



Flournoy Union Elementary School District

PO Box 2260; 15850 Paskenta Rd. Flournoy, CA 96029

www.flournoyelementary.org 530-833-5331; 530-833-5332 fax

BOARD MEETING AGENDA

Tuesday, August 10, 2021 at 6:15 pm

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE: Tuesday, August 10, 2021 at 6:15 pm

TYPE: Public Hearing Board Meeting

LOCATION: Via web conference.

To participate in the live meeting click on the link below.

Join Zoom Meeting

<https://us04web.zoom.us/j/76189952111?pwd=Vmc0UmpONTd4RVVGSlQ3ZuSUlsUT09>

Meeting ID: 761 8995 2111 BPasscode: 5D9f62

PUBLIC HEARING NOTICE POSTED: 07/30/2021 Flournoy School, Flournoy Store and Paskenta Store

BOARD MEETING AGENDA POSTED: 08/06/2021 Flournoy School, Flournoy Store and Paskenta Store

1. PUBLIC MEETING CALL TO ORDER BY PRESIDING OFFICER _____, at _____ p.m.

Roll call

Patrick Archer	_____
Cathy Bjornestad-Tobin	_____
Tyson Carter	_____
Sara Valoroso	_____
Vacancy	_____

PUBLIC COMMENT PERTAINING TO AGENDA

Comments on Closed Session Agenda Items, (below). Any person wishing to speak to any item on the Closed Session Agenda will be granted three minutes to make a presentation.

Comments from the Floor: At this time, any person wishing to speak to any item not on the Agenda will be granted three minutes to make a presentation. No action may be taken at this meeting on items addressed during these comments.

Comments on Agenda Items: At this time, any person wishing to speak to any item on the Agenda will be granted three minutes to make a presentation.

2. PLEDGE OF ALLEGIANCE

Recognize staff present:

Rachel Davis, Superintendent	_____
Melinda Flournoy, Business Manager	_____
Amanda Taylor, Teacher	_____
Cody Weston, Custodian	_____
Mei Vance, Instructional Aide	_____
Erin Murphy, Instructional Aide	_____
Maria Hererra	_____
Deborah Hammons	_____

3. **ADOPTION OF AGENDA**

4. **APPROVAL OF MINUTES FROM THE MEETINGS OF:**

Tuesday, June 22, 2021 & Wednesday, June 23, 2021

____/____/____
Motion/Second Ayes/Noes /Abstain

5. **COMMENTS**

1. From members of the Board of Education
2. From the Superintendent and Business Manager
3. From the Staff/Teachers

6. **GENERAL FUNCTION CONSENT ITEMS**

1. Bills and warrants for: **June and July 2021**
2. MOUs/Agreements: **MOU with TCDE covering the need for maintaining the confidentiality of the welfare recipient listing.**
Agreement with CSM Consulting, Inc. for e-rate compliance services.

7. **PUBLIC HEARING:** To consider Scope, Purpose and Other Factors Related to Adoption of Board Policy BP/AR 6158 Independent Study (Ed Code section 51747 (a) and (b), 5 CCR 11701

8. **DISCUSSION/ACTION ITEMS** (Attachments)

1. Consider approval of the Quarterly Report on Williams Uniform Complaints Ed Code 35186(d)
____/____/____
Motion/Second Aye/Noes /Abstain
2. Discuss and consider approval to hire a paraprofessional one on one aide for 2021-22 school year.
____/____/____
Motion/Second Aye/Noes /Abstain
3. Discuss and consider approval of proposals for a new copy machine.
____/____/____
Motion/Second Aye/Noes /Abstain
4. Consider adoption of Board Policy AR/BP 6158 Independent Study and Waiver
____/____/____
Motion/Second Aye/Noes /Abstain

8. **DISCUSSION ON NEXT BOARD MEETING**

1. Next meeting date: **Tuesday, September 14, 2021 at 6:15 p.m.**
2. Possible items for action/discussion
 - Updated Board Policies
 - Instructional Materials Resolution
 - GANN Resolution
 - Unaudited Financial Statements

9. **FURTHER COMMENTS**

1. From members of the Board of Education
2. From the Superintendent

Adjournment at _____ p.m.



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BOARD MEETING MINUTES

Tuesday, June 22, 2021 at 6:15 pm

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE: Tuesday, June 22, 2021 at 6:15 pm

TYPE: Public Hearing Board Meeting

LOCATION: Via web conference.

To participate in the live meeting click on the link below.

Join Zoom Meeting

<https://us04web.zoom.us/j/76189952111?pwd=Vmc0UmpONTd4RVVGsFlsQ3ZuSUlsUT09>

Meeting ID: 761 8995 2111 BPasscode: 5D9f62

PUBLIC HEARING NOTICE POSTED: 06/11/2021 Flournoy School, Flournoy Store and Paskenta Store

BOARD MEETING AGENDA POSTED: 06/18/2021 Flournoy School, Flournoy Store and Paskenta Store

1. PUBLIC MEETING CALL TO ORDER BY PRESIDING OFFICER SV, at 6:15 p.m.

Roll call

Patrick Archer	<u> X </u>
Cathy Bjornestad-Tobin	<u> X </u>
Tyson Carter	<u> X </u>
Sara Valoroso	<u> X </u>
Vacancy	<u> </u>

PUBLIC COMMENT PERTAINING TO AGENDA

Comments on Closed Session Agenda Items, (below). Any person wishing to speak to any item on the Closed Session Agenda will be granted three minutes to make a presentation.

Comments from the Floor: At this time, any person wishing to speak to any item not on the Agenda will be granted three minutes to make a presentation. No action may be taken at this meeting on items addressed during these comments.

Comments on Agenda Items: At this time, any person wishing to speak to any item on the Agenda will be granted three minutes to make a presentation.

2. PLEDGE OF ALLEGIANCE

Recognize staff present:

Rachel Davis, Superintendent	<u> X </u>
Melinda Flournoy, Business Manager	<u> X </u>
Amanda Taylor, Teacher	<u> </u>
Cody Weston, Custodian	<u> </u>
Mei Vance, Instructional Aide	<u> </u>
Erin Murphy, Instructional Aide	<u> </u>
Maria Hererra	<u> </u>
Deborah Hammons	<u> </u>

3. **ADOPTION OF AGENDA** _CT_/TF_ 4_/0_/0_
Motion/Second Ayes/Noes /Abstain
4. **APPROVAL OF MINUTES FROM THE MEETING OF:** Tuesday, May 11, 2021
TF/PA_ 4_/0_/0_
Motion/Second Ayes/Noes /Abstain
5. **COMMENTS**
1. From members of the Board of Education **NONE**
 2. From the Superintendent and Business Manager **NONE**
 3. From the Staff/Teachers **NONE**
6. **GENERAL FUNCTION CONSENT ITEMS**
1. Bills and warrants for **May 2021**
 2. MOUs/Agreements: **21/22 SARB Program Participation Contract with TCDE**
21/22 Information Technology Support Service with TCDE
- _CT_/PA_ 4_/0_/0_
Motion/Second Ayes/Noes /Abstain
7. **PUBLIC HEARING (Procedural Item)** (Attachments)
1. Update to the 2019/20 Local Control and Accountability Plan (LCAP) and Update to the 2020/21 Learning Continuity and Attendance Plan.
 2. Discuss the 2021/2022 Budget for the Flournoy Union Elementary School District
 3. Discuss the 2021/2022 Local Control and Accountability (LCAP for FUESD)
 4. Discuss the Budget Overview for Parents (BOP)
 5. Discuss the LCAP Local Performance Indicator Self Reflection
8. **DISCUSSION ON NEXT BOARD MEETING**
1. Next meeting date: **Wednesday, June 23, 2021 at 6:15 p.m.**
 2. Possible items for action/discussion
 - Budget/LCAP Public Adoption
9. **FURTHER COMMENTS**
1. From members of the Board of Education
 2. From the Superintendent
- Adjournment at 6:48 p.m.**



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BOARD MEETING MINUTES

Wednesday, June 23, 2021 at 6:15 pm

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE: Wednesday June 23, 2021 at 6:15 pm

TYPE: Public Adoption Board Meeting

LOCATION: Via web conference.

To participate in the live meeting click on the link below.

Join Zoom Meeting

<https://us04web.zoom.us/j/76189952111?pwd=Vmc0UmpONTd4RVVG5FlsQ3ZuSUlsUT09>

Meeting ID: 761 8995 2111 BPasscode: 5D9f62

BOARD MEETING AGENDA POSTED: 06/18/2021 Flournoy School, Flournoy Store and Paskenta Store

1. PUBLIC MEETING CALL TO ORDER BY PRESIDING OFFICER _____SV_____, at 6:17 p.m.

Roll call

Patrick Archer	<u> X </u>
Cathy Bjornestad-Tobin	<u> X </u>
Tyson Carter	<u> X </u>
Sara Valoroso	<u> X </u>
Vacancy	<u> </u>

PUBLIC COMMENT PERTAINING TO AGENDA

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Comments on Agenda Items: At this time, any person wishing to speak to any item on the Agenda will be granted three minutes to make a presentation.

2. PLEDGE OF ALLEGIANCE

Recognize staff present:

Rachel Davis, Superintendent	<u> X </u> via zoom
Melinda Flournoy, Business Manager	<u> X </u>
Amanda Taylor, Teacher	<u> </u>
Cody Weston, Custodian	<u> </u>
Mei Vance, Instructional Aide	<u> </u>
Erin Murphy, Instructional Aide	<u> </u>
Maria Herrera	<u> </u>
Deborah Hammons	<u> </u>

3. **ADOPTION OF AGENDA**

TF / CT 4 / 0 / 0
Motion/Second Ayes/Noes / Abstain

4. **COMMENTS**

1. From members of the Board of Education **NONE**
2. From the Superintendent and Business Manager **NONE**
3. From the Staff/Teachers **NONE**

6. **DISCUSSION/ACTION ITEMS** (Attachments)

1. Consider approval of the Update to the 2019/20 Local Control and Accountability Plan (LCAP) and Update to the 2020/21 Learning Continuity and Attendance Plan.

CT / TF 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

2. Consider approval of the 2021/2022 Budget for the FUESD

TF / CT 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

3. Consider approval of the 2021/2022 Local Control and Accountability (LCAP for FUESD)

CT / PA 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

4. Consider approval of the Budget Overview for Parents (BOP)

CT / PA 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

5. Discuss the LCAP Local Performance Indicator Self Reflection

TF / CT 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

6. Discuss and Approve the Resolution Education Protection Account Expenditures (EPA)

CT / TF 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

7. Discuss and Approve the 2021/2022 Reserve Statement

CT / TF 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

8. Approval of Authorizing Signatures for Budget Recisions, Interfund Transfers, and Payment of Expenditures

CT / TF 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

9. Consider approval for the 2021/22 Consolidated Application for Funding

TF / CT 4 / 0 / 0
Motion/Second Aye/Noes / Abstain

8. **DISCUSSION ON NEXT BOARD MEETING**

1. Next meeting date: **Tuesday, August 10, 2021 at 6:15 p.m.**
2. Possible items for action/discussion
 - School Plan

9. **FURTHER COMMENTS**

1. From members of the Board of Education
2. From the Superintendent

Adjournment at 6:25 p.m.

Checks Dated 06/01/2021 through 06/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40216326	06/01/2021	Mike's Repair Shop	01-5600	Weed Eater Estimates to fix		37.50
40216327	06/01/2021	Basic Laboratory, Inc.	01-5502	Drinking Water Monitoring		88.40
40216328	06/01/2021	Calif. Dept. of Ed Cde Press	01-8965	Recover unspent Prop 39		9,944.00
40216329	06/01/2021	California Safety Company	01-5507	Monthly Central Station Monitoring		50.00
40216330	06/01/2021	J.M. Distributing Dairy Prod.	13-4700	Milk for lunches		596.25
40216331	06/01/2021	LV.NET LLC	01-5800	Internet	1,575.70	
			01-5903	Internet	675.31	
40216332	06/01/2021	Michael D. Butler	01-5502	EAR & Operator Service		2,251.01
40216333	06/01/2021	Tehama Co Dept of Education	01-5800	CoOp Agreement MOU	100.00	220.00
				SARB MOU	967.00	1,067.00
40216808	06/11/2021	AT&T/Calnet	01-5901	Phone		85.55
40216809	06/11/2021	Calif. Dept. of Ed Cde Press	13-4700	Commodities		74.10
40216810	06/11/2021	Coastal Business Systems Inc.	01-5600	Copier Lease & Toner		690.75
40216811	06/11/2021	Green Waste	01-5506	Elkins Garbage	170.87	
				Flournoy Garbage	239.68	410.55
40216812	06/11/2021	Pacific Gas & Electric Co	01-5503	Electric		1,386.89
40216813	06/11/2021	Schools Excess Liability Fund	01-5450	AB-218		1,485.72
40216814	06/11/2021	TCSIG	76-9513	Insurance Premiums	19,820.00	
			76-9522	Insurance Premiums	4,210.00	
			76-9552	Insurance Premiums	1,590.00	
			76-9553	Insurance Premiums	510.00	26,130.00
40216815	06/11/2021	Tehama Co Dept of Education	01-5800	20/21 Internet Services		4,000.00
40216816	06/11/2021	US Bank	01-4300	Various	244.99	
			01-5814	Various	170.00	
			13-4300	Various	646.92	
			13-4700	Various	962.93	2,024.84
40216817	06/11/2021	Wilgus Fire Control, Inc.	01-5600	Elkins Fire Extinguishers	297.90	
				Kitchen Overhead	202.03	499.93
40217309	06/23/2021	California Safety Company	01-5507	Monthly Central Station Monitoring		50.00
40217310	06/23/2021	CSM Consulting	01-5800	E-rate for 07/01/20-06/30/21		1,400.00
Total Number of Checks					20	52,492.49

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GENERAL	17	24,082.29

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

6.7

Checks Dated 06/01/2021 through 06/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
13	CAFETERIA SPEC REV	3	2,280.20
76	WARRANT/PASS-THRU	1	26,130.00
	Total Number of Checks	20	52,492.49
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		52,492.49

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

908 - Flournoy School District

Generated for MELINDA FLOURNOY (MFLOURNOY908), Aug 4
2021 2:44PM

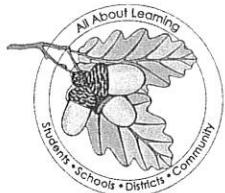
Checks Dated 07/01/2021 through 07/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40218005	07/14/2021	Paskenta Community Services District	01-5502	Elkins Water Bill		64.00
40218006	07/14/2021	AT&T/Calnet	01-5901	Phone Bill		86.08
40218007	07/14/2021	California Safety Company	01-5507	Monthly Central Station Monitoring		50.00
40218008	07/14/2021	Diverse Network Associates Inc	01-5800	Annual Website Hosting	1,069.20	
				Catapult Connect All Call	170.00	1,239.20
40218009	07/14/2021	Coastal Business Systems Inc.	01-5600	Copier Lease		191.60
40218010	07/14/2021	Common Goal Systems Inc.	13-5825	Lunch POS System		162.40
40218011	07/14/2021	Green Waste	01-5506	Elkins Garbage Bill	179.79	
				Garbage Bill	251.78	431.57
40218012	07/14/2021	Northern CA Schools Ins Group	01-5450	Liability Insurance		8,394.00
40218013	07/14/2021	Pacific Gas & Electric Co	01-5503	Electric Bill	1,595.74	
				Elkins Electric Bill	290.75	1,886.49
40218014	07/14/2021	READ NATURALLY INC	01-4300	Read Live Subscription		736.00
40218015	07/14/2021	Michael D. Butler	01-5502	Water Operator Service		95.00
40218016	07/14/2021	US Bank	01-4300	Fuel, Food, Door Mats	1,459.71	
				Fuel, Food, Door Mats	21.85	1,481.56
40218017	07/14/2021	Woods Pest Control	13-4700	Fuel, Food, Door Mats	95.00	
			01-5505	Elkins General Pest	180.00	275.00
				General Pest Cycle		
Total Number of Checks					13	15,092.90

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GENERAL	12	14,908.65
13	CAFETERIA SPEC REV	2	184.25
Total Number of Checks		13	15,092.90
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			15,092.90

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



Tehama County Department of Education

6.2

Richard DuVarney
Tehama County
Superintendent of
Schools

1135 Lincoln Street Red Bluff CA 96080 | 530.527.5811 | www.tehamaschools.org

MEMORANDUM OF UNDERSTANDING 2021-2022

This Memorandum of Understanding is entered into by and between the Superintendent of the **Tehama County Department of Education** (Superintendent) and the **Flournoy School District** (District).

The term of the agreement is **July 1, 2021** through **June 30, 2022**.

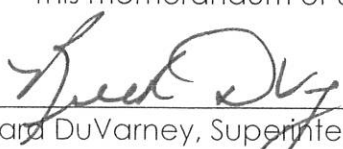
Whereas, District requires relevant information concerning its student population in order to aid **District** in securing entitlement to funds under applicable federal and state programs, and

Whereas, Superintendent agrees to act as **District's** authorized representative for the purpose of receiving confidential information; and

Whereas, Superintendent maintains computerized programs which may facilitate the use of such information by **District**,

Now, therefore, the parties hereto agree as follows:

1. **District** shall use the information provided by the **Superintendent** only for the purposes of securing entitlement funds under applicable federal and state programs.
2. **District** agrees that its use of information provided by the **Superintendent** shall be consistent with the confidentiality provisions contained in Welfare and Institutions Code, Section 10850 and Chapter 19-004 of the State Department of Social Services Policies and Procedures Manual.
3. **District** acknowledges that there are criminal penalties for improper release or use by **District** of the information and agrees to advise all **District** personnel and agents who have access to or use of such information of this fact.
4. **District** agrees that such information shall not be used to identify program applicants or recipients to school teachers, administrators, or any persons not required to have access to such information for the purpose of securing entitlement to federal and state funds.
5. **District** agrees to indemnify, defend and hold harmless **Superintendent**, the County of Tehama Social Services Agency, and their officers, agents and all persons, corporations, or entities which arise in whole or in part from the **District's** access to or use of such confidential information.
6. This memorandum of understanding shall be reviewed annually.


Richard DuVarney, Superintendent
Tehama County Department of Education

Clerk/Authorized Agent
Flournoy School District

6-10-21

Date

Date



6.2.1

CONTRACT FOR E-RATE COMPLIANCE SERVICES

This agreement is made and entered by and between **Flournoy Union Elementary School District**, a local education agency ("District") and **CSM Consulting, Inc.**, a California Corporation ("Consultant").

RECITALS

- A. District desires to have a Consultant to prepare documentation, forms and applications regarding the Federal Communications Commission ("FCC") E-Rate program.
- B. District has the authority to enter into an Agreement with a Consultant for purposes of complying with the FCC E-Rate program.
- C. Consultant is duly qualified to provide the services called for in this Agreement in consideration for the fee stipulated in this Agreement.

I. CONSULTANT'S RESPONSIBILITIES – SCOPE OF SERVICE

1. Shall provide to District completed forms and processes related to all Category One and Category Two applications of the Federal Communications Commission E-Rate filings with the schools and library division ("SLD") during the term of this Agreement as shown in Section IV., 1. Services provided under this agreement to include the following:
 - Assist and coordinate the preparation and filing of FCC Forms: 470, 471, 486 and 500.
 - Assist and coordinate the preparation and filing of:
 - Item 21 Attachments
 - Form 472 (Billed Entity Applicant Reimbursement Form BEAR) and/or vendor specific discount forms (i.e. Data Gathering Form, Existing Services List, etc.)
 - Implementation Deadline Extension Request (ImDER)
 - Invoice Deadline Extension Request (IDER)
 - Service Provider Identification Number (SPIN) Change Requests
 - Service Substitution Requests
 - Service Certifications
 - Program Integrity Assurance (PIA)
 - Payment Quality Assurance (PQA) requests
2. Act as District's main point of contact with the SLD.
3. Assist District on E-Rate compliance including updates on rule or regulatory changes, as applicable.

II. DISTRICT RESPONSIBILITIES

1. Provide all required information and data for filing all forms with the SLD in a timely manner and all required and requested data for filing the Form 471 at least thirty (30) days prior to USAC's Form 471 filing deadline.
2. Adhere to E-Rate rules, procedures and regulations established by the FCC and other applicable regulatory agencies.
3. Take such official action, such as review of Consultants drafts and promptly sign and return all forms required for filing with a third party in a timely manner so that Consultant can perform its obligations under this Agreement.

4. Promptly pay Consultant its fee for services rendered. All payments are due and payable within 30 days after delivery to the District of the invoice.
5. Sign, date and certify all forms filed by Consultant on District's behalf.

III. COST

1. **Pricing.** The cost for services rendered regarding the E-Rate application process, as referred to in Section I of this agreement, will be invoiced and due to the Consultant as follows:

Base contract amount ("Base Amount") of \$1,400 plus;

An amount equal to six percent (6%) of Category Two applications submitted during the Term of this Agreement and four percent (4%) of the amount(s) subsequently committed by USAC, as applicable to the related Category Two applications submitted during the Term of this Agreement ("C2 Amounts").

Invoices for the Base Amount will be provided monthly (or quarterly) continuing through June 30 of each respective term of this Agreement.

Invoice(s) for C2 Amounts will be provided upon completion of the annual E-Rate Form 471 submission process and upon receipt of USAC Funding Commitment Decision Letter(s) applicable to Category Two submissions during the Term(s) of this Agreement.

The amounts in this section do not include any costs related to additional Compliance Services offered by Consultant that may be requested by the District as shown in Section IV., 4. and 5 below.

IV. MISCELLANEOUS

1. **Term.** The initial term ("Term") of this agreement shall be one (1) year commencing as of July 1, 2021, or upon execution (whichever is later), through June 30, 2022. Thereafter, the Term of this Agreement shall automatically renew for successive one (1) year Term(s) unless one party provides written notice to the other party at least sixty (60) days in advance of the end of the existing Term that it does not wish to renew the Term of this Agreement.
2. **Modifications.** This Agreement may be modified only by a written amendment to this Agreement, executed by both parties.
3. **Independent Contractor.** While engaged in carrying out and complying with the terms and conditions of the Agreement, Consultant is an independent contractor and not an officer, employee, or agent of the District.
4. **Additional Compliance Services not included in SECTION I CONSULTANT RESPONSIBILITIES – SCOPE OF SERVICE.**
 - A. Services and costs in this section are not included in Section I (Consultant Responsibilities – Scope of Service) and Section III (Cost). At the written request of the District, the Consultant may provide the additional Compliance Services listed below, based upon the following hourly rates.

Officer/Principal	\$175 per hour
Information Technology Consultant/Director	\$150 per hour
Lead Consultant	\$120 per hour
Specialist	\$80 per hour

An authorized agent of the District may request the services below via written request to the Consultant. The Consultant will provide the District with an estimate of the number of hours and rates to complete the requested task. Consultant will provide a quote in the form of an email, hard copy quote, electronic copy quote or other means, as appropriate and acceptable to the District and Consultant. These Compliance Services may include but are not limited to the following:

- Assist in the preparation of RFPs/RFIs/RFQs, etc., including technical specs
- Surveys (alternate discount method)
- Comprehensive Technology Plan Writing
- Coordination of response to Special Compliance Reviews
- Selective Review Information Request (SRIR)
- Preparation of USAC and/or FCC appeals
- Audit support, including Beneficiary Contributor Audit Program
- Preparation of documentation/reports/presentations for Board meetings or other special meetings
- Assess and process issues with prior E-Rate applications not previously contracted by with Consultant (invoiced at ten percent 10% of amount recovered)
- Travel expenses for any on-site meetings including hourly rate, standard mileage reimbursement and actual accommodation/travel expense (including airfare if applicable)
- Other E-Rate related services

DocUManage

5. **E-Rate Doc-U-Manage Software (Optional Service).** Consultant will provide an online document management software allowing the District multi-user access to maintain documents in an organized manner to meet the USAC 10-year requirement and provide an efficient document management system for the District. The annual license fee for the software is \$399.00

Please check the appropriate box for designation of service ☐ Yes ☐ No

6. **Conflict of Interest.** No business or personal relationship exists between any school employee and the service provider.
7. **Attorney's Fees and Costs.** In any litigation, arbitration or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, each party shall bear its own attorney fees, together with any costs and expenses to resolve the dispute and to enforce the final judgment.
8. **Severability.** If any term of this Agreement is held by a court of competent jurisdiction to be void or unenforceable, the remainder of this Agreement shall remain in full force and effect and shall not be affected.
9. **Termination.** Except as otherwise provided in this Agreement, either Party may immediately terminate this Agreement, upon written notice to the other Party, if either Party materially breaches the responsibilities set forth in Section I, Consultant's Responsibilities and Section II, District Responsibilities, respectively.

10. **Notices.** All notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope postage prepaid and deposited with a United States Post Office for delivery by first class and certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party.

Flournoy Union Elementary School District
PO BOX 2260
Flournoy, CA 96029

CSM Consulting, Inc.
P.O. Box 4408
El Dorado Hills, CA 95762-0018

11. **Limitation of Liability.** The aggregate liability in connection with any claim arising out of or relating to this agreement whether in contract, tort or otherwise, shall be limited to an amount equivalent to the fee(s) paid by the District to Consultant for services performed pursuant to this Agreement. Consultant shall not in any circumstances be liable to District, whether in contract, tort or otherwise, for any special, indirect, incidental, or consequential damages of any kind whatsoever whether Consultant is made aware in any way due to, resulting from, or arising in connection with the services performed by Consultant pursuant to this Agreement. District's right to monetary damages listed above in that amount shall be in lieu of all other remedies that District may have.
12. **Governing Law.** The validity of this Agreement and each of its terms and provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with the law of the State of California.
13. **Authority.** The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to execute and contractually bind their respective legal entities.
14. **Entire Agreement.** This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject of this Agreement. This Agreement contains all of the covenants and agreements between the parties with respect to the subject of this Agreement, and each party acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this Agreement. No agreement, statement, or promise not contained in this Agreement shall be valid or binding on the parties with respect to the subject of this Agreement.

Executed in _____, This _____ day of _____, 2021.



_____, Vice President
David T. Cichella

_____, Title _____

Print Name
Flournoy Union Elementary School District

AUTHORITY TO COMMUNICATE – Letter of Agency (LOA)

This ATC/LOA (Agreement) entered into on this _____ day of _____, 2021 by and between **CSM Consulting, Inc.**, *Consultant Registration Number 16043564*, a California Corporation ("Consultant") and **Flournoy Union Elementary School District**, a local education agency ("District"). Consultant's authority to communicate shall remain in effect during the term of the "E-Rate Services" consulting contract.

Consultant and District determines it is necessary to prepare documentation, forms and applications regarding the Federal Communications Commission ("FCC") E-Rate program.

District grants to Consultant the authority to investigate and communicate, in any form, with any telecommunication company, service provider, the FCC or the Schools and Libraries Division with regard to the E-Rate Program on District's behalf. Consultant acknowledges that nothing contained herein shall constitute a principal and agent relationship or be construed to evidence the intention of the District to constitute such. The District represents and warrants that the officer executing this Agreement has been duly authorized.

The term of this assignment is from the date of final execution (above) until all issues with E-Rate Years 2004, 2005, 2006, 2007, 2008 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020 and 2021 are resolved or June 30, 2023. When executed, this agreement is authorization for all employees of Consultant to communicate on behalf of the District in performance of the duties outlined herein.

Flournoy Union Elementary School District

Name: _____

Print Name: _____

Title: _____

Flournoy Elementary School District

Board Policy

Independent Study

BP 6158

Instruction

The Governing Board authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6200 - Adult Education)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, a home-based format, and an online course.

(cf. 0420.4 - Charter School Authorization)
(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom setting.

The minimum period of time for any independent study option shall be five consecutive school

days.

Written Agreements

The Superintendent or designee shall ensure that a written master agreement and, as appropriate, a learning agreement for students participating in course-based independent study exist for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student misses three assignments, unless the student's written agreement specifies a lower or higher number of missed assignments based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

Student-Teacher Conferences

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Teachers are expected to monitor student progress and work closely with each student to determine the amount and type of contact needed for the student to be successful in the program.

Missing appointments with the supervising teacher without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

Home-Based Independent Study

The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based student and ensures that the student will be offered a standards-based education substantially equivalent in quality and quantity to the district's classroom instruction.

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

(cf. 0500 - Accountability)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

41976.2 Independent study programs; adult education funding

42238 Revenue limits

42238.05 Local control funding formula; average daily attendance

44865 Qualifications for home teachers and teachers in special classes and schools

46200-46208 Instructional day and year

46300-46307.1 Methods of computing average daily attendance

47612.5 Independent study in charter schools

48204 Residency

48206.3 Home or hospital instruction; students with temporary disabilities

48220 Classes of children exempted

48340 Improvement of pupil attendance

48915 Expulsion; particular circumstances

48916.1 Educational program requirements for expelled students

48917 Suspension of expulsion order
49011 Student fees
51225.3 Requirements for high school graduation
51745-51749.6 Independent study programs
52522 Adult education alternative instructional delivery
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

19819 State audit compliance

UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

(3/05 7/10) 12/14

Board Approved 08/10/2021

Flornoy Elementary School District

Administrative Regulation

Independent Study

AR 6158
Instruction

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to:
(Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
(cf. 6143 - Courses of Study)
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel
(cf. 5112.3 - Student Leave of Absence)
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
(cf. 0420.4 - Charter School Authorization)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent

study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6184 - Continuation Education)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to

the student

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate
8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.

3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.

4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. Examinations shall be administered by a proctor.

6. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in

classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

7. A student shall not be required to enroll in courses included in this program.
8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.

9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.

11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to this program
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program

5. The specific resources, including materials and personnel, that will be made available to the student
6. A statement that the student is not required to enroll in courses in this program
7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned

work on time shall not be reported as tardy or truant.

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments

3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

(10/15 5/16) 7/16

Board Approved 08/10/2021

Quarterly Report on Williams Uniform Complaints
Education Code 35186(d)

District: Flournoy Union Elementary School District

Person completing this form: Melinda Flournoy Title: Business Manager

Quarterly Report Submission Date: July 2021

Date for information to be reported publicly at governing board meeting: 08/10/2021

Please check the box that applies:

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

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

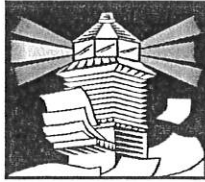
General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0	0	0

Rachel Davis
Print Name of District Superintendent

Signature of District Superintendent

08/10/2021

Date



**COASTAL
BUSINESS
SYSTEMS**
Imagine the Possibilities.

Document Equipment and Maintenance Proposal For:

July 21, 2021

Flournoy Elementary School

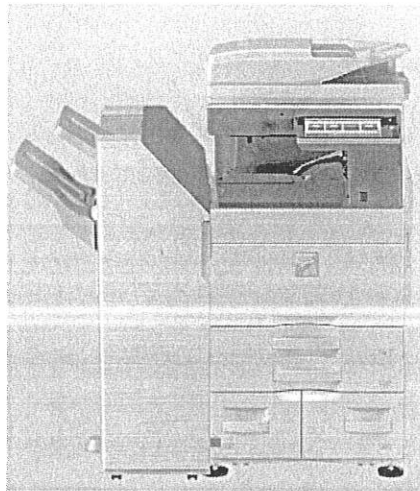
Current Expenses: Sharp SC4111

Current expense \$185.90 plus tax/per month w/Maintenance agreement, including 6,500 monthly monochrome copies overages billed at \$.01225 and zero color copies overages billed at \$.098. Overages for 2020 were 10,001 color and 9,013 monochrome, total overage charges \$1,164.00. (\$97.00 per month + \$185.90 = \$282.90 total expense.

Monthly expense average apx. \$282.90 including overages.

Current machine has 723,460 monochrome copies and 154,566 color copies.

Proposed Replacement:



Refurbished Floor Model Sharp MX-3570

60-month lease @ \$308.39+ tax per month

This is a 60-month lease in the amount of \$308.39 plus tax per month.

Lease includes: Refurbished floor unit - Sharp MX-3570 with Tandem drawers, fax, 1k stapler finisher and 3 hole punch. No deposit required, one time lease document fee of \$89.50, \$295 set up fee will be waived.

Lease agreement includes all parts, supplies (except paper and staples) and service for 6,500 monochrome copies and 800 color pages monthly. Meters will be read quarterly, and overages billed at the rate of \$.0080 per monochrome copies and \$.080 for color copies.

Program includes satisfaction of current lease agreement of SC4111 with Coastal Business Systems (not to exceed 6 payments @ \$185.90). Also includes shipment of leased equipment back to the leasing agent at no cost to Flournoy School.



COASTAL
BUSINESS
SYSTEMS
Imagine the Possibilities.

Document Equipment and Maintenance Proposal For: May 28th, 2021

Flournoy Elementary School

Current Expenses: Sharp SC4111

Current expense \$185.90 plus tax/per month Maintenance agreement, including 6,500 monthly monochrome copies overages billed at \$.01225 and zero color copies overages billed at \$.098. Overages for 2020 were 10,001 color and 9,013 monochrome, total overage charges \$802.58.

Monthly expense average \$282.90.

Proposed Replacement:



60-month lease @ \$374.19+ tax per month

This is a 60-month lease in the amount of \$374.19 plus tax per month. Lease includes: Sharp MX-4071. No deposit required, one time lease document fee of \$89.50, \$295 set up fee will be waived.

Lease agreement includes all supplies (except paper) and service for 6,500 monochrome copies and 800 color pages monthly. Meters will be read quarterly, and overages billed at the rate of \$.0085 per monochrome copies and \$.085 for color copies.

Program includes satisfaction of current lease agreement of SC4111 with Coastal Business Systems (not to exceed 9 payments @\$185.90) Also includes shipment of leased equipment back to the leasing agent at no cost to Flournoy School.