ALL MEETINGS ARE RECORDED

OROVILLE UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING AGENDA

Wednesday, September 21, 2022, 5:30 p.m. in the Transportation Conference Room, located at 2139 Washington Avenue, Oroville, CA 95966 and via YouTube (see coversheet for login information)

CALL TO ORDER

ROLL CALL

Scott Damon, Amber Englund, Bonnie King, Ray Sehorn and Nannette Walker

CLOSED SESSION

- **Personnel-Gov't. Code 54957** [Public employee employment/discipline/dismissal/release]
- **Conference with Legal Counsel-Anticipated or Existing Litigation—Gov't. Code Section 54956.9** [Case name unspecified because disclosure would jeopardize negotiations]
- **Conference with Labor Negotiators—Gov't. Code Sec. 54947.6** [OSTA/CSEA: Dr. Corey Willenberg, Superintendent, designated representative]
- **Graduation Requirement Waiver – California Education Code Section 51225.3**
- **Pupil Discipline—California Education Code Sections 48918/35146**

RESULTS OF CLOSED SESSION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA VARIANCE

PUBLIC HEARING

President asks staff to introduce item
President opens item for public discussion
President closes item for public discussion
Board discussion

1. **22/23 Sufficient Instructional Materials (Willenberg)**
   Pursuant to Education Code sections 60119 and 60422(b), a public hearing is presented to provide the community with the information that sufficient textbooks and instructional materials in all subjects consistent with the cycles and content of the curriculum frameworks were distributed to all students in 22/23. The Principals have verified that they either have sufficient materials or that additional materials have been ordered. A resolution pertaining to this item will be acted upon later this evening.

RECOGNITIONS AND PRESENTATIONS

2. **Student Achievement/Recognition – Las Plumas High School**

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON *NON-AGENDA* ITEMS

At this time, the President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to step to the podium, state their name for the record and make their presentation. The President will also will read aloud any comments or questions received by 2:00 p.m. on the board meeting date. Presentations are **limited to three (3) minutes per person and fifteen (15) minutes per subject**. The Board is prohibited by State law from taking action on any item not listed on the agenda, except under special circumstances as defined in the Government Code.

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON *AGENDA* ITEMS

At this time, the President will invite anyone in the audience wishing to address the Board on a matter listed on the agenda to step to the podium, state their name for the record and make their presentation. The President will also will read aloud any comments or questions received by 2:00 p.m. on the board meeting date. Presentations are **limited to three (3) minutes per person and fifteen (15) minutes per subject**

NON-ACTION INFORMATIONAL ITEMS AND REPORTS

3. **Board Comments**
4. **Superintendent**
5. **Administration**
6. **DOJ Update**

OLD BUSINESS (None)

CONSENT CALENDAR (Recommend approval of the following consent Items):

7. **Minutes from the August 17th and 30th Board Meetings**
8. **Check Registers Dated 7/21 – 8/8**
9. **Monthly Financial Report**
10. **Donations to the Hall of Fame**
11. **22/23 Independent Contractor Agreement with Staci Ann Alves for Induction Mentor Services**
12. **22/23 Independent Contractor Agreement with Nicholas Dreesman for Induction Mentor Services**
13. **22/23 Contract for Services with Tri-County Induction Program**
14. **Revised 22/23 College and Career Pathways Partnership Agreement with Butte College**
15. **22/23 Agreement with BCOE for Care Solace Services**
16. **Revised 22/23 Certificated Salary Schedules**
17. **22/23 ASB Budgets and Fundraisers – LPHS and OHS**
18. **Revised Transportation Secretary Job Description**
19. **Graduation Waiver Requests**
20. **First Reading of Board Policies & Administrative Regulations**
    - E 1113 (District and School Websites)
    - AR 1312.4 (Williams Uniform Complaint Procedures)
    - BP 3110 (Transfer of Funds)
    - BP/AR 3350 (Food Service/Child Nutrition Program)
    - BP/AR 3551 (Food Service Operations/Cafeteria Fund)
    - BP/AR 3553 (Free and Reduced Price Meals)
    - AR/E 3517 (Facilities Inspection)
    - BP 3600 (Consultants)
    - BP/AR 3523 (Electronic Signatures)
    - AR 4112.2 (Certification)
    - AR 4161.8, 4261.8, 4361.8 (Family Fare and Medical Leave)
    - BP/AR 6142.2 (World Language Instruction)
    - BP/AR 6143 (Courses of Study)

NEW BUSINESS

21. Authorization for Professional Services with Semingson Architecture and Engineering, Inc. #1 (Willenberg)
The District is seeking approval of Authorization for Professional Services with Semingson Architecture and Engineering, Inc. for the replacement of portables at Las Plumas High School. The project will be funded with one-time funds. **Recommend approval**

Enclosure

22. Authorization for Professional Services with Semingson Architecture and Engineering, Inc. #2 (Willenberg)
The District is seeking approval of Authorization for Professional Services with Semingson Architecture and Engineering, Inc. for the culinary lab at Oroville High School. The project will be funded with CTEIG funds. **Recommend approval**

Enclosure

23. New Assistant Director of Facilities, Information Technology and Transportation Job Description and 22/23 Revised Confidential/Supervisory Job Description (Watts)
The District is seeking approval of a new Assistant Director position to assist Mr. LaGrone with overseeing the day to day operations of the maintenance, grounds, custodial, information technology, transportation and universal departments, which has grown to 58 employees plus substitutes. This position will also be able to perform personnel supervision, including employee evaluations and disciplinary actions. The salary has been established at the rate of the former Maintenance Director before the departments were combined and additional departments were added. **Recommend approval**

Enclosure

24. 22/23 Professional Services Agreement with 360 Degree Customer Inc. (Willenberg)
The District has been trying to recruit a Speech and Language Therapist for the past several years without any success. Therefore, the District is seeking approval to enter in an agreement with 360 Degree Customer Inc. to contract for speech and language services. **Recommend approval**

Enclosure

25. Resolution Regarding Sufficient Instructional Materials for 22/23 (Willenberg)
The required Public Hearing on this item was held earlier in this evening and resolution is now being presented for adoption. **Recommend adoption of Resolution #2-21/22**

Enclosure

26. Out-of-State Field Trip Request (Willenberg)
The LPHS Ag department is seeking approval for an Ag Coach and six students to attend the Western Fall Classic Livestock Judging Contest in Central Point, Oregon, on October 7th and 8th. Expenses will be funded by ESSER III funds. **Recommend approval**

Enclosure

27. Personnel Assignment Order
Approval is requested for the following Personnel Assignment Order:

Certificated

Christopher Carpenter
Long Term Sub @ $225 p/day
Effective 9/12/22

Classified

Debra Bradford
Bus Driver
Change from 8.0 hrs. P/day to 5.0 hrs. p/day
Effective 9/1/2022

Certificated (Cont.)

Jania Johnson
Teacher-OHS
Request for FMLA/CFRA Medical Leave
Effective 9/13/2022 – 10/23/2022

2022/23 Volunteer
Evan Reynolds

2022/23 Coaches
Flag Coordinator – Hana Kipnis – PD
LPHS
Baseball
Frosh Head – Ernesto Telly - PD

2022/23 Extra Duty Assignments
LPHS
FCCLA- Alan Von der Mehden
Skills USA - West Upton

2022/23 Certificated Substitute Teacher
Spencer Riese
Leland Papa
Jon Wood
Lisa Carson
Cami Cox

Classified (Cont.)

28. Expulsion #1-22/23

29. Expulsion #2-22/23

30. Items for Next Agenda

ADJOURNMENT

The meeting will be adjourned to a regular board meeting scheduled for Wednesday, **October 19, 2022,** at 5:30 p.m. in the Transportation Conference Room.

OROVILLE UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
August 17, 2022

MINUTES

CALL TO ORDER

Board President, Mr. Damon, called the meeting to order at 5:30 p.m. on Wednesday, August 17, 2022, at the Transportation Conference Room and via YouTube.

ROLL CALL

Board Members Present: Scott Damon, Amber Englund, Bonnie King, Ray Sehorn and Nannette Walker

Administrators Present: Dr. Corey Willenberg, Superintendent and Susan Watts, Assistant Superintendent/CBO

CLOSED SESSION

- **Personnel-Gov't. Code 54957** [Public employee employment/discipline/dismissal/release]
- **Conference with Legal Counsel-Anticipated or Existing Litigation—Gov't. Code Section 54956.9** [Case name unspecified because disclosure would jeopardize negotiations]
- **Conference with Labor Negotiators—Gov't. Code Sec. 54947.6** [OSTA/CSEA: Dr. Corey Willenberg, Superintendent, designated representative]
- **Pupil Discipline—California Education Code Sections 48918/35146**

The board convened to closed session at 5:31 p.m.

Dr. Englund arrived at 5:49 p.m.

RESULTS OF CLOSED SESSION

At 6:05 p.m., the board reconvened to open session. No action was taken.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA VARIANCE

#6-22/23: On a motion by Mrs. Walker, seconded by Mrs. King, the board accepted an amended Personnel Assignment Order by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

PUBLIC HEARING

1. **Semi-Annual Review of the COVID-19 Prevention Program (CPP)**
   Dr. Willenberg stated that the CPP must be updated every six months. The CPP has been updated to reflect current district practices. There were no comments from the audience or board.

RECOGNITIONS AND PRESENTATIONS

2. **Recognition of Retiree**
   Bobby Hastings was recognized for his 27 years of service to the district.

3. **Principals' Report on Enrollment, First Days of School and Introduction of New Teachers**

OHS
Mrs. Wiedenman stated that they had a great start to the school year. They have 779 students enrolled on campus, 125 students at CIS, eight students at College Connection, and exchange students from Germany and Italy. Students are happy to be back on campus and appreciate the different activities and social contract discussions in class. She gave a big thank you to Link Crew Leaders, Mrs. Castillo and Mr. Frazier, for organizing freshmen orientation and the first few days of school. She also thanked Mr. LaGrone and his staff for doing a lot this summer to spruce up the campus. She introduced Wynona Parry, Assistant Principal, and John Permann, chemistry teacher, and announced her other new staff members. They will be interviewing for a new English teacher next week, which will complete their hiring. Their goals for the year are: Health & Safety (Declutter & Organization); Culture & Climate (Teachers greeting students, reestablishing staff lounge); continuing to refine their PLC process and focusing on good use of data to improve instructional strategies and student success; and offering PSAT tests to all students grade 9-11. They are creating a campus PSAT day for testing and seniors will have a day to start planning for college. All sports are taking off with good participation. Volleyball had their first game last night. Having AC in the gym made it much more comfortable to watch. Football has a scrimmage this Friday at 6:00. Tennis starts competition next week, followed by cross country and swimming in two weeks.

PHS
Mr. Kermen introduced Brenna Robbins, who will be teaching special education, English and Social Science. They have a lot to be thankful for. They will be having a third day of PBIS tomorrow. He stated that 70 of the 90 students enrolled at PHS have shown up as well as seven out of the nine students enrolled at CDS. A few CDS students voluntarily transferred back to PHS, their home school or enrolled elsewhere. There are currently 14 students on the PHS waiting list and four students on the CDS waiting list. He will be contacting those families to schedule intake meetings and Ms. McIntosh is working on class schedules. Students are excited to be at PHS. The staff, including five new members, have been amazing. The morale is high and they celebrated with a kick off get together last week. They have spent a lot of time developing positive relationships with students. They had a school-wide assembly today to review expectations and celebrate Block 6 award winners. Their focus has been mainly on expectations and relationship building (what does it look like to be a PHS student, social contracts/respect agreements, how does advisory look, support structures on campus, how to earn credits, transcript review, and SEL lessons). Students broke up into three groups and rotated to each one. Mr. Kermen covered mission and vision of the school, school-wide behavior expectations, PBIS purpose and incentives, tiered intervention system, policies on cell phones, appropriate attire, tardies and vaping, and the use of Restorative Practice Circles (new to students this year) to strengthen their community. Ms. McIntosh covered transcripts, college info, scholarships, field trips, permission trips and class changes. Mrs. Garman covered self-care, services provided, checking in and checking out, the Wellness Center and referral process and social skills groups. Tomorrow's PBIS day will be a game-like review of what they have learned, student surveys of what PBIS prizes they would like and a school-wide BBQ, which the board, admin, DO staff, maintenance and grounds are welcomed to attend. CDS has done a similar plan on a smaller scale. Mr. Rogowski and Ms. Medrano are amazing! They are working on building healthy relationships with students. The students are feeling respected, and although they know why they are there, they don't feel forced to be there. Mr. Kermen is going to CDS throughout the day to get to know the students. They are having a school-wide BBQ on Friday. Stormy and Jacque have done a wonderful job providing great food.

OAE/ATC/CIS/CC - Mr. Ochs stated that he was very impressed with what he's seen at PHS. There are 28 students at ATC as well as five new Para-Educators. It takes a few weeks for new students to settle into the program as it's very different than being in high school. OAE is adding new students and reaching out to past students who haven't graduated. They are trying to offer the HiSET test electronically at both locations but it's only available via paper at the Oroville campus. They've already

had two graduates this year. There are 29 students in the College Connection program. Mr. Burnett will do a great job. He's extremely organized and is adding technology to the program. CIS has been a rollercoaster. He had a late summer teacher resignation and filled that spot with Shannon Sharp from OHS. The enrollment has fluctuated from 392 down to 291. He will be adding 16 students from the waiting list tomorrow, which will bring them back up to 307 (160 at LPHS, 136 at OHS and 11 at PHS). Some students are choosing to return to campus now that the fear of COVID has relaxed a bit. A few CIS teachers piloted using the online Edgenuity program last year. All students with connectivity at home are required to take at least one Edgenuity class. They are excited about the elective choices. They are testing out using the program for higher level math but they will primarily be using paper packets. Mr. Damon asked if the program shrinks, would the teacher follow the students back onto campus. Mr. Ochs responded that the teacher would remain in the CIS program. He expects to have a retirement or two this year. Mrs. Walker asked if there are foreign languages available in Edgenuity. Mr. Ochs responded that the program has Spanish 1, 2 and 3, French 1, 2 and 3 and Chinese 1 and 2. Dr. Englund asked if the higher level math students are using tutor.com. He responded that they can use tutor.com or an online tutor program built into Edgenuity.

LPHS – Dr. Willenberg stated that there are 1348 students enrolled. Dr. Collins was not in attendance but sent in the following report: "The first few days at LP have been exciting. Our teachers have taken these first few days to develop relationships with our students and develop norms with our students. Many of the ice breakers have been centered around getting to know each other. The teachers appreciated the minimum days as it allowed them to acquaint themselves with students without initially diving into the curriculum. In our debrief, many teachers said how happy there were to be back around students. Our volleyball and football teams are already started and neither team has seen so many interested students in quite a while. We took time to check in with our new teachers to make sure they had the supplies and support they needed as well. This looks like the beginning of a great year for LP both academically and athletically. Go TBirds!"

HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

Marc Goff spoke on behalf of his son, who they recently found out will be missing out on his senior year of football due to not having 140 credits or a 2.0 GPA. His son fell behind in grades during his freshmen and junior years. They chose to save his one academic probation period for this year. He attended CIS last semester but was unable to catch up on credits to reach 140. He earned 7.5 credits out of a possible 20 although he completed all of the work given to him. He has to complete and extra 25 credits each semester this year in order to graduate on time. He asked why they weren't notified about the 140 credit requirement. He thought that GPA was the only factor. He feels that OHS and CIS were not transparent and is costing his son his senior year of football. He stated that COVID was on hard on students and would like to see credits negated for seniors who were effected. Dr. Willenberg stated that he believes the 140 credit requirement is a CIF rule, not a district rule. He will check into it tomorrow.

HEARING OF INDIVIDUALS ON AGENDA ITEMS (None)

NON-ACTION INFORMATIONAL ITEMS AND REPORTS

4. **Board Comments**

Mr. Sehorn gave kudos to Mrs. Deadmore, her food service staff and the custodians for doing a great job at the district breakfast. Mrs. King commented that the campuses look great. Mr. Damon asked if there has been further discussion on LPHS students painting individual parking spots. Dr. Willenberg stated that he was at the school today and saw three parking spots that had been painted without district approval. He has asked site administration for a procedure. There is a major concern about the paint being a slip hazard and it's unknown whether the seal coating will adhere to the paint to cover it up. Mrs. Watts doesn't feel it's a cost that maintenance should have to burden. Dr. Willenberg stated that he doesn't have a problem with students using chalk.

5. **Superintendent**
Dr. Willenberg reported that there currently 2404 students enrolled in the district. The sites are busy tracking down students who haven't shown up. He has already seen great instruction at the sites. The district is busy trying to hire a teacher and nurse for the FOCUS program at LPHS, getting new teachers set up in induction programs, making sure teachers have the curriculum and resources they need, and sorting out FPM issues. He feels this year is off to a great start.

6. **Administration** (None)

7. **DOJ Update**
Dr. Willenberg reported that Dr. Rubalcaba will be at the October 19th meeting to present the DOJ report.

8. **22/23 State Budget Report**
Mrs. Watts reported that within 45 days of the State adopting its budget, school districts must identify significant revisions to be made to district budgets resulting from the adoption of the State budget. Included in the 2022/23 are:

- Increase in LCFF revenue – an additional investment of 6.28% was made to LCFF revenue, raising the COLA to 12.84%. Also, a 3-year average of ADA is reflected in the calculation of the LCFF apportionment, increasing funded ADA by 49 ADA. It is estimated that the effect of these two changes combined will increase LCFF revenue by $882,000.
- Transportation add-on - Transportation allowances will be funded at a level equal to 60% of the transportation expenditures. It is estimated that this change in the funding calculation will bring $124,000 in additional funding.
- Art, Music and Instructional Discretionary Block Grant – an estimated $1.35 million in one-time funds will be allocated to be used for 1) standards-aligned professional development and instructional materials, 2) instructional materials and professional development aligned to best practices for improving school climate, digital literacy, physical education and learning through play, 3) diverse book collections and culturally relevant texts, 4) operational costs and 5) COVID-19 pandemic-related supplies.
- Learning Recovery Emergency Block Grant – and estimated $3.7 million in one-time funds will be allocated to be used for 1) increase or stabilize instructional learning time 2) decrease or stabilize staff-to-pupil ratio, 3) to close learning gaps, 4) pupil supports to address other barriers to learning, 5) instruction for credit-deficient students and 6)additional academic services.

These changes will be reflected in a subsequent budget revision.

9. **Status on One-Time Projects**
Dr. Willenberg reported that the list of one-time projects that the board approved in July 2021 has been updated. The work is still ongoing. Mrs. Walker asked if cameras have been installed on the campuses. Dr. Willenberg responded that cameras have been installed at the sites, the sites have been rekeyed, and upgraded cameras will be installed on the buses soon.

OLD BUSINESS (None)

CONSENT CALENDAR

10. **Minutes from the July 27th and August 10th Board Meetings**
11. **Check Registers Dated 7/21 – 8/10**
12. **Monthly Financial Report**
13. **Donations to the Hall of Fame**
14. **22/23 Consolidated Application**
15. **22/23 Contract with Document Tracking Services for LCAP, SARC and Other Templates**
16. **22/23 MOU with Alliant University for Student Teacher Services**
17. **22/23 College and Career Access Pathways Partnership Agreement with Butte College**

CONSENT CALENDAR (Cont.)

18. **22/23 OUHSD Wellness Policy**
19. **Addition of "Born A Crime", "I Am Malala", "Latehomecomer" and "Persepolis" Novels to the AP Literature Course Description**
20. **22/23 School-Connected Organization – OHS Athletic Boosters**

#7-22/23: On a motion by Mr. Sehorn, seconded by Mrs. Walker, the consent calendar was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

NEW BUSINESS

21. **MOU with Thrive**

Dr. Assisi from Thrive stated that she and her partner, Shelly Kurth, have worked with districts across the country to help them reimagine their schools. She understands that facility needs have been discussed over the past several years. If their contract is approved, they would work with students, parents, staff and the community in focus groups to gather information, have a target group visit other schools who have been through the process, develop a plan and provide coaching to execute the plan. Mr. Sehorn stated that he loves the term "portrait of a graduate." Dr. Assisi responded that determining what makes the whole student is important. They need to possess the necessary skills to be successful. They would align programs and resources to our developed goals. Mr. Sehorn asked if this would be a year-long process. Dr. Assisi responded that it would take nearly a year to gather stakeholder input from many stakeholders and to develop the plan. Mr. Damon stated that he and Mr. Sehorn have discussed how we measure our effectiveness. Dr. Assisi responded that districts are often surprised about what they think is important to people versus what they hear from stakeholders. The right things need to be measured, not what's easy. Mr. Damon stated that there has been an ongoing discussion for years about how Oroville used to be such a sports powerhouse and, with a few exceptions, hasn't been of the same caliber since the schools split in the 60's. It would be nice to have a facilitator with experience gathering community input so we don't get hung up on the usual topics, like school colors and mascots. Mr. Sehorn asked what the end product would be. Dr. Assisi responded that they would present a plan at the end of the project that outlines goals and priorities. Mr. Sehorn asked if board members could be involved in the focus groups. Dr. Assisi responded that he hopes they will be. Mr. Damon asked if the district's budget is taken into account. Dr. Assisi responded that everything is taken into account. She believes that great schools drive great communities. The district needs to keep and attract students because it has great things to offer. Mr. Sehorn feels that Oroville has a negative image from surrounding cities. It's important to show the good things that we do, like the Hall of Fame, which now includes 170 members, and highlights the amazing careers and accomplishments of our past graduates. Dr. Assisi stated that the project would start with a listening tour to meet with staff, students, parents and the community. She is able to help the district from a neutral standpoint. Mrs. King personally likes the idea of combining the schools as well as seeing what could make them more successful. Dr. Assisi responded that their job is to listen to the community, vet all ideas and make recommendations. Mr. Damon asked if they usually work with districts who are unified. Dr. Assisi responded that they work with many different district configurations. Dr. Englund asked if surveys would be used to collect information. She was concerned about having a hard time getting a good response in the past. Dr. Assisi stated that getting input is always a challenge. Surveys are one method used to collect data. They've attended many different community meetings to seek input. They have a singular focus rather than a district who would be balancing a project like this on their own while trying to run schools at the same time. We need to create interest in the process. Mrs. Walker stated that we have a high number of students who qualify for free or reduced lunch. Many of these parents are often not involved in the schools. Dr. Assisi responded that they've worked with districts with similar demographics to ours, so they have experience in this area. Mr. Sehorn stated that he feels the more community buy-in, the more successful the end product will be.

#8-22/23: On a motion by Mr. Sehorn, seconded by Mrs. King, the MOU was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

22. 22/23 Professional Services Agreement with 360 Degree Customer, Inc.

#9-22/23: On a motion by Mrs. King, seconded by Mrs. Walker, the agreement was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

23. 22/23 Certificated Tenure

#10-22/23: On a motion by Mrs. Walker, seconded by Dr. Englund, Karsten Anderson, Tyler Brandt, Tasha Cummings, Shaina Dickerson, Teresa Leyva-Gutierrez, Constance Otis, Regina Stafford and Paul Weliver we granted tenure as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

24. Committee on Assignment Waiver Requests - Elective Classes

#11-22/23: On a motion by Dr. Englund, seconded by Mrs. King, the recommendations were approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

25. Resolution to Approve Teaching in Designated Subject Areas (9/18)

#12-22/23: On a motion by Mr. Sehorn, seconded by Mrs. King, Resolution #1-22/23 was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

26. Annual Review, Certification and Adherence of Board Policy 0410 (Non-Discrimination in District Programs and Activities)

Dr. Willenberg stated that the policy is up to date and is being followed appropriately.

#13-22/23: On a motion by Mr. Sehorn, seconded by Mrs. King, the board approved the certification and adherence to Board Policy 0410 as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

27. Amended Personnel Assignment Order

#14-22/23: On a motion by Mrs. Walker, seconded by Mrs. King, the amended Personnel Assignment Order was approved by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

(Irrespective of effective dates, new employees may not report to their school campus until Personnel Office has communicated completion of pre-employment requirements to site Principal.

Certificated

Tom Murphy
Teacher
Request to extend medical leave
Effective 8/12/2022 – 9/30/2022

Jennifer Locati
Counselor – OHS
1.0 FTE; 184 days
Step/Class 12/III $76,415
Effective 8/18/2022

Pamela Johnson
English Teacher – LPHS
1.0 FTE; 184 days
Step/Class 15/IV $84,059 p/yr.
Effective 8/18/2022

Elliott Delmartier
Long Term Substitute @ $225 p/day - OHS
Effective 8/15/2022

2022/23 6th period Options
LPHS
World History – Eric Isenberg

2022/23 Substitute Teachers
Gin Lawson
Karl (Max) Goolsby
Brandon White
Jayna Davis
Agustin Arriaga Barajas
Madelyn O'Brien

2022/23 Extra Duty Assignments
PHS
Head Teacher – Brad Lund
Yearbook – Bertha Campanero

Classified

Stephanie Fridrich
Para-Educator II
Request for FMLA/CFRA Leave
Effective 8/29/2022 – 9/13/2022

Rosella Davis
Bus Driver
Change from 2.0 hrs. P/day; SDO to 2.0 hrs. P/day; 240 days p/yr.
Effective 8/16/2022

Susan Swartz
Bus Driver
Request for FMLA/CFRA Medical Leave
Effective 8/16/2022 – 11/16/2022

Margie Osby-Price
Para-Educator II – ATC
Correction so initial salary placement
Step/Column 12/B $17.10 p/hr.
Effective 8/12/2022

Dylan Alpers
Courier
Resignation
Effective 8/16/2022

Brooke Myers
Para-Educator
Request for Medical Leave
Effective 8/16/2022 – 9/20/2022

2022/23 Substitute Campus Supervisor
Chris Jacobsen
Johnny Holmes
Ronnie Phillips

Certificated (Cont.)

OHS
FCCLA – Sandy Smith
Link Crew - Tom Frazier
Link Crew – Diana Castillo
ASB – Diana Castillo
Yearbook – Sam Muntifering

LPHS
Ag - Andree Early
Ag – Laura LaFayette
Ag – Regina Stafford
Ag – Madison Redding
Ag – Jannie Ford
Ag – Robert Daley
ASB – Keely Frazier
Link Crew – Keely Frazier
Link Crew – Sherie Kermen
Yearbook – Keely Frazier

2022/23 Subject Coordinators

OHS
Athletic Director – Tom Frazier
English – Jeff Horsley
Math – Jennifer Danielson
Science – Alisha Weliver
Social Science – Michael Buchanan
CTE – Sandy Smith
P.E. – Allison Mache
VAPA/Foreign Language – Diana Castillo
Special Education – John Cuny

LPHS
Athletic Director – Allie Bruce
Agriculture/Home Ec – Andree' Earley (split stipend)
Agriculture/Home Ec–Alan Von der Mehden (split stipend)
ITECH/Arts – West Upton (split stipend)
ITECH/Arts – Julie Tooker (split stipend)
English – Lisa Ross (split stipend)
English – Christian Bruce (split stipend)
P.E. – Lael Schneider
Social Science – Keely Frazier
Science – Bonnie Leih

2022/23 Coaches

LPHS

Football
Frosh Assist.-Tom Gutierrez (split stipend)
Change from Non-Paid to Paid:
Mike Sahagun – ASB Paid
Guy Brogan – ASB Paid
Mike Webb – ASB Paid
Robb Patterson – ASB Paid
Matt Adamson (split stipend)

Volleyball
Varsity Asst. – Julia Smith (NP)

Classified (Cont.)

2022/23 Substitute Maintenance
Cliff Horton

2022/23 Substitute Groundskeeper
Cliff Horton

Certificated (Cont.)

Cheer
JV Head Coach – Melanie Ripley (PD)

OHS
Cheer
Head JV – Kristeena Russo (PD)

Classified (Cont.)

28. Outside Expulsion Case #2-22/23

#15-22/23: On a motion by Mr. Sehorn, seconded by Mrs. Walker, the terms of the expulsion case were approved by the following vote:

Ayes:	Damon, Englund, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	None

- Student will not be admitted to the district.
- Student will be referred to Come Back Butte Charter to continue their education.

29. Items for Next Agenda (None)

ADJOURNMENT

On a motion by Mrs. Walker, seconded by Dr. Englund, the meeting adjourned at 7:17 p.m.

_____
(Signature of Board Official)

ATTEST:

_____
Secretary to the Board of Trustees

OROVILLE UNION HIGH SCHOOL DISTRICT
SPECIAL BOARD OF TRUSTEES MEETING
August 30, 2022

MINUTES

CALL TO ORDER

Board President, Mr. Damon, called the meeting to order at 5:49 p.m. on Tuesday, August 30, 2022, at the District Office.

ROLL CALL

Board Members Present: Scott Damon, Bonnie King, Ray Sehorn and Nannette Walker

Administrators Present: Dr. Corey Willenberg, Superintendent

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA VARIANCE

#16-22/23: On a motion by Mrs. Walker, seconded by Mrs. King, the board accepted an amended Personnel Assignment Order by the following vote:

Ayes:	Damon, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	Englund

HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS (None)

HEARING OF INDIVIDUALS ON AGENDA ITEMS (None)

NEW BUSINESS

1. 22/23 Agreement with the Durham Recreation and Park District

#17-22/23: On a motion by Mr. Sehorn, seconded by Mrs. Walker, the agreement was approved as presented by the following vote:

Ayes:	Damon, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	Englund

2. Social Work Field Education Practicum Agreement

#18-22/23: On a motion by Mrs. Walker, seconded by Mrs. King, the agreement was approved as presented by the following vote:

Ayes:	Damon, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	Englund

3. 22/23 Professional Services Agreement with 360 Degree Customer, Inc.

#19-22/23: On a motion by Mr. Sehorn, seconded by Mrs. King, the agreement was approved as presented by the following vote:

Ayes:	Damon, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	Englund

4. Variable Term Waiver – Social Science

#20-22/23: On a motion by Mrs. Walker, seconded by Mr. Sehorn, the waiver was approved as presented by the following vote:

Ayes:	King, Sehorn, Walker
Noes:	Damon
Abstentions:	None
Absent:	Englund

5. Amended Personnel Assignment Order

#21-22/23: On a motion by Mrs. Walker, seconded by Mr. Sehorn, the amended Personnel Assignment Order was approved by the following vote:

Ayes:	Damon, King, Sehorn, Walker
Noes:	None
Abstentions:	None
Absent:	Englund

(Irrespective of effective dates, new employees may not report to their school campus until Personnel Office has communicated completion of pre-employment requirements to site Principal.

Certificated

Savannah Tristan
English Teacher – OHS
Change to hire date
Effective 8/26/2022

2022/23 Substitute Teachers
Kyle Dahlgren
Nicole Gonzalez
Mai Xiong
Nicole Gonzalez

2021/22 Summer Session
PHS
Bertha Campanero
Andrew Lerner
Dawn White

Classified

Jessyca Steinmann
Administrative Secretary – OHS
Request for FMAL/CFRA Leave
Effective 9/12/2022 – 11/7/2022

Erica Dockery
Administrative Secretary
Resignation
Effective 9/2/2022

Rubid Valdez
Para-Educator II – ATC
Resignation
Effective 8/22/2022

Certificated (Cont.)

2022/23 Subject Area Coordinators
LPHS
Math – Rebecca Howard
Special Education – Thomas Lewis

Correction to LPHS Extra Duty Stipend:
AG – Andree' Early (K-12 Strong Workforce Grant funded stipend)
Link Crew: Keely Frazier
Link Crew: Kim Regnerus

2022/23 Tutors
OHS
Gabriela Rodriguez
Jania Johnson
Wong Lee
Nancy Diaz
Alisha Weliver
Jeff Reid
John Permann
Teresa Leyva
LPHS
Paul Weliver
Laura LaFayette
Regina Stafford
Andree Earley
Elizabeth Franks
Audrey Bruce

2022/23 Coaches
OHS
Football
Change from NP to PD:
Steven Jerome
Rick Villanueva
Geoff Carlson
Rob Anderson (ASB Paid)
Chris Bridges (ASB Paid)
Manny Morales–change from Varsity Asst to JV Asst.

Classified (Cont.)

Rosella Davis
Bus Driver
Change: Bus Driver 2.0 hrs. p/day SDO to 2.0hrs p/day; 240 days
Effective 7/29/2022

Tamera Golden
Transportation Secretary
8 hrs. p/day; 240 days p/yr.
Step/Column 17/D $21.28
Effective 9/1/2022

Angelina Brady
Food Service Worker
Change from 3.5 hrs. to 5.5 hrs. p/day
Effective 9/1/2022

2022/23 Substitute Custodian
Miles Brewer

2022/23 Substitute Campus Supervisor
Jesus Favela

2022/23 Substitute Universal
Jesus Favela

Andrew Bernard
ATC Para-Educator II
Termination
Effective 8/26/2022

Alexander Ramirez
Universal Support Staff
Change to hire date
Effective 8/29/2022

2022/23 Substitute Food Service Worker
Brandy Jackson

ADJOURNMENT

On a motion by Mrs. Walker, seconded by Mrs. King, the meeting adjourned at 6:02 p.m.

_____
(Signature of Board Official)

ATTEST:

_____
Secretary to the Board of Trustees

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-234121	07/21/2022	A & M ENVIRONMENTAL SERVICES	01-5800	SWPPP Services		959.63
3005-234122	07/21/2022	ANIXTER INC	01-4300	Padlocks		321.62
3005-234123	07/21/2022	AT&T	01-5900	05/24/22-06/23/22 9391008278	25.07	
				05/24/22-06/23/22 9391008279	25.04	
				05/24/22-06/23/22 9391008280	25.13	
				05/24/22-06/23/22 9391008281	25.09	
				05/24/22-06/23/22 9391008282	1,530.69	
			11-5900	05/24/22-06/23/22 9391008282	37.04	
				05/24/22-06/23/22 9391047160	111.23	
			13-5900	05/24/22-06/23/22 9391008282	18.87	1,798.16
3005-234124	07/21/2022	BAKER DISTRIBUTING CO. LLC	01-4300	DBL SHFT MTR		333.79
3005-234125	07/21/2022	WILLIAM PATTERSON BETTER BUILT FENCE	01-5640	FencingItechOHS		7,267.00
3005-234126	07/21/2022	BUSWEST	01-5620	ServiceBusVIN1t7yu4e21d1154843		6,924.68
3005-234127	07/21/2022	ENLOE MEDICAL CENTER	01-5804	June2022 PRE SCREENING Acct#743		362.00
3005-234128	07/21/2022	DEE FAIRBANKS ENTERPRISES	01-5640	AsphaltLPHSfaculty&buszone	30,975.00	
				AsphaltLPHSrearFacultyLot	13,500.00	44,475.00
3005-234129	07/21/2022	HOME DEPOT	01-4300	Connectors	14.29	
				MicsSupplies	244.00	
				Smoke/CarbonDetector	59.51	317.80
3005-234130	07/21/2022	NORCAL FOOD EQUIPMENT	01-4400	Milk Cooler	3,091.88	
			01-6400	ElectricRange	9,553.87	12,645.75
3005-234131	07/21/2022	PDQ INTERMEDIATE INC PDQ.COM CORP.	01-5850	AnnualSubscription		1,275.00
3005-234132	07/21/2022	GATEWAY EDUCATION HOLDINGS LLC SAVVAS	01-5850	EnglishDigitalCourseware 1yrLicense		525.00
3005-234133	07/21/2022	SCREENCASTIFY, LLC	01-5850	DistrictSuite		4,744.00
3005-234134	07/21/2022	Sherwin Williams Co	01-4300	Paint		494.38
3005-234135	07/21/2022	STATE OF CALIF DEPT OF JUSTICE	01-5804	June2022 FINGERPRINTING		305.00
3005-234136	07/21/2022	DOOR SYSTEM DESIGN INC THE DOOR COMPANY	01-6200	InstallReplacementDoorCurtain		14,929.00
3005-234137	07/21/2022	TIM'S DOOR SHOP	01-5640	DoorLPHS		731.83
3005-234138	07/21/2022	UNITED RENTALS	01-5800	MsgBoard-Solar		1,784.65
3005-234139	07/21/2022	VOLTAGE SPECIALISTS WILLIAM L BUNCH JR	01-5620	InstallMontiEquipCDS	375.00	
				InstallMontiEquipLPHS	375.00	
				InstallMontiEquipOAE	375.00	
				InstallMontiEquipOHS	375.00	
			01-5800	FireMonitoringCDS22.23	759.72	
				FireMonitoringLPHS22.23	800.00	
				FireMonitoringOAE22.23	784.66	
				FireMonitoringOHSmain22.23	800.00	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-234139	07/21/2022	VOLTAGE SPECIALISTS WILLIAM L BUNCH JR	01-5800	FireMonitoringOHSsouth22.23	750.00	5,394.38
3005-234343	07/26/2022	A-1 APPLIANCE	01-5640	GE Dishwasher		465.41
3005-234344	07/26/2022	Asap	11-5800	ProfServicesMigr/StuRecords		7,000.00
3005-234345	07/26/2022	Berry Electric	01-5640	LED BillboardSign OHS	2,040.00	
			01-6200	Electrical/DoorsTransportation	9,421.00	11,461.00
3005-234346	07/26/2022	BLACKBOARD INC	01-5850	WebHostingRenewal	3,600.00	
			11-5850	WebHostingRenewal	800.00	4,400.00
3005-234347	07/26/2022	BUTTE CO PUBLIC HEALTH	01-5800	CUPA BILLING 2023		2,216.00
3005-234348	07/26/2022	BUTTE CNTY OFFICE OF EDUC BUTTE COUNTYSELPA	01-5200	21/22SYCPI 11Participants		462.00
3005-234349	07/26/2022	CHICO UNIFIED SCHOOL DISTRICT	01-8677	OverpymtTransAug-Oct		352.80
3005-234350	07/26/2022	DAN'S ELECTRICAL SUPPLY	01-4300	backwire	46.73	
				DuplexPlate	14.53	
				SwitchFiller	18.76	80.02
3005-234351	07/26/2022	EDUCATIONAL TESTING SERVICE	11-5800	OAE TESTING/TEST FEES June2022		771.50
3005-234352	07/26/2022	EWING IRRIGATION PRODUCTS	01-4300	MiscSupplies		59.62
3005-234353	07/26/2022	HOME DEPOT	01-4300	Caulk	32.78	
				conduit	85.52	
				DrainWrench	16.58	
				DropCloth	15.13	
				Drywall&miscSupplies	67.33	
				HrdbdDoorSlabs	232.74	
				Lumber&miscSupplies	243.21	
				MicsSupplies	39.98	
				MiscSupplies	277.54	
				Paint Supplies	59.55	
				Snake&miscSupplies	13.87	
				SqEdgeCeilingTiles	41.80	
				StorageClip	9.68	
				z bar	34.53	
			01-5640	Lumber&miscSupplies	701.32	
				MicsSupplies	270.32	2,141.88
3005-234354	07/26/2022	LEARNING INNOVATION SYSTEMS, LLC	01-5200	2022T3reg-Ericlsenberg		349.00
3005-234355	07/26/2022	OROVILLE FORD	01-5620	AGFordTruck VIN1FT7W2BT6HED70271		10,719.92
3005-234356	07/26/2022	RAY MORGAN COMPANY	01-5602	1STQTR LPHSAG LEASE/MAILT	205.05	
				1STQTR OHS LEASE/MAINT	1,094.24	
			01-5603	3/17-6/16/22OHS usage/Maint	334.85	
				4/1-6/30/22DOsupOfficeUsage/Maint	58.08	

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.

ESCAPE ONLINE

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-234356	07/26/2022	RAY MORGAN COMPANY	01-5603	4/1-6/30/22LPHSAgUsage/Maint	33.20	
				4/1-6/30/22OAErrm2Usage/Maint	7.46	
			11-5603	4/1-6/30/22OAEmainUsage/Maint	393.08	2,125.96
3005-234357	07/26/2022	SEVEN UP BOTTLING COMPANY OF CHICO INC	11-5601	LeaseSuites#B&C		3,600.00
3005-234358	07/26/2022	US BANK CORPORATE PAYMENT SYSTEM	01-4300	ConfHotel ALerner	611.31	
				ConfHotel DMilano	717.40	
				EthernetNetworkCablesJLAGRONE	378.89	
				OHSkitchenSuppliesSSmith	524.15	
			01-5200	2022CAProLearnHotelDepositRefund	210.83-	
				CAMTSSHotel DCook	632.49	
				CAMTSSHotel KKinney	632.49	
				CAMTSSHotel MNavarro	632.49	
				CulterConfRmDepostArnold	204.06	
				CulterConfRmDepostCollins	204.06	
				CulterConfRmDepostMendoza	204.06	
				SchServiceWebinar SWatts	275.00	
				Simas/GovConfFlightCredit	79.60-	
			01-5300	CASTOmembershipFee	75.00	
			01-5800	AGAnnualFeeScaleuse	256.54	
			01-5850	22/23 QuillTeacherPremium	80.00	
				TE 1yreBook	225.00	5,362.51
3005-234632	07/28/2022	Amazon.com Llc	01-4363	BrassTags		31.38
3005-234633	07/28/2022	WILLIAM PATTERSON BETTER BUILT FENCE	01-5640	NewFencingLPteachPkLot		7,008.00
3005-234634	07/28/2022	CALIF WATER SERVICE COMPANY	01-5505	6/11-7/12/22WATER		10,043.55
3005-234635	07/28/2022	CHRISTENSEN TELECOMMUNICATIONS, INC	01-6400	AddPhoneCablesOHS	3,773.83	
				NewPhoneSystemOHS	35,245.74	39,019.57
3005-234636	07/28/2022	CROSS COUNTRY STAFFING INC dba Mediscan Staffing Services	01-5800	PlacementFeePMarrone		29,420.65
3005-234637	07/28/2022	FUN AND FUNCTION	01-4400	SwingBone'sRoom		2,061.24
3005-234638	07/28/2022	HILLYARD INC.	01-4300	MiscCustodialSupplies		554.98
3005-234639	07/28/2022	HOME DEPOT	01-4300	BallValve	15.16	
				BlkPlug	11.66	
				ClampConn	34.38	
				MiscSupplies	831.12	
				PVC	98.33	
				SuppLineREFUND	9.53-	981.12
3005-234640	07/28/2022	MILLER GLASS, INC	01-5640	NewDoorsC H S wingsOHS		35,676.27
3005-234641	07/28/2022	PG&E	01-5501	#0290829210-01 5/23-6/21/2022		481.27

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.

ESCAPE ONLINE

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-234642	07/28/2022	SAN JOAQUIN OFFICE OF ED	01-5800	EDJOIN 22/23SY		800.00
3005-234643	07/28/2022	GATEWAY EDUCATION HOLDINGS LLC SAVVAS	01-4100	TextBooks		12,204.56
3005-234644	07/28/2022	SFWP - ACCTS RECEIVABLE	01-5505	007833-000JulyWater	152.37	
				007847-000JulyWater	356.31	508.68
3005-234865	08/02/2022	North State Professional Dev C onf//c/o Judy Bennet	01-5200	ACSA NorthStateSprinConf-LCollins		419.00
3005-234866	08/02/2022	NORTH VALLEY ARBOR MGMT INC DBA ABOUT TREES	01-5800	Prune35-40TreesLPHS		12,800.00
3005-234867	08/02/2022	ACCOUNTABLE HEALTHCARE	01-5800	GIBSON- 05/09/22-05/13/22		1,575.00
3005-234868	08/02/2022	Amazon.com Llc	01-4300	ColorRibbon	97.37	
				OfficeSupplies	264.66	362.03
3005-234869	08/02/2022	Kincanon Enterprises Inc. American Eagle Enterprises	01-5620	Serv/RepairGymBleachers-LPHSnewGym	2,695.00	
				Serv/RepairGymBleachers-LPHSoldGym	2,695.00	
				Serv/RepairGymBleachers-OHSnewGym	2,365.00	
				Serv/RepairGymBleachers-OHSoldGym	935.00	8,690.00
3005-234870	08/02/2022	AT&T	01-5900	6/24/22-7/23/22 9391008278	26.93	
				6/24/22-7/23/22 9391008279	26.85	
				6/24/22-7/23/22 9391008280	26.85	
				6/24/22-7/23/22 9391008281	26.86	
				6/24/22-7/23/22 9391008282	935.39	
			11-5900	6/24/22-7/23/22 9391008282	27.52	
				6/24/22-7/23/22 9391047160	.86	
			13-5900	6/24/22-7/23/22 9391008282	14.15	1,085.41
3005-234871	08/02/2022	BETTER DEAL EXCHANGE	01-4300	Ballcock	10.81	
				BldBim	30.30	
				Bucket	8.22	
				LightBulbs	9.30	
				MiscSupplies	543.82	
				PaintSupplies	67.47	
				Primer/Sealer	17.31	
				PVC	55.20	
				Tape	3.01	
				WallPlate	9.41	
				WallRepairPatch	8.65	
			01-4363	Glue	8.65	
				MiscSupplies	40.86	813.01
3005-234873	08/02/2022	CHRISTY WHITE ASSOCIATES	01-5800	2012-22 District Audit50%TotalCnt		10,984.95
3005-234874	08/02/2022	CPM EDUCATIONAL PROGRAM INC	01-5850	Teacher&Student 5Year eBooks		137,875.00
3005-234875	08/02/2022	CRESCO	01-5640	AerialWorkPlatform LPHS		465.32

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-234876	08/02/2022	DAN'S ELECTRICAL SUPPLY	01-4300	RingTherminal	27.90	
			01-4363	RingTherminal	1.64	29.54
3005-234877	08/02/2022	DAY WIRELESS SYSTEMS	01-5900	August2022Billing		777.50
3005-234878	08/02/2022	DELL MARKETING LP	01-4300	12UWallMountedEnclosures		477.80
3005-234879	08/02/2022	Document Tracking Services LLC	01-5850	22.23SY ServicesYr 2of3 LCAP,SPSA,SARC		1,125.00
3005-234880	08/02/2022	Dannis Woliver Kelley	01-5801	3/24/22-4/28/22-AcctForServices	41,953.36	
				6/1/22-6/10/22-UPC	180.00	
				6/1/22-6/28/22-Prof.Servoces	632.50	
				6/1/22-6/30/22-CVRA	2,787.00	
				6/14/22-Prof.Services	124.00	
				6/15/22-WCAB	124.00	
				6/19/22-6/27/22-BusinessMatters	866.00	46,666.86
3005-234881	08/02/2022	AERIES SOFTWARE DBA EAGLE SOFTWARE	01-5850	22.23SY AeriesCommunications		12,135.00
3005-234882	08/02/2022	EWING IRRIGATION PRODUCTS	01-4300	MiscSupplies		192.15
3005-234883	08/02/2022	GRAINGER INC	01-4300	CeilingTile	405.11	
				DustContainPoles	377.98	
				LaminPouch	57.61	
				PushPins/Coveralls	249.78	
				Sidewall/CielingReg	18.03	
				Sign	30.54	
				SoilMeter	61.63	
			01-4363	Hose	14.60	1,215.28
3005-234884	08/02/2022	HILLYARD INC.	01-4300	FloorPolish		590.61
3005-234885	08/02/2022	HOUGHTON MIFFLIN CO	01-4100	ScienceBooks		10,039.65
3005-234886	08/02/2022	INSIDE OUT DESIGNS	01-4363	Vinyl14x14DoorSets&Numbers	426.55	
			01-5620	Vinyl14x14DoorSets&Numbers	600.67	1,027.22
3005-234887	08/02/2022	JACKSONS GLASS CO	01-5640	Glass CwingHalls OHS	368.40	
				GlassTempered RM1013LPHS	772.63	
				GlassTempered RM8 OHS	610.21	1,751.24
3005-234888	08/02/2022	LG ENVIRONMENTAL	01-4361	July2022MthlyInspection	150.00	
				June2022 MONTHLY INSPECTION	150.00	300.00
3005-234889	08/02/2022	MT SHASTA SPRING WATER CO INC	01-4300	DO 4 5GAL BOTTLES	37.75	
			01-4363	TRANSP 1 5GGAL BOTTLES	13.75	51.50
3005-234890	08/02/2022	OREILLY AUTOMOTIVE INC	01-4362	Oil&Filter AG-25	141.16	
			01-4363	AntiFrez	16.23	
				BLWR MTR B-80	46.70	
				Conduit/MkrLt AG-24	27.35	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-234890	08/02/2022	OREILLY AUTOMOTIVE INC	01-4363	FuseHolders	45.40	
				PAL40Afema B-80	10.70	
				Radiator	250.78	
				TireShin	22.71	561.03
3005-234891	08/02/2022	NCS Pearson, Inc	01-4300	Booklets&Forms		2,175.99
3005-234892	08/02/2022	PITNEY BOWES GLOBAL Leasing Payments	01-5602	1stQuarterLease-0012534541	416.44	
				1stQuarterLease-0015847950	148.98	
			11-5602	1stQuarterLease-0012377166	83.44	648.86
3005-234893	08/02/2022	RAMIRO RUBALCABA	01-5800	June2022 SERVICE		1,625.00
3005-234894	08/02/2022	SAN MATEO-FOSTER CITY SD	13-5300	22.23sySupperCoOpMembership		179.44
3005-234895	08/02/2022	SHARP LOCKSMITHING GARAGE DOOR	01-4300	Supplies-OHS		62.48
3005-234896	08/02/2022	TEHAMA TIRE SERVICE	01-4364	TIRES-2017 FORD f-250 LIC#152700		1,059.48
3005-234897	08/02/2022	UNITED RENTALS	01-5806	SolarMsgBoard		316.74
3005-234898	08/02/2022	VOLTAGE SPECIALISTS WILLIAM L BUNCH JR	01-5640	SmokeDectorServ-LPHS		675.00
3005-234899	08/02/2022	ZOOM VIDEO COMMUNICATIONS, INC	01-5850	22.23SY Subscription		10,450.00
3005-235105	08/04/2022	BENNY BROWNS ORO DAM AUTO CNTR	01-5620	Battery-2015 Prius 15-6		293.11
3005-235106	08/04/2022	BOYS & GIRLS CLUBS OF THE NORTH VALLEY	01-5800	August2023ContractPymt	17,400.00	
				July2023ContractPymt	13,000.00	30,400.00
3005-235107	08/04/2022	EWING IRRIGATION PRODUCTS	01-4300	GroundsSupplies	177.02	
				IrrigationSupplies	280.08	457.10
3005-235108	08/04/2022	HANCOCK AUTOMOTIVE	01-5620	SmogInspectLic#1351067		44.00
3005-235109	08/04/2022	HOBBS PEST SOLUTIONS INC	01-5502	July2022MthlyService-DO	53.00	
				July2022MthlyService-LPHS	135.00	
				July2022MthlyService-OHS	135.00	
				July2022MthlyService-PHS/CDS	80.00	
				July2022MthlyService-Transportation	75.00	
			11-5502	July2022MthlyService-OAE	55.00	533.00
3005-235110	08/04/2022	NORTH STATE AV INC	01-5800	HofFAwardDnr10/15/2022		1,195.00
3005-235111	08/04/2022	OROVILLE FORD	01-5620	CircutBkr VIN1FT7W2BT6HED70271		166.06
3005-235112	08/04/2022	OROVILLE POWER EQUIPMENT	01-4300	Edger Blade		87.07
3005-235113	08/04/2022	OUHSD CAFETERIA FUND JACQUELINE DEADMORE	13-4300	22.23SY LPHS OHS&PHS		288.00
3005-235114	08/04/2022	OUHSD SCHOLARSHIP FUND	73-5800	ReimbCk 1711-1715		2,625.00
3005-235115	08/04/2022	SFC HOLDINGS, LLC dba Shoes for Crews, LLC	01-4300	Shoes Cust/Univ-8 pair	411.17	
				ShoesCust/Univ-28 pair	903.49	
				ShoesCust/Univ-3 pair	165.56	1,480.22
3005-235492	08/11/2022	Wilkins, Kurt J	01-5200	MlgeTrans&MealReimb AP EconConf		407.06
3005-235493	08/11/2022	Kermen, Matthew	01-5200	MileageReimbCCGConf		182.50

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-235494	08/11/2022	Lerner, Andrew K	01-5200	MileageReimbManfConf		371.26
3005-235495	08/11/2022	Kinney, Kimberlie	01-5200	Mlge&MealReinbCaMtssConf		138.46
3005-235496	08/11/2022	Arnold, Terri	01-5200	MlgePkn&MealReimbCCGTraining		279.49
3005-235497	08/11/2022	Mendoza, Froylan	01-5200	ClrAdminCredAppFee	75.00	
				Mlge&PknReimbCCGConf	245.00	320.00
3005-235498	08/11/2022	ABILITYUSA, INC	01-5804	PreScreening4 7/1-7/31/2022		1,104.00
3005-235499	08/11/2022	ACCESS INFORMATION PROTECTED	01-5800	ShreddingJuly 2022		1,031.50
3005-235500	08/11/2022	ACCULARM DAN R LEDFORD	01-5640	NewAlarmSystemOHS		34,115.00
3005-235501	08/11/2022	Amazon.com Llc	01-4300	2GolfCartWindshields	107.17	
				MiscOfficeSupplies	985.72	
				PortableSpeakerSystem	192.19	
				WallDisplay&Scanners	216.26	
			01-5620	2GolfCartWindshields	107.17	
			11-4300	MiscOfficeSupplies	47.35	
				Toner	269.32	1,925.18
3005-235502	08/11/2022	AZ BUS SALES INC	01-4363	ReflectorTape		44.60
3005-235503	08/11/2022	WILLIAM PATTERSON BETTER BUILT FENCE	01-5640	Fenc&Gate by1500WingLPHS	7,242.00	
			01-6200	FieldFencingRelpacePHS	33,042.00	40,284.00
3005-235504	08/11/2022	BUSWEST	01-4363	Batteries		113.90
3005-235505	08/11/2022	CALIFORNIA DEPT OF EDUCATION	01-5200	SpecialNeedCourse11/8-11/20/2022		600.00
3005-235506	08/11/2022	CDW GOVERNMENT INC	01-5850	VMwareSubscription&TechSupport		6,178.00
3005-235507	08/11/2022	CA OCCUPATIONAL MEDICAL PROF	01-5804	July2022 8PreScreenings	1,200.00	
				June2022 5 pre screenings	710.00	1,910.00
3005-235508	08/11/2022	Condensed Curriculum International, Inc.	11-5800	MedBilling&PharmTechClassFees		6,155.80
3005-235509	08/11/2022	DELTAMATH SOLUTIONS INC.	01-5850	22.23SY DeltaMathPlusTeacherLicense		1,520.00
3005-235510	08/11/2022	DEPARTMENT OF INDUSTRIAL RELATIONS-PMT PROCESSING CNTR	01-5800	InspectionServiceJuly2022BoysGymLPHS	125.00	
				InspectionServiceJuly2022GrlGymLPHS	125.00	250.00
3005-235511	08/11/2022	MESA ENERGY SYSTEM INC.	01-5620	Billing7/1/22-9/30/22OAE	978.00	
				Billing7/1/22-9/30/22OHS	4,730.00	5,708.00
3005-235512	08/11/2022	Jeremy Pharris dba Foothill Water	01-5640	ReplaceBknValveHarrison Stadium		1,230.00
3005-235513	08/11/2022	GOLD STAR FOODS	13-4700	July2022StorageCharges	139.65	
				SuperJune2022BrownBoxStateFees	17.10	
				SuperJune2022ProcStateFees	10.80	167.55
3005-235514	08/11/2022	HILLYARD INC.	01-4300	MiscCustodialSupplies	864.12	
			01-4400	Pressure/SurfaceCleaners	9,691.07	10,555.19
3005-235515	08/11/2022	HOUGHTON MIFFLIN CO	01-5850	English3D 1yrStudentSubscriptions		1,402.92
3005-235516	08/11/2022	ILLUMINATE EDUCATION INC.	01-5850	DnA SoftwareLicense		20,338.26

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-235517	08/11/2022	JACKSONS GLASS CO	01-5640	GrayliteOHS Q8Slider		504.11
3005-235518	08/11/2022	LA COSTENA RESTAURANT	01-4300	NewTeacherOrientation		503.36
3005-235519	08/11/2022	N2Y	01-5850	22.23SYOnlineSoftware		7,434.88
3005-235520	08/11/2022	OFFICE DEPOT	01-4300	Crendenza	287.93	
				MiscSupplies	56.60	
				Notebooks	48.21	
				Office Chair	216.49	
				Office Chairs	487.09	
				Paper,Flr	2.27	
			11-4300	DryErase Boards	802.21	
				Staplers	34.94	1,935.74
3005-235521	08/11/2022	OROVILLE FLOWER SHOP	01-4300	5 BOUTONNIERES		67.66
3005-235522	08/11/2022	OROVILLE FORD	01-4363	Part12-11FTEX1EM8CKD83164		
				Ring Part#BR3Z15K040AA	6.44	
				Ring Part#BR3Z15K040AA RETURNED	6.44-	11.96
3005-235523	08/11/2022	RESERVE ACCOUNT	01-5900	ReserveAcct#23836240		5,000.00
3005-235524	08/11/2022	PRACTI-CAL INC	01-5800	July 2022 Billing		64.76
3005-235525	08/11/2022	RT'S AUTO BODY, INC	01-5620	15 ToyotaPurisVIN#JTDKN3DU8F0437892		5,031.42
3005-235526	08/11/2022	S&L Meat Sales Company, Inc.	13-4300	FS Supplies&Food	914.27	
			13-4700	FS Supplies&Food	1,821.29	
				Unpaid Sales Tax	61.80-	2,673.76
3005-235527	08/11/2022	SHARP LOCKSMITHING GARAGE DOOR	01-4300	Supplies-OHS		2.47
3005-235528	08/11/2022	TOTAL COMPENSATION SYSTEM INC	01-5800	2ndInstallmentGASB		2,790.00
3005-235529	08/11/2022	TPx Communications	01-5900	August 2022 Service	2,431.16	
			11-5900	August 2022 Service	258.50	2,689.66
3005-235530	08/11/2022	TURNITIN, LLC	01-5850	22.23SY FeedbackStudio/DraftCoach		9,500.00
3005-235531	08/11/2022	US BANK CORPORATE PAYMENT SYSTEM	01-5800	7/1/22-6/30/23SeriesB		1,100.00
3005-235794	08/16/2022	Olson, Christina C	01-4300	Office Supplies		19.46
3005-235795	08/16/2022	NORTH VALLEY ARBOR MGMT INC DBA ABOUT TREES	01-5800	HaulLogs LPHS	550.00	
				Prune&RemoveTreesLPHScampus	17,400.00	17,950.00
3005-235796	08/16/2022	ACCREDITING COMMISSION	01-5300	WASCAnnual22.23 LPHS0461515803	1,130.00	
				WASCAnnual22.23 OHS0461515602	1,130.00	
				WASCAnnual22.23 PHS0461515566	1,130.00	3,390.00
3005-235797	08/16/2022	ACCULARM DAN R LEDFORD	01-5640	Install OHS MainCampus		780.00
3005-235798	08/16/2022	ACE PLUMBING	01-5640	WaterLeakRepairLPHS		555.00
3005-235799	08/16/2022	AT&T	11-5900	Acct#234371-07367366 MthlySrvcAug2022		1,065.75
3005-235800	08/16/2022	Berry Electric	01-5640	GymMainBreakerOHS		5,825.00

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-235801	08/16/2022	BETTER DEAL EXCHANGE	01-4300	BatteryAA	10.81	
				Clamp	5.99	
				Couple	5.13	
				DrainClnr	10.81	
				HexNipple	7.57	
				MiscBolts Screws	16.11	
				MiscNuts/Bolts	3.29	
				MiscSupplies	41.31	
				MtrOil	8.64	
				PVC Supplies	12.94	
				SiliconeGlue	8.65	
				SpringSnap	14.91	
				Trash Cans	151.51	
				ValveBox	56.28	
				WallProtector	4.32	
			01-4363	MiscBolts/nuts	5.52	363.79
3005-235802	08/16/2022	BUILDING WINGS LLC	01-5850	ReadtopiaSubsc8/12/22-10/15/23		750.60
3005-235803	08/16/2022	CALIF WATER SERVICE COMPANY	01-5505	7/2-8/2/22 9931655860		31.68
3005-235804	08/16/2022	HEATHER MCGOWAN DBA SOUNDING BOARD MKT & COMM	01-5800	CommSrvcJuly 2022		1,359.38
3005-235805	08/16/2022	MESA ENERGY SYSTEM INC.	01-5620	Billing6/1-8/31/22DO50010225	780.25	
				Billing6/1-8/31/22LPHS50010226	6,217.00	
			01-5640	ServiceOrder#500025464OHS	1,770.01	8,767.26
3005-235806	08/16/2022	GRAINGER INC	01-4300	DeadBoltLock	12.32	
				ElectLockoutKit	139.44	
			01-4400	Skid Sprayer	1,426.59	1,578.35
3005-235807	08/16/2022	Heartland Payment Systems,inc.	13-5850	FSAnnualSupportHSS6768455-116619		2,432.00
3005-235808	08/16/2022	HERFF JONES	01-4300	Diploma1		11.99
3005-235809	08/16/2022	INSIDE OUT DESIGNS	01-4300	VinalDoorSignDOMainOfficeDoor		201.01
3005-235810	08/16/2022	K-GAS	01-4300	LPG OHS 23Gal		97.10
3005-235811	08/16/2022	CENTURY LINK	01-5900	AugBillingAcct#87101630		.87
3005-235812	08/16/2022	MAXWELL MEDALS AND AWARDS	01-4300	HOF Plaques		190.52
3005-235813	08/16/2022	McCumber's Glass, Inc	01-5640	NewDoor-DO MainOffice		4,805.60
3005-235814	08/16/2022	NorCal Kenworth	01-4363	CleanBlue		211.09
3005-235815	08/16/2022	OFFICE DEPOT	01-4300	AsstSupplies	147.35	
				MiscOfficeSupplies	441.59	
				Tape	50.03	
			11-4300	Highlighters	3.05	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-235815	08/16/2022	OFFICE DEPOT	11-4300	MiscOfficeSupplies	168.81	810.83
3005-235816	08/16/2022	OREILLY AUTOMOTIVE INC	01-4363	AdhesveRmvr Detailing	29.22	
				Battery 97	166.49	
				Battery Forklift	134.86	
				MotorOil	64.93	
				ReflectTape	14.72	
				TPMSsensor 17-2	105.44	515.66
3005-235817	08/16/2022	OROVILLE POWER EQUIPMENT	01-4300	Donut	16.23	
				MiscSupplies	139.48	155.71
3005-235818	08/16/2022	PG&E	01-5501	6255577568-3 6/30/22-7/31/22	422.35	
				7241342564-5 6/01/22-7/18/22	22,759.99	
				8353087371-6 6/30/22-7/31/22	3,818.80	
			11-5501	7241342564-5 6/01/22-7/18/22	657.55	27,658.69
3005-235819	08/16/2022	PRACTI-CAL INC	01-5800	MedicalBilling		2,007.52
3005-235820	08/16/2022	RECOLOGY BUTTE COLUSA COUNTIES	01-5506	DEBRIS BOX OHS 8100123162	913.67	
				MiscWasteDrop	182.24	
				Monthly Service 8100123160	1,441.48	
				Monthly Service 8100123161	2,421.13	
				Monthly Service 8100123162	1,113.57	
			11-5506	Monthly Service 8100123160	194.86	6,266.95
3005-235821	08/16/2022	RIEBES AUTO PARTS LLC	01-4363	ShopTowels/Rags		34.62
3005-235822	08/16/2022	SIERRA OFFICE SYSTEM & PRODUCT	01-4300	OFFICE FURNITURE DO AP		4,767.33
3005-235823	08/16/2022	SPURR	01-5501	BillingIncludes 6/3/22-7/28/22	1,131.16	
			11-5501	BillingIncludes 6/3/22-7/28/22	15.11	1,146.27
3005-235824	08/16/2022	TEACHER CREATED MATERIALS, INC	01-5800	VirtualProfLearning Day2		7,000.00
3005-235825	08/16/2022	TEACHERS CURRICULUM INSTITUTE	01-4100	SocialStudiesLicense&Books	109,852.50	
			01-5850	SocialStudiesLicense&Books	31,000.00	140,852.50
3005-235826	08/16/2022	THE MUSIC CONNECTION SALLY S MACMILLAN	01-4300	Drumsticks-1	12.86	
				MiscBandReeds	136.48	
			01-4400	RolandLinearWave	600.59	749.93
3005-235827	08/16/2022	THERAPY TRAVELERS, LLC	01-5800	SchNurseWeekEnd 8/7/2022		2,574.00
3005-235828	08/16/2022	THERMALITO WATER & SEWER DIST	01-5505	Srvc6/22/22-7/26/22 6.173.01	326.78	
				Srvc6/22/22-7/26/22 6.206.01	311.56	638.34
3005-235829	08/16/2022	VOLTAGE SPECIALISTS WILLIAM L BUNCH JR	01-5640	5yrSprinklerInspCDS	850.00	
			01-5800	AnnualFireSprinklerInspCDS	625.00	
				FireMonitAnnFee10/1-9/30/22PHS	1,595.00	3,070.00
3005-236107	08/18/2022	ACE PLUMBING	01-5640	ServiceCall-gas pipe		270.00

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-236108	08/18/2022	Rebecca Leroux B43 Productions	01-5800	PBIS KickOffVideosOHS&LPHS		5,500.00
3005-236109	08/18/2022	BUTTE COUNTY SHERIFF	01-5804	Apr,May&Jun2022 FINGER PRINTING FOR PRE EMPLOYMENT	760.00	
				July2022FingerPrintingPreEmployment	456.00	1,216.00
3005-236110	08/18/2022	MESA ENERGY SYSTEM INC.	01-5620	Billing7/1/22-9/30/22HS pressBox		215.00
3005-236111	08/18/2022	HOUGHTON MIFFLIN CO	01-4200	3D EnglishCourseB	3,065.64	
				3D EnglishPortfolio1&2	1,458.60	4,524.24
3005-236112	08/18/2022	SSDA	01-5200	RegFeeIstLeader01G9ZCPN2BFYS760K75		950.00
3005-236343	08/23/2022	ACCREDITING COMMISSION	11-5300	WASCAnnual22.23 OAE0461515017		1,130.00
3005-236344	08/23/2022	Amazon.com Llc	01-4300	MiscDraftingSupplies	2,103.63	
				MiscOfficeSupplies	143.94	
				Mouse	56.28	
				Paper	44.49	
				SideChairs	731.76	
				ThermalPrinter	346.90	
			01-4363	AirFilters	317.10	
			11-4300	MiscOfficeSupplies	32.14	3,776.24
3005-236345	08/23/2022	Kincanon Enterprises Inc. American Eagle Enterprises	01-4300	LPHSgymBleacherSeats		3,718.00
3005-236346	08/23/2022	BOYS & GIRLS CLUBS OF THE NORTH VALLEY	01-5800	Sept2022ContractPymt		17,400.00
3005-236347	08/23/2022	BUTTE CNTY OFFICE OF EDUC BUTTE COUNTYSELPA	01-5200	ProfDevMenH&WJenniferCruz9/13/22	50.00	
				ProfDevMenH&WMonicaJenkins9/13/22	50.00	100.00
3005-236348	08/23/2022	CALIF WATER SERVICE COMPANY	11-5505	7/2-8/2/22 8767360151		940.38
3005-236349	08/23/2022	CHRISTENSEN TELECOMMUNICATIONS, INC	01-4300	HeadsentOHS	625.22	
			01-5630	Cables	1,146.81	1,772.03
3005-236350	08/23/2022	Creative Composition Inc	01-4300	PHS yearbooks(33)		639.48
3005-236351	08/23/2022	CUTLER CONSULTING GROUP LLC	01-5800	2ndInstCoach/Mentor LCollins&MKermen		8,437.50
3005-236352	08/23/2022	DELL MARKETING LP	01-4300	Monitors(2)	429.33	
			01-4400	OptiPlex7900(1)&5090(1)	2,147.49	2,576.82
3005-236353	08/23/2022	Telemedia Trainco Holdings LLC dba eFoodHandlers	01-5850	Certification 130 OHS		1,300.00
3005-236354	08/23/2022	ENLOE MEDICAL CENTER	01-5804	July2022 PRE SCREENING Acct#743		401.00
3005-236355	08/23/2022	HANCOCK AUTOMOTIVE	01-5620	SmogInspectVIN#JTDKN3DU8 LicF0437892		44.00
3005-236356	08/23/2022	MT SHASTA SPRING WATER CO INC	01-4300	DO 2 5GAL BOTTLES	21.75	
			01-4363	TRANSP 3 5GGAL BOTTLES	29.75	51.50
3005-236357	08/23/2022	OFFICE DEPOT	01-4300	Batteries	68.15	
				BookCases	117.95	
				ChairMonitorPrinter&MicsOffice Supplies	818.87	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-236357	08/23/2022	OFFICE DEPOT	01-4300	ConfTable	482.64	
				DeskPad	15.58	
				Desks&LateralFiles	1,869.69	
				Erasers	3.54	
				File	115.82	
				FoldersTapePostits	39.46	
				InkPaperChairs	2,418.52	
				Markers	29.77	
				MicsOffice Supplies	76.62	
				MiscOfficeSupplies	2,104.13	
				PainterTape	55.26	
				PocketDividers	60.85	
				Ruler Printer	137.74	
				Stapler	17.32	
				Toner	170.67	
				Whitebrd	6.82	
			01-4400	Chair	514.79	
				Desks&LateralFiles	3,169.50	
			11-4300	FoldersTapePostits	51.34	
				MiscOfficeSupplies	115.55	
				PushPins	1.60	
			11-5900	MiscOfficeSupplies	58.00	12,520.18
3005-236358	08/23/2022	OLIVER PACKAGING & EQUIPMENT COMPANY	13-4300	FilmRoll		529.82
3005-236359	08/23/2022	OROVILLE FORD	01-4363	FilterVIN#1FMZK1Y86LKA69748		49.40
3005-236360	08/23/2022	OUHSD SCHOLARSHIP FUND	73-5800	ReimbCk 1716-1730		7,290.00
3005-236361	08/23/2022	Pitney Bowes Inc Supplies	11-4300	Printer Ink red		128.80
3005-236362	08/23/2022	PRACTI-CAL INC	01-5800	MedicalBilling		38.86
3005-236363	08/23/2022	RAY MORGAN COMPANY	01-5602	1STQTR CampusLEASE/MAINT LPHS	1,940.15	
				1STQTR CopyRoomLEASE/MAINT LPHS	2,281.27	
			01-5603	5/1-7/31/2022 Usage LPHS	600.76	4,822.18
3005-236364	08/23/2022	GATEWAY EDUCATION HOLDINGS LLC SAVVAS	01-5850	MathXL 22.23 License		594.00
3005-236365	08/23/2022	Scholastic Magazines	01-4300	Action & Jr Scholastic	274.46	
				Action, Action & Scholastic	649.37	
				NY Times Upfront	395.60	
				Scope	824.18	2,143.61
3005-236366	08/23/2022	Semingson Architects Inc	01-5800	19209OHSGymHVAC Services-July2022	137.50	
				20223LPHS DSACloseout Services-July2022	137.50	275.00

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-236367	08/23/2022	SEVEN UP BOTTLING COMPANY OF CHICO INC	11-5601	LeaseSuites#B&C		3,600.00
3005-236368	08/23/2022	SSDA	01-5300	DuesDistBasicMember 7/1/2022-6/30-2023		800.00
3005-236369	08/23/2022	TEACHERS CURRICULUM INSTITUTE	01-5850	SocialStudiesLicense3yrs		97,955.00
3005-236370	08/23/2022	US BANK CORPORATE PAYMENT SYSTEM	01-4300	AdminCouncil PBlaney	68.17	
				ComersASB cks LCollins	196.76	
				ELD Training PBlaney	158.23	
				Lumber J Ochs	163.84	
				OfficeSupplies C Willenberg	158.34	
				PBIS StaffKickOffDiscusionMeetingMKermen	251.88	
				PBIS StudentIncentives MKermen	419.07	
				PBISWaterStudentIncentivess MKermen	31.45	
				Pellets A Earley	21.60	
				PHS WaterBalloons MKermen	49.31	
				Skutt Sairset&ElementPins JLaGrone	26.47	
				Training PBlaney	296.82	
				ULD Training PBlaney	142.88	
				WoodScrews/WallHooksJ Ochs	53.46	
			01-4360	ComersTranspRequest BCash	169.58	
			01-4363	Analog Radio6pk&Batteries J LaGrone	3,830.08	
			01-4400	FreezerRefrigerator K Wiedenman	835.48	
			01-5200	CMetcalfCCAC Conf S Watts	410.62	
				CMetcalfCCACConfHotelDeposit S Watts	172.54	
				FMendozaHotel RoomCutlerConf LCollins	225.46	
				HotelCutlerTrainClass MKermen	1,482.71	
				LCollinsHotel RoomCutlerConf LCollins	225.46	
				ParkingFee LCollins	30.00	
				RegCA ConsortiumJ Ochs	199.00	
				TArnoldHotel RoomCutlerConf LCollins	180.94	
			01-5300	AASAMembership C Willenberg	470.00	
				ASCD Membership C Willenberg	89.00	
			01-5601	PBIS StaffKickOffDiscusionMeetingMKermen	250.00	
			01-5850	AnnualProfPlan K Wiedenman	588.00	
				Subscription K Wiedenman	119.99	
			13-4300	HappyChefCoats JDeadmore	247.18	
				Smart&FinalFS JDeadmore	75.09	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-236370	08/23/2022	US BANK CORPORATE PAYMENT SYSTEM	13-4300	WalmartFS JDeadmore	54.74	
			13-4700	Smart&FinalFS JDeadmore	291.21	
				Walmart FS JDeadmore	15.72	
				WalmartFS JDeadmore	196.26	12,197.34
3005-236695	08/25/2022	Amazon.com Llc	01-4300	ComputerCords		41.22
3005-236696	08/25/2022	Asap	11-5850	7/1/2022-6/30/2023SubscriptionRenew		11,078.83
3005-236697	08/25/2022	AZ BUS SALES INC	01-4400	CameraSystem		36,261.96
3005-236698	08/25/2022	BATTERIES PLUS	01-4300	Batteries		108.00
3005-236699	08/25/2022	BETTER DEAL EXCHANGE	01-4300	BranchTailpc/Nuts&washers	48.40	
				CoolerPadRolls&Pruner	233.77	
				DuckTape	21.63	
				Hose&miscSupplies	26.58	
				MapProGas	17.31	
				Nozzle	8.65	
				Plier&Files	54.74	
				Pliers	21.64	
				Primer	32.44	
				PVC	27.39	
				Tube&WaspSpray	16.87	
				Velcro	4.32	513.74
3005-236700	08/25/2022	BUTTE CO AIR QUALITY MANAGEMENT DISTRICT	01-4361	Settlement #2796		560.00
3005-236701	08/25/2022	CHRISTENSEN TELECOMMUNICATIONS, INC	01-6400	NewPhoneSystemLPHS		30,540.13
3005-236702	08/25/2022	DAN'S ELECTRICAL SUPPLY	01-4300	TestLead/WireNuts		29.83
3005-236703	08/25/2022	EWING IRRIGATION PRODUCTS	01-4300	RangerPro		476.04
3005-236704	08/25/2022	FOOD MAXX SAVE MART SUPERMARKET	01-4300	ATC Supplies CUST#-4243		4.99
3005-236705	08/25/2022	GRAINGER INC	01-4300	CelingTile	162.82	
				Lockset	122.09	
				PullStnCvrw/Horn	392.31	
				TstatGuard	33.86	
				WallClock	131.74	
			01-4360	Scale	232.22	
			01-4363	FileFldrs	52.66	1,127.70
3005-236706	08/25/2022	HILLYARD INC.	01-4300	CustodialSupplies	2,259.45	
				Gloves	57.99	2,317.44
3005-236707	08/25/2022	HOBBS PEST SOLUTIONS INC	01-5502	August2022MthlyService	478.00	
			11-5502	August2022MthlyService	55.00	533.00
3005-236708	08/25/2022	HOME DEPOT	01-4300	Cable/Insct	110.85	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-236708	08/25/2022	HOME DEPOT	01-4300	CeilingTiles	123.02	
				Flange	12.13	
				HandRail	199.96	
				MetalicCover	15.75	
				MiscMaintSupplies	364.43	
				OutletBox	21.37	
				PaintSupplies	19.67	
				Pipe/Cap	7.53	
				Pump	44.90	
				RecallAmt	63.39	
				Scews/Bits	31.59	
				SpringLinks	38.87	
			01-4360	Batteries	33.28	
				Hose/WtrDisp	334.46	1,421.20
3005-236709	08/25/2022	INSIDE OUT DESIGNS	01-4300	VinylSign		63.17
3005-236710	08/25/2022	JACKSONS GLASS CO	01-5640	GrayTempGlasLPHSrm#1011		772.63
3005-236711	08/25/2022	NoRedInk	01-5850	SubscPremium8/16/2022-8/16/2023		21,000.00
3005-236712	08/25/2022	Novak Educational Consulting	01-5800	SelfPacedMicroCourse-Online		1,500.00
3005-236713	08/25/2022	OROVILLE POWER EQUIPMENT	01-4300	GroundsSupplies	51.78	
				MowerBlades	107.10	158.88
3005-236714	08/25/2022	STAGE OROVILLE STATE THEATER	11-5601	OAE Graduation 5/31/2022		470.00
3005-236715	08/25/2022	PACE SUPPLY CORP	01-4300	MiscPlumbingSupplies		15,533.82
3005-236716	08/25/2022	PG&E	01-5501	0290829210-1 6/22/2022-7/21/2022		536.96
3005-236717	08/25/2022	RAMIRO RUBALCABA	01-5800	July2022 Services		412.50
3005-236718	08/25/2022	RIVERSIDE TECHNOLOGIES INC.	01-4400	Chromebooks(7)		6,289.10
3005-236719	08/25/2022	ROCHELLE L LAIRD	01-5800	SchoolBusDrvrClass (20.5 hours)		2,562.50
3005-236720	08/25/2022	School Steps Inc.	01-5800	05/01/2020-05/29/2020 SERVICE	20,005.00	
				06/01/2020-06/30/2020 SERVICE	5,025.00	
				OverPayment Applied toMAY2020	797.50-	24,232.50
3005-236721	08/25/2022	SFWP - ACCTS RECEIVABLE	01-5505	007833-000 August2022Water	145.86	
				007847-000 August2022Water	315.70	461.56
3005-236722	08/25/2022	JOHN E. MCCARTHY JR SISKIYOU FIRE EQUIPMENT	01-5800	AnnualFireExtinguisherService		3,876.81
3005-236723	08/25/2022	SUTTER BUTTES COMMUNICATIONS	01-4300	Radios (10)	3,810.63	
				Radios (5) PHS	1,926.88	
			01-5900	ProgramingRadios (13)	325.00	6,062.51
3005-236724	08/25/2022	THE MUSIC CONNECTION SALLY S MACMILLAN	01-4300	Drumsticks-5		64.30
3005-236725	08/25/2022	TRACEY ANN WRIGHT THE WRIGHT STUFF	11-5800	CPRw/AED Training (7)		595.00

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.

ESCAPE ONLINE

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-236726	08/25/2022	THERAPY TRAVELERS, LLC	01-5800	SchNurse8/8/2022-8/14/2022		3,712.50
3005-236727	08/25/2022	Turf Star Inc.	01-4300	GroundsSupplies		340.12
3005-237123	08/30/2022	Gilbert, James L	01-4300	PropaneReimb		36.30
3005-237124	08/30/2022	Findlay, Leonard C	11-4200	Classroom BooksReimb		49.16
3005-237125	08/30/2022	Kermen, Matthew	01-4300	FoodPBIS StaffMeetingReimb		52.94
3005-237126	08/30/2022	Weliver, Alisha M	01-4300	MiscClassroomSuppliesReimb		155.98
3005-237127	08/30/2022	Olson, Anna M	11-4300	WatercolorCopies-Reimb		218.51
3005-237128	08/30/2022	Rogowski, Ryan K	01-4300	MiscClassroomSuppliesReimb		34.03
3005-237129	08/30/2022	Deadmore, Jacqueline	13-4700	ColeslawReimb		19.45
3005-237130	08/30/2022	Johnson, Jania L	01-4300	MiscClassroomSuppliesReimb		60.03
3005-237131	08/30/2022	Shaffer, Marta	01-4300	BooksForClassroomReimb		100.93
3005-237132	08/30/2022	Isenberg, Eric D	01-5200	T3FrameworkConf HotelReimb		1,880.61
3005-237133	08/30/2022	Otis, Constance	01-4300	GamesForClassroomUseReimb		49.85
3005-237134	08/30/2022	Gilbert, Nancy	13-5200	NewHireFoodHandlersCourse&testReimb		7.99
3005-237135	08/30/2022	Gardner, Emily	01-4300	MiscClassroomSuppliesReimb		140.27
3005-237136	08/30/2022	Permann, John F	01-4300	MiscClassroomSuppliesReimb		23.87
3005-237137	08/30/2022	Penney, Jessica	01-4300	MiscClassroomSuppliesReimb		132.59
3005-237138	08/30/2022	BIOZONE Corporation	01-4100	AP BiobogyStuden&TeacherEditions		1,666.53
3005-237139	08/30/2022	CALIF WATER SERVICE COMPANY	01-5505	7/8-8/10/20220556577777		10,629.09
3005-237140	08/30/2022	COMERS PRINT SHOP	01-4300	BusInCrdsKWiedenman&WParry	108.25	
				PBIS tickets	384.22	492.47
3005-237141	08/30/2022	DELMAR RENTAL/LANDSCAPE SUPPLY	01-4300	HarrisonConcrete		291.75
3005-237142	08/30/2022	Family Career & Community Leaders ofAmerica, Inc	01-5800	FCCLA Affliliation283Students1advisor		1,550.00
3005-237143	08/30/2022	FLETCHERS PLUMBING AND CONTRACTING INC	01-5640	LPHS SewageWork		3,520.00
3005-237144	08/30/2022	NORTH STATE AV INC	01-6400	HarrisonStadiumUpgradingSoundSystem		15,841.98
3005-237145	08/30/2022	OROVILLE ADULT ED REVOLVING	11-8671	JulyReimb		1,315.00
3005-237146	08/30/2022	OUHSD CAFETERIA FUND JACQUELINE DEADMORE	13-5800	ServiceChargeJuly		40.00
3005-237147	08/30/2022	OUHSD CLEARING ACCOUNT	01-5800	ServiceChargeJuly		25.00
3005-237148	08/30/2022	OUHSD REVOLVING FUND	01-5800	JulyReimbursement		35.00
3005-237149	08/30/2022	RESERVE ACCOUNT	11-5900	ReserveAcct#32337784		2,000.00
3005-237150	08/30/2022	PROPACIFIC FRESH	13-4700	FS	899.01	
				FS SUPPERS	305.11	1,204.12
3005-237151	08/30/2022	GATEWAY EDUCATION HOLDINGS LLC SAVVAS	01-5850	HumanAnt&PhysBooks		19,961.15
3005-237485	09/06/2022	Amazon.com Llc	01-4300	MicroPhonePaula		32.45
3005-237486	09/06/2022	BETTER DEAL EXCHANGE	01-4300	Bits	16.22	
				BungeeCords	16.23	
				Caps	19.74	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-237486	09/06/2022	BETTER DEAL EXCHANGE	01-4300	CbleTie	15.14	
				ClipTapeNetting	37.86	
				DrainClnr	10.81	
				FoamGapSealer	9.73	
				KeyStems	8.64	
				MiscBolts&Sign	40.58	
				MiscMaintSupplies	46.29	
				MiscNutsBolts&Washers	24.19	
				MiscSupplies	36.33	
				Mole&GopherPoison	12.97	
				Pump&valve	50.41	
				Putty,Hose	7.12	
				Strap	1.72	353.98
3005-237487	09/06/2022	BUSWEST	01-4363	BodyControlModule		404.25
3005-237488	09/06/2022	Condensed Curriculum International, Inc.	11-5800	MedBilling&PharmTechClassFees		6,155.80
3005-237489	09/06/2022	DANIELSEN CO	01-4300	FSSchoolBBQ LPHSCatering	614.14	
				FSSchoolBBQ OHSCatering	509.00	
			13-4300	FS August	1,662.72	
				Suppers Sept	49.38	
			13-4700	FS August	8,090.04	
				FS StaffMeetingLPHSCatering	258.93	
				FS WelcomeBackCatering	1,303.14	
				Suppers	668.20	
				Suppers Sept	232.98	
				Unpaid Sales Tax	132.67-	13,255.86
3005-237490	09/06/2022	DELL MARKETING LP	01-4400	OptiPlex5000Computer	1,042.65	
				OptiPlex7090Computer	1,178.43	2,221.08
3005-237491	09/06/2022	DURHAM PENTZ TRUCK CENTER	01-5620	BusB87VIN#1BABNB6A9KF355331		6,384.94
3005-237492	09/06/2022	FORTUNA UHSD	01-5200	22.23GrowAgEdPDConference		596.00
3005-237493	09/06/2022	Geary Pacific Supply	01-4300	HVAC		11,253.55
3005-237494	09/06/2022	GOLD STAR FOODS	13-4700	FS August	16,264.87	
				Suppers August	1,395.90	17,660.77
3005-237495	09/06/2022	GRAINGER INC	01-4300	CeilingTile	242.29	
				CoolerMotor	372.16	
				VbeltPulley	59.87	
			01-4363	TranspSupplies	427.50	1,101.82
3005-237496	09/06/2022	HILLYARD INC.	01-4300	CustodialSupplies		3,424.92

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-237497	09/06/2022	INSIDE OUT DESIGNS	01-4363	Alumin6x6/numbers		84.01
3005-237498	09/06/2022	IXL LEARNING, INC.	01-5850	22.23StudentLicenses-60		719.00
3005-237499	09/06/2022	JACKSONS GLASS CO	01-5620	GreenLaminSftyGlsBusVIN#1BABNBCA5H F327720		317.79
3005-237500	09/06/2022	LAKESHORE LEARNING MATERIALS	01-5850	22.23SANDI AssmtStudSubsc		2,640.00
3005-237501	09/06/2022	LG ENVIRONMENTAL	01-4361	Aug2022MthlyInspection		150.00
3005-237502	09/06/2022	Mt Lassen Motor Transit, Inc	01-5800	CrtBusFootballOHS/Lindhurst		1,462.00
3005-237503	09/06/2022	NORTHAM DISTRIBUTORS INC	13-4700	FS August	3,877.56	
				FS PHSStaffMeetingCarerting	52.24	
				Suppers August	589.74	4,519.54
3005-237504	09/06/2022	OLIVER PACKAGING & EQUIPMENT COMPANY	13-4300	SandwichWedgeContainers		303.41
3005-237505	09/06/2022	OREILLY AUTOMOTIVE INC	01-4363	Adhesive	26.50	
				ReflectTapeReturnOrