and conservation education for pupils. County Superintendent operates such programs at its Camp KEEP Ocean and Camp KEEP By the Sea facilities in San Luis Obispo County.

B. Agency desires to have County Superintendent provide a program in outdoor science and conservation education for Agency as described in this Agreement.

TERMS

Based upon the Recitals and the promises exchanged by the parties in this Agreement, the parties agree as follows:

1. Scope of Services. County Superintendent shall provide a program of outdoor science education and conservation education for pupils/clients of Agency at its Camp KEEP Ocean or Camp KEEP By the Sea facilities, as applicable, as provided in this Agreement.

2. Term. The term of this Agreement shall be for the school year specified in the title block of this Agreement above. One party may terminate this Agreement prior to its expiration if the other party fails to comply with any insurance or indemnification requirements of this Agreement, or commits any other material breach of this Agreement and fails to cure the breach within 10 days after written demand.

3. Price. In consideration of the services provided by County Superintendent and to provide for the actual cost of providing the instructional program and continuing capital outlay expenditures, maintenance and other costs, Agency shall pay County Superintendent a fee calculated based on the type of program indicated in Attachment A.

The fee payable by Agency shall be calculated based on the greater of the actual number of attendees or 95% per school, of the number of attendees estimated by Agency. An additional fee of \$40.00 per person shall be paid if Agency is not a Kern County public school entity. Attendees include students/clients, counselors, teachers, aides, parents/volunteers and others attending the program. Additional fees for delayed arrivals or departures may apply.

Agency shall pay County Superintendent within 45 days after receipt of an invoice documenting the charges. If Agency is a Kern County school district, Agency authorizes County Superintendent to transfer on or before June 30 of the fiscal year from the funds of the District, Account No. _____ to the County School Service Fund, the amounts owing under this Agreement.

Agency has confirmed the scheduled participation dates indicated in Attachment A. If Agency cancels its participation for all or any portion of the scheduled participation dates, Agency shall pay County Superintendent a cancellation fee of 75% of the anticipated income payable to County Superintendent if Agency participated for the full number of scheduled dates, based on 95% of the confirmed attendee numbers.

*Subject to Change as Follows: Superintendent reserves the right to change the date and/or location with notice to Agency. If the new date and/or location is unacceptable to Agency, and if the parties are unable to otherwise agree on the date/location, Agency may cancel the Agreement without penalty.

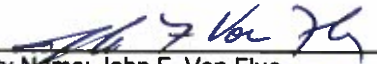
4. Nondiscrimination. Neither party, nor any officer, agent, employee or subcontractor of the party, shall discriminate in the treatment or employment of any individual or groups of individuals on any ground prohibited by law, nor shall any of them harass any person in the course of performing this Agreement based on gender or any other basis prohibited by applicable law.

5. Additional Provisions. The attached additional provisions are part of the Agreement and fully incorporated by reference.

AGENCY

By _____
 Entity Name: Trona Joint Unified School District
 Entity Type: Public School District
 Authorized Signatory Name: _____
 Address: 83600 Trona Road, Trona, CA 93562
 Date: _____

MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS

By 
 Signatory Name: John F. Von Flue
 Title: Assistant Superintendent
 Address: 1300 17th Street, Bakersfield, CA 93301
 Account Code: 01-535-0000-0-8689.00-0000-0000-00-0000-000
 Date: 4-20-18

ADDITIONAL PROVISIONS OF THIS AGREEMENT

6. Duties of Agency. Agency shall do all of the following:

A. Provide transportation for its pupils/clients and personnel to and from the KEEP campus(es). This includes responsibility for transporting pupils/clients, employees or volunteers prior to the completion of the program. If transportation for an early return cannot be arranged through family or school representatives, County Superintendent can provide a driver and vehicle for a fee of \$500.00.

B. Cooperate with County Superintendent's staff in providing the necessary instruction before and after the experience at Camp KEEP to accomplish the objectives of the program.

C. See that its pupils/clients are equipped with suitable clothing and bedding while attending the program.

D. Provide an estimated number of students/clients attending the upcoming program during the application period in January/February of each year. Billing will be made for not less than 95% of this estimated number, plus teachers and other attendees at the minimum ratios. The number of students may not exceed the estimate without the written permission of the Director of KEEP.

E. As a condition of participation, provide counselors at a minimum ratio of one to seven (1:7) at KEEP Ocean and one to seven (1:7) at KEEP By the Sea. Agency shall also provide at least one (1) classroom teacher for every 30 students.

F. Provide Free and Reduced meal eligibility status to County Superintendent for students and counselors during class sessions.

G. Bear all responsibility and liability for ensuring that any required medical clearances for pupils/clients and all others attending the program have been obtained.

H. Provide adequate supervision of pupils/clients and other attendees.

I. Secure appropriate permission from the parent or guardian of each pupil and, if applicable, client, of Agency.

J. If a student/client of Agency or student counselor requires related aids or services to participate in the program under an Individualized Education Plan or 504 Plan, or has specialized physical health care needs requiring accompaniment by a qualified adult, it is the responsibility of Agency to ensure that any such related aids or services, or accompaniment by a qualified adult, are furnished.

K. Fully inform the parents/guardians and physicians of participating students/clients with specialized physical health care needs of the camp activities, changes in daily living and distances from emergency services, and inform the Director of KEEP of the student's/client's needs and Agency's plan to meet those needs, in advance of the scheduled participation dates.

L. Provide all registration information and consents required under Camp KEEP policies and procedures.

7. Duties of County Superintendent. County Superintendent shall do all of the following:

A. Provide a program in outdoor science and conservation education in accordance with standards as set forth by the State Department of Education requirements and the California Outdoor School Administrators.

B. Furnish pupils with all necessary instructional supplies required at the program.

C. Provide such coordination services as County Superintendent deems necessary to insure an adequate program.

D. Provide first aid supplies, treatment and administration of medications for pupils/clients of Agency during the periods they are attending the program, provided that Agency has furnished written

instructions signed by a licensed physician and consent signed by the parent or guardian to administer such medications or treatment.

E. Provide food and complete food service for pupils and staff during each class session, in accordance with National School Lunch and Breakfast Program guidelines established by USDA and under supervision of the Food Services, and claim federal and state reimbursement under the National School Lunch and Breakfast Program during class session.

F. Provide each student/client with a KEEP t-shirt.

G. County Superintendent reserves the right to deny participation to any attendee for whom appropriate registration materials and permissions are not received in accordance with stated deadlines or who is in violation of Camp KEEP policies and procedures.

8. Indemnification.

A. Agency agrees to defend, hold harmless and indemnify County Superintendent and the Kern County Board of Education (and the officers, employees, trustees, agents, successors and assigns of each of them) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of the breach by Agency of the terms of this Agreement, the act or omission of Agency, its officers, employees, pupils, clients, volunteers, invitees and agents, in connection with the performance of this Agreement (including, but not limited to Agency's supervision or failure to supervise its attendees and Agency's transportation of attendees), or in connection with their use of County Superintendent's facilities and programs.

B. County Superintendent agrees to defend, hold harmless and indemnify Agency (and Agency's officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the act or omission of County Superintendent, its officers, employees and agents, in connection with the performance of this Agreement.

C. The requirements of this Section shall survive the termination of this Agreement.

8. Insurance Requirements. Agency shall obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than "A-VII" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products and completed operations coverages, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; and (3) workers' compensation insurance as required under state law. Agency shall provide County Superintendent with a certificate of insurance evidencing the required coverage and shall permit County Superintendent to inspect the original policies of insurance upon request.

Nothing in this section concerning minimum insurance requirements shall reduce Agency's liabilities or obligations under the indemnification provisions of this Agreement. The parties acknowledge that both parties may be permissibly self-insured under California law.

9. Entire Agreement/Amendment. This Agreement, including any exhibits or schedules referred to which it refers and any Camp KEEP policies and procedures in effect at the time the Agreement is executed, constitute the final, complete and exclusive statement of the terms of agreement between the parties pertaining to the subject matter of the Agreement. It supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement. The provisions of this Agreement may be modified only by mutual written agreement of the parties.

ATTACHMENT A
CAMP KEEP AGREEMENT
SCHEDULE
2018-2019

DISTRICT NAME: Trona Unified[illegible]

***Subject to Change as Follows: Superintendent reserves the right to change the date and/or location with notice to Agency. If the new date and /or location is unacceptable to Agency, and if the parties are unable to otherwise agree on the date/location, Agency may cancel the Agreement without penalty.**

COOPERATIVE AGREEMENT

Between

County of San Bernardino

Children and Family Services (CFS)

and

Trona Joint Unified School District

for

Upload and exchange of dependent children information in the Foster Focus System

(Foster Focus)

JULY 1, 2018

WHEREAS, The County of San Bernardino Children and Family Services, hereinafter referred to as CFS, desires Trona Joint Unified School District (hereinafter referred to as "School District") to have access to Foster Focus in order to review, enter, and upload educational information for County of San Bernardino (hereinafter referred to as "County") dependent children; and

WHEREAS, California Assembly Bill (AB) 490 (Chapter 862, Statutes of 2004) implemented the federal McKinney-Vento Homeless Education Assistance Act (42 USC section 11301 et seq.), expanding California law and the authority of California School Districts and County Placing Agencies (CPAs), including Child Welfare Agencies (CWAs) and Juvenile Justice Agencies (JJAs), so as to ensure every youth in foster care has the same opportunities to succeed academically as other students and receive the educational services they need to secure educational success; and

WHEREAS, In accordance with the Education Code, Section 49076 (a)(1)(K), schools may release information to CFS without parental consent or court order; and

WHEREAS, CFS finds the School District qualified to provide the necessary educational information utilizing Foster Focus; and

WHEREAS, The Sacramento County Office of Education (hereinafter referred to as SCOE) manages Foster Focus and has partnered with CFS to work with School Districts to secure dependent children educational information; and

WHEREAS, CFS desires to enter into a Cooperative Agreement with the School District to access and upload information into Foster Focus. CFS desires that such services be provided by School District and School District agrees to perform these services as set forth below;

NOW THEREFORE, CFS and School District mutually agree to the following terms and conditions:

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I. DEFINITIONS

- A. Authorized User – The individual(s) authorized to access Foster Focus on behalf of the County, as authorized in this Cooperative Agreement.
- B. California Assembly Bill (AB) 490 – The “Ensuring Educational Rights and Stability for Foster Youth” legislation, Assembly Bill (AB) 490 (Chapter 862, Statutes of 2004). AB 490 implemented the federal “McKinney-Vento Homeless Education Assistance Act” (42 USC section 11301 et seq.), expanding California law and the authority of California School Districts, CWAs, and JJAs so as to ensure every youth in foster care has the same opportunities to succeed academically as other students and receive the educational services they need to secure educational success. AB 490 includes the maintenance of stable school placements in the least restrictive educational programs and access to the academic resources, services, and extracurricular and enrichment activities. AB 490 also designates a foster youth services liaison for each school district, and includes the sharing of school records and educational materials of foster children.
- C. California Child Welfare Services/Case Management System (CWS/CMS) – The statewide tool that supports an effective Child Welfare System of services. The CWS/CMS improves the lives of children and families by giving child welfare service workers information to improve case work services and freeing them from repetitive tasks; provides policy makers with information to design and manage services; and fulfills State and Federal legislative intent.
- D. California Longitudinal Pupil Achievement Data System (CALPADS) – The longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting.
- E. CFS Education Liaison(s) – CFS employees responsible for coordinating educational resources and programs, including Foster Focus. CFS Education Liaisons work with social workers, schools, foster parents, group homes, and others to ensure educational needs of foster children are met. The CFS Education Liaisons are authorized by CFS to receive and provide information required to document educational records for County foster youth to coordinate successful outcomes.
- F. CFS Education Liaison Supervising Social Services Practitioner – The supervisor responsible for the CFS Foster Youth Education Programs. The CFS Education Liaison Supervising Social Services Practitioner is the primary point of contact for CFS Foster Youth Education Programs, including Foster Focus. The CFS Education Liaison Supervising Social Services Practitioner supervises a group of CFS Education Liaisons who work with social workers, schools, foster parents, group homes, and others to ensure educational needs of foster children are met.
- G. Child Welfare Agency (CWA) – Agency designed to promote the well-being of children by ensuring safety, achieving permanency, and strengthening families to care for their children (e.g., Children and Family Services).
- H. Children and Family Services (CFS) – San Bernardino County Department that provides family-centered programs and services designed to ensure safe, permanent, nurturing families for the County's children while strengthening and attempting to preserve the family unit. CFS assists in preventing further harm to, and protecting children from, intentional physical or mental injury, sexual abuse, exploitation, or neglect. CFS provides support for families and strives to reduce risks to children, improve parenting skills, and strengthen social support networks for families.

- I. Confidentiality – The protection of all CFS material, records, and documents from unauthorized use or disclosure. Information that includes, but is not limited to, names and other identifying information of dependents, and others receiving services subject to this Cooperative Agreement, shall be protected from unauthorized use or disclosure. Identifying information shall not be used or disclosed for any purpose other than carrying out the obligations under this Cooperative Agreement, even after termination of this Cooperative Agreement, except as may be otherwise required by law.
- J. County Placing Agencies (CPAs) – County agencies entrusted with the care and welfare of children and youth who are declared dependents or wards of the juvenile court. CPAs include CWAs (e.g., CFS) and JJAs (e.g., Probation Department).
- K. Dependent Child (ren) – Children, youth, or minors who are deemed dependents of the juvenile court as defined in California Welfare and Institutions Code (WIC) section 305, et al., including foster children and probation wards, under WIC 600, et al.
- L. Education Code Section 49076 (a)(1)(K) – The California Education Code (EDC) under which AB 490 (2004) educational material sharing provisions is codified. The code authorizes access to pupil records for County Placing Agencies (CPAs) when acting as an authorized representative of a state or local educational agency pursuant to EDC section 49076 (a)(1)(C). School districts, county offices of education, and CPAs are authorized to develop cooperative agreements to facilitate confidential access to and exchange of the pupil information by email, facsimile, electronic format, or other secure means, if the agreement complies with the requirements set forth in Section 99.35 of Title 34 of the Code of Federal Regulations.
- M. Foster Youth Services Liaison – School district employee, as outlined in EDC section 48853.5, designated with the responsibility of ensuring proper educational placement, enrollment, and transfer of dependent children between schools. The Foster Youth Services Liaison is responsible for administering AB 490 requirements for the school district, including, but not limited to, ensuring dependent children receive timely enrollment, transfers, and appropriate educational placement.
- N. Foster Focus System (Foster Focus) – The secure web-based computer system developed and maintained by the SCOE to confirm and maintain dependent children's educational information and facilitate information that assists in the timely sharing and appropriate enrollment of dependent children.
- O. Human Services (HS) – The system of integrated services, where the programs and resources of nine (9) County departments, including CFS, come together to provide a rich, more complete array of services to the citizens of the County under one coordinated effort.
- P. HS Information, Technology, and Support Division (ITSD) – The HS division responsible for providing business and technology solutions to HS Departments through business consulting, application development, system consulting, and support.
- Q. Juvenile Justice Agencies (JJAs) – County agency responsible for children who are declared wards of the juvenile court (e.g., Probation Department).
- R. Personally Identifiable Information (PII) – PII is any information that can be used alone or in conjunction with other information to search for or identify individuals, or can be used to access their files, such as name, social security number, date of birth, driver's license number, or identification number.
- S. Sacramento County Office of Education (SCOE) – One of 58 county offices of education in the State of California. SCOE manages Foster Focus and partners with State agencies to

secure the sharing of dependent children educational information as outlined in Education Code Section 49076 (a)(1)(K).

- T. San Bernardino County Superintendent of Schools (SBCSS) – The intermediate service agency that works collaboratively with the California Department of Education, County school districts, agencies, families, and community partners to provide leadership, advocacy services, and meet the educational needs of County children.
- U. Secure File Transfer Protocol (SFTP) – A network protocol for accessing, transferring, and managing files on a remote system.
- V. School Records – Pupil educational records information, including student demographics, enrollment, education rights, special education, the 504 plan, test scores, graduation class information, Grade Point Average, attendance, transcripts, behavior, health, and immunization.

II. SCHOOL DISTRICT SERVICE RESPONSIBILITIES

School District shall:

- A. Work collaboratively with CFS to maximize the educational success of dependent children.
- B. Provide CFS with a primary point of contact or designee, who is responsible for foster youth programs, services, and authorized users.
- C. Permit authorized users to utilize Foster Focus to research current and historical education of dependent children records to determine educational placement, identify barriers to educational success, and implement educational stability services.
- D. Permit authorized users to attend Foster Focus implementation training.
- E. Ensure the Foster Youth Services Liaison or designee completes the following, including, but not limited to:
 - 1. Request, review, and approve Foster Focus access authorization and permission(s) for authorized users to obtain “view/read only” access to Foster Focus and County dependent children education placement records. Users will receive instructions on how to set-up a password for Foster Focus after approval has been granted by the administrator.
 - 2. Ensure only authorized users access Foster Focus.
 - 3. Ensure authorized users complete, review, and submit the Integrated Foster Focus Confidentiality Agreement upon registration.
 - 4. Require authorized users secure Foster Focus security access by logging off and closing unattended browsers and/or terminals.
 - 5. Adhere to Human Services (HS) Personally Identifiable Information (PII) policy found at <http://hss.sbcounty.gov/Privacy/> and the Family Educational Rights and Privacy Act (FERPA) (20 USC section 1232g; 34 CFR Part 99) when accessing Foster Focus.
 - 6. Maintain documentation of all active, inactive, and terminated authorized users of Foster Focus.
 - 7. Notify CFS within three (3) school days when an authorized user’s access to Foster Focus requires inactivation or termination.
- F. Attend task force meetings, as needed, to discuss training needs, technical assistance, program updates, etc.

- G. Ensure information is uploaded in a manner that complies with the following, should the School District elect to upload information into Foster Focus:

1. Utilize Secure File Transfer Protocol (SFTP) software to upload and submit data.
2. Collaborate with the HS Information Technology and Support Division (ITSD) to secure File Transfer Protocol (FTP) between connecting servers.
3. Upload student records from school enrollment and attendance software at a minimum of two (2) times weekly.
4. Notify the County of information technology system changes that may impact Foster Focus and/or SFTP.

Note: The interface between CWS/CMS and CALPADS has made the upload of information into Foster Focus elective.

III. SCHOOL DISTRICT GENERAL RESPONSIBILITIES

- A. Without the prior written consent of CFS, this Cooperative Agreement is not assignable by the School District either in whole or in part.
- B. School District will maintain all records and books pertaining to the delivery of services under this Cooperative Agreement and demonstrate accountability for Cooperative Agreement performance. Said records shall be kept and maintained within the School District. HS administrative support staff for CFS shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.
- C. School District shall protect from unauthorized use or disclosure, names and other identifying information concerning persons receiving services pursuant to this Cooperative Agreement, except for statistical information not identifying any participant. School District shall not use or disclose any identifying information for any purpose other than carrying out the School District obligations under this Cooperative Agreement, except as may be otherwise required by law. This provision will remain in force even after the termination of this Cooperative Agreement.
- D. School District shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency, or to the appropriate Child Protective Services agency. This responsibility shall include:
1. Assurances that all employees, agents, consultants or volunteers who perform services under this Cooperative Agreement and are mandated by California Penal Code (PEN) section 11164 et seq., to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them.
 2. Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the child abuse mandatory reporting laws, to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency.
 3. Provision for or arrangement of training in child abuse reporting laws (PEN section 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training on the law within thirty (30) days of employment/volunteer activity.
- E. School District shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered

employment or volunteers for any position in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in PEN section 11105.3. This includes licensed personnel who are not able to provide documentation of prior DOJ clearance. A copy of a license from the State of California is sufficient proof.

- F. School District shall obtain and complete required documents as well as maintain satisfactory performance as outlined herein for the period of this Cooperative Agreement defined in Section VII.

IV. CFS RESPONSIBILITIES

CFS Shall:

- A. Work collaboratively with the School District to maximize the educational success of dependent children.
- B. Provide the School District with a CFS Education Liaison, who will be the primary point of contact responsible for day-to-day concerns with Foster Focus or other supports identified by the school district.
- C. Provide the School District with access to Foster Focus supported by the SCOE Foster Focus License Agreement between CFS and SCOE.
- D. Notify School District when SCOE will provide Foster Focus implementation training.
- E. Provide Foster Focus technical assistance as needed, including referral to SCOE.
- F. Use Foster Focus to access dependent children's educational information and school records.
- G. Upload foster children's data including CFS placement, demographics, and education history into the Foster Focus System at least two (2) times weekly.
- H. Notify SCOE when a school district employee's access to Foster Focus must be inactivated and/or terminated.
- I. Facilitate meetings as needed, for training, program updates, etc.

V. MUTUAL RESPONSIBILITIES

- A. CFS and School District agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this Cooperative Agreement; and appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable Federal and State laws and regulations.
- B. CFS and School District agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution up through CFS and School District's mutual chain of command, as deemed necessary.
- C. CFS and School District agree to develop and implement procedures and forms necessary to administer and document program referral, participation, compliance, and effectiveness.
- D. CFS and School District agree to develop procedures for resolving complaints and grievances, including, but not limited to, the specific steps that must be followed, including resolution times and/or limits.

VI. FISCAL PROVISIONS

There shall be no financial remuneration to or from either party for the term of this Cooperative Agreement.

VII. TERM

This Cooperative Agreement is effective as of July 1, 2018 and expires June 30, 2021, but may be terminated earlier by either party in accordance with provisions of Section VIII of this Cooperative Agreement. Upon termination, school records uploaded into Foster Focus shall remain in the system and be retained in accordance with CFS standard record retention policies.

VIII. EARLY TERMINATION

This Cooperative Agreement may be terminated without cause upon thirty (30) days written notice by either party. The CFS Director, or his/her appointed designee, is authorized to exercise CFS rights with respect to any termination of this Cooperative Agreement. The School District Superintendent of Schools, or authorized designee, has authority to terminate this Cooperative Agreement on behalf of the School District.

IX. GENERAL PROVISIONS

- A. When notices are required to be given pursuant to this Cooperative Agreement, the notices shall be in writing and directed to:

School District: Trona Joint Unified School District
ATTN: _____
83600 Trona Road
Trona CA, 93562-2101
Phone: _____
Fax: _____
Email: _____

County: County of San Bernardino
Human Services Administration
ATTN: Contracts Unit
150 South Lena Road
San Bernardino, CA 92415-0515
Phone: (909) 383-8395
Fax: (909) 387-2900
Email: Lydia.bell@hss.sbcounty.gov

- B. No waiver of any of the provisions of the Cooperative Agreement documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any Cooperative Agreement document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- C. Any alterations, variations, modifications, or waivers of provisions of the Cooperative Agreement, unless specifically allowed in the Cooperative Agreement, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Cooperative Agreement. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

- D. Both CFS and School District are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability, and Workers' Compensation, and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions, or obligations of this Cooperative Agreement.

X. CONCLUSION

- A. This Cooperative Agreement, consisting of ten (10) pages, is the full and complete document describing services to be rendered by School District to CFS including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this Cooperative Agreement affirm that they are duly authorized to commit and bind their respective departments to the terms and conditions set forth in this document.

**COUNTY OF SAN BERNARDINO
CHILDREN AND FAMILY
SERVICES**

SCHOOL DISTRICT

Signature: _____
Marlene Hagen, Director

Signature: _____
(Authorized Signer – Sign in **BLUE** ink)

Date: _____

Name: _____
(Print or type name and title of authorized signer)

Address: 150 South Lena Road

Date: _____

City, State, Zip: San Bernardino, CA 92415-0515

Address: 83600 Trona Road

City, State, Zip: Trona CA, 93562-2101

COOPERATIVE AGREEMENT

Between

County of San Bernardino

Children and Family Services (CFS)

and

Trona Joint Unified School District

for

Upload and exchange of dependent children information in the Foster Focus System

(Foster Focus)

JULY 1, 2018

WHEREAS, The County of San Bernardino Children and Family Services, hereinafter referred to as CFS, desires Trona Joint Unified School District (hereinafter referred to as "School District") to have access to Foster Focus in order to review, enter, and upload educational information for County of San Bernardino (hereinafter referred to as "County") dependent children; and

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WHEREAS, The Sacramento County Office of Education (hereinafter referred to as SCOE) manages Foster Focus and has partnered with CFS to work with School Districts to secure dependent children educational information; and

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I. DEFINITIONS

- A. Authorized User – The individual(s) authorized to access Foster Focus on behalf of the County, as authorized in this Cooperative Agreement.
- B. California Assembly Bill (AB) 490 – The “Ensuring Educational Rights and Stability for Foster Youth” legislation, Assembly Bill (AB) 490 (Chapter 862, Statutes of 2004). AB 490 implemented the federal “McKinney-Vento Homeless Education Assistance Act” (42 USC section 11301 et seq.), expanding California law and the authority of California School Districts, CWAs, and JJAs so as to ensure every youth in foster care has the same opportunities to succeed academically as other students and receive the educational services they need to secure educational success. AB 490 includes the maintenance of stable school placements in the least restrictive educational programs and access to the academic resources, services, and extracurricular and enrichment activities. AB 490 also designates a foster youth services liaison for each school district, and includes the sharing of school records and educational materials of foster children.
- C. California Child Welfare Services/Case Management System (CWS/CMS) – The statewide tool that supports an effective Child Welfare System of services. The CWS/CMS improves the lives of children and families by giving child welfare service workers information to improve case work services and freeing them from repetitive tasks; provides policy makers with information to design and manage services; and fulfills State and Federal legislative intent.
- D. California Longitudinal Pupil Achievement Data System (CALPADS) – The longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting.
- E. CFS Education Liaison(s) – CFS employees responsible for coordinating educational resources and programs, including Foster Focus. CFS Education Liaisons work with social workers, schools, foster parents, group homes, and others to ensure educational needs of foster children are met. The CFS Education Liaisons are authorized by CFS to receive and provide information required to document educational records for County foster youth to coordinate successful outcomes.
- F. CFS Education Liaison Supervising Social Services Practitioner – The supervisor responsible for the CFS Foster Youth Education Programs. The CFS Education Liaison Supervising Social Services Practitioner is the primary point of contact for CFS Foster Youth Education Programs, including Foster Focus. The CFS Education Liaison Supervising Social Services Practitioner supervises a group of CFS Education Liaisons who work with social workers, schools, foster parents, group homes, and others to ensure educational needs of foster children are met.
- G. Child Welfare Agency (CWA) – Agency designed to promote the well-being of children by ensuring safety, achieving permanency, and strengthening families to care for their children (e.g., Children and Family Services).
- H. Children and Family Services (CFS) – San Bernardino County Department that provides family-centered programs and services designed to ensure safe, permanent, nurturing families for the County’s children while strengthening and attempting to preserve the family unit. CFS assists in preventing further harm to, and protecting children from, intentional physical or mental injury, sexual abuse, exploitation, or neglect. CFS provides support for families and strives to reduce risks to children, improve parenting skills, and strengthen social support networks for families.

- I. Confidentiality – The protection of all CFS material, records, and documents from unauthorized use or disclosure. Information that includes, but is not limited to, names and other identifying information of dependents, and others receiving services subject to this Cooperative Agreement, shall be protected from unauthorized use or disclosure. Identifying information shall not be used or disclosed for any purpose other than carrying out the obligations under this Cooperative Agreement, even after termination of this Cooperative Agreement, except as may be otherwise required by law.
- J. County Placing Agencies (CPAs) – County agencies entrusted with the care and welfare of children and youth who are declared dependents or wards of the juvenile court. CPAs include CWAs (e.g., CFS) and JJAs (e.g., Probation Department).
- K. Dependent Child (ren) – Children, youth, or minors who are deemed dependents of the juvenile court as defined in California Welfare and Institutions Code (WIC) section 305, et al., including foster children and probation wards, under WIC 600, et al.
- L. Education Code Section 49076 (a)(1)(K) – The California Education Code (EDC) under which AB 490 (2004) educational material sharing provisions is codified. The code authorizes access to pupil records for County Placing Agencies (CPAs) when acting as an authorized representative of a state or local educational agency pursuant to EDC section 49076 (a)(1)(C). School districts, county offices of education, and CPAs are authorized to develop cooperative agreements to facilitate confidential access to and exchange of the pupil information by email, facsimile, electronic format, or other secure means, if the agreement complies with the requirements set forth in Section 99.35 of Title 34 of the Code of Federal Regulations.
- M. Foster Youth Services Liaison – School district employee, as outlined in EDC section 48853.5, designated with the responsibility of ensuring proper educational placement, enrollment, and transfer of dependent children between schools. The Foster Youth Services Liaison is responsible for administering AB 490 requirements for the school district, including, but not limited to, ensuring dependent children receive timely enrollment, transfers, and appropriate educational placement.
- N. Foster Focus System (Foster Focus) – The secure web-based computer system developed and maintained by the SCOE to confirm and maintain dependent children's educational information and facilitate information that assists in the timely sharing and appropriate enrollment of dependent children.
- O. Human Services (HS) – The system of integrated services, where the programs and resources of nine (9) County departments, including CFS, come together to provide a rich, more complete array of services to the citizens of the County under one coordinated effort.
- P. HS Information, Technology, and Support Division (ITSD) – The HS division responsible for providing business and technology solutions to HS Departments through business consulting, application development, system consulting, and support.
- Q. Juvenile Justice Agencies (JJAs) – County agency responsible for children who are declared wards of the juvenile court (e.g., Probation Department).
- R. Personally Identifiable Information (PII) – PII is any information that can be used alone or in conjunction with other information to search for or identify individuals, or can be used to access their files, such as name, social security number, date of birth, driver's license number, or identification number.
- S. Sacramento County Office of Education (SCOE) – One of 58 county offices of education in the State of California. SCOE manages Foster Focus and partners with State agencies to

secure the sharing of dependent children educational information as outlined in Education Code Section 49076 (a)(1)(K).

- T. San Bernardino County Superintendent of Schools (SBCSS) – The intermediate service agency that works collaboratively with the California Department of Education, County school districts, agencies, families, and community partners to provide leadership, advocacy services, and meet the educational needs of County children.
- U. Secure File Transfer Protocol (SFTP) – A network protocol for accessing, transferring, and managing files on a remote system.
- V. School Records – Pupil educational records information, including student demographics, enrollment, education rights, special education, the 504 plan, test scores, graduation class information, Grade Point Average, attendance, transcripts, behavior, health, and immunization.

II. SCHOOL DISTRICT SERVICE RESPONSIBILITIES

School District shall:

- A. Work collaboratively with CFS to maximize the educational success of dependent children.
- B. Provide CFS with a primary point of contact or designee, who is responsible for foster youth programs, services, and authorized users.
- C. Permit authorized users to utilize Foster Focus to research current and historical education of dependent children records to determine educational placement, identify barriers to educational success, and implement educational stability services.
- D. Permit authorized users to attend Foster Focus implementation training.
- E. Ensure the Foster Youth Services Liaison or designee completes the following, including, but not limited to:
 - 1. Request, review, and approve Foster Focus access authorization and permission(s) for authorized users to obtain “view/read only” access to Foster Focus and County dependent children education placement records. Users will receive instructions on how to set-up a password for Foster Focus after approval has been granted by the administrator.
 - 2. Ensure only authorized users access Foster Focus.
 - 3. Ensure authorized users complete, review, and submit the Integrated Foster Focus Confidentiality Agreement upon registration.
 - 4. Require authorized users secure Foster Focus security access by logging off and closing unattended browsers and/or terminals.
 - 5. Adhere to Human Services (HS) Personally Identifiable Information (PII) policy found at <http://hss.sbcounty.gov/Privacy/> and the Family Educational Rights and Privacy Act (FERPA) (20 USC section 1232g; 34 CFR Part 99) when accessing Foster Focus.
 - 6. Maintain documentation of all active, inactive, and terminated authorized users of Foster Focus.
 - 7. Notify CFS within three (3) school days when an authorized user’s access to Foster Focus requires inactivation or termination.
- F. Attend task force meetings, as needed, to discuss training needs, technical assistance, program updates, etc.

- G. Ensure information is uploaded in a manner that complies with the following, should the School District elect to upload information into Foster Focus:
1. Utilize Secure File Transfer Protocol (SFTP) software to upload and submit data.
 2. Collaborate with the HS Information Technology and Support Division (ITSD) to secure File Transfer Protocol (FTP) between connecting servers.
 3. Upload student records from school enrollment and attendance software at a minimum of two (2) times weekly.
 4. Notify the County of information technology system changes that may impact Foster Focus and/or SFTP.

Note: The interface between CWS/CMS and CALPADS has made the upload of information into Foster Focus elective.

III. SCHOOL DISTRICT GENERAL RESPONSIBILITIES

- A. Without the prior written consent of CFS, this Cooperative Agreement is not assignable by the School District either in whole or in part.
- B. School District will maintain all records and books pertaining to the delivery of services under this Cooperative Agreement and demonstrate accountability for Cooperative Agreement performance. Said records shall be kept and maintained within the School District. HS administrative support staff for CFS shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.
- C. School District shall protect from unauthorized use or disclosure, names and other identifying information concerning persons receiving services pursuant to this Cooperative Agreement, except for statistical information not identifying any participant. School District shall not use or disclose any identifying information for any purpose other than carrying out the School District obligations under this Cooperative Agreement, except as may be otherwise required by law. This provision will remain in force even after the termination of this Cooperative Agreement.
- D. School District shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency, or to the appropriate Child Protective Services agency. This responsibility shall include:
1. Assurances that all employees, agents, consultants or volunteers who perform services under this Cooperative Agreement and are mandated by California Penal Code (PEN) section 11164 et seq., to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them.
 2. Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the child abuse mandatory reporting laws, to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency.
 3. Provision for or arrangement of training in child abuse reporting laws (PEN section 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training on the law within thirty (30) days of employment/volunteer activity.
- E. School District shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered

employment or volunteers for any position in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in PEN section 11105.3. This includes licensed personnel who are not able to provide documentation of prior DOJ clearance. A copy of a license from the State of California is sufficient proof.

- F. School District shall obtain and complete required documents as well as maintain satisfactory performance as outlined herein for the period of this Cooperative Agreement defined in Section VII.

IV. CFS RESPONSIBILITIES

CFS Shall:

- A. Work collaboratively with the School District to maximize the educational success of dependent children.
- B. Provide the School District with a CFS Education Liaison, who will be the primary point of contact responsible for day-to-day concerns with Foster Focus or other supports identified by the school district.
- C. Provide the School District with access to Foster Focus supported by the SCOE Foster Focus License Agreement between CFS and SCOE.
- D. Notify School District when SCOE will provide Foster Focus implementation training.
- E. Provide Foster Focus technical assistance as needed, including referral to SCOE.
- F. Use Foster Focus to access dependent children's educational information and school records.
- G. Upload foster children's data including CFS placement, demographics, and education history into the Foster Focus System at least two (2) times weekly.
- H. Notify SCOE when a school district employee's access to Foster Focus must be inactivated and/or terminated.
- I. Facilitate meetings as needed, for training, program updates, etc.

V. MUTUAL RESPONSIBILITIES

- A. CFS and School District agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this Cooperative Agreement; and appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable Federal and State laws and regulations.
- B. CFS and School District agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution up through CFS and School District's mutual chain of command, as deemed necessary.
- C. CFS and School District agree to develop and implement procedures and forms necessary to administer and document program referral, participation, compliance, and effectiveness.
- D. CFS and School District agree to develop procedures for resolving complaints and grievances, including, but not limited to, the specific steps that must be followed, including resolution times and/or limits.

VI. FISCAL PROVISIONS

There shall be no financial remuneration to or from either party for the term of this Cooperative Agreement.

VII. TERM

This Cooperative Agreement is effective as of July 1, 2018 and expires June 30, 2021, but may be terminated earlier by either party in accordance with provisions of Section VIII of this Cooperative Agreement. Upon termination, school records uploaded into Foster Focus shall remain in the system and be retained in accordance with CFS standard record retention policies.

VIII. EARLY TERMINATION

This Cooperative Agreement may be terminated without cause upon thirty (30) days written notice by either party. The CFS Director, or his/her appointed designee, is authorized to exercise CFS rights with respect to any termination of this Cooperative Agreement. The School District Superintendent of Schools, or authorized designee, has authority to terminate this Cooperative Agreement on behalf of the School District.

IX. GENERAL PROVISIONS

- A. When notices are required to be given pursuant to this Cooperative Agreement, the notices shall be in writing and directed to:

School District: Trona Joint Unified School District
ATTN: _____
83600 Trona Road
Trona CA, 93562-2101
Phone: _____
Fax: _____
Email: _____

County: County of San Bernardino
Human Services Administration
ATTN: Contracts Unit
150 South Lena Road
San Bernardino, CA 92415-0515
Phone: (909) 383-8395
Fax: (909) 387-2900
Email: Lydia.bell@hss.sbcounty.gov

- B. No waiver of any of the provisions of the Cooperative Agreement documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any Cooperative Agreement document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- C. Any alterations, variations, modifications, or waivers of provisions of the Cooperative Agreement, unless specifically allowed in the Cooperative Agreement, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Cooperative Agreement. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

- D. Both CFS and School District are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability, and Workers' Compensation, and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions, or obligations of this Cooperative Agreement.

X. CONCLUSION

- A. This Cooperative Agreement, consisting of ten (10) pages, is the full and complete document describing services to be rendered by School District to CFS including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this Cooperative Agreement affirm that they are duly authorized to commit and bind their respective departments to the terms and conditions set forth in this document.

**COUNTY OF SAN BERNARDINO
CHILDREN AND FAMILY
SERVICES**

SCHOOL DISTRICT

Signature: _____
Marlene Hagen, Director

Date: _____

Address: 150 South Lena Road

City, State, Zip: San Bernardino, CA 92415-0515

Signature: _____
(Authorized Signer – Sign in **BLUE** ink)

Name: _____
(Print or type name and title of authorized signer)

Date: _____

Address: 83600 Trona Road

City, State, Zip: Trona CA, 93562-2101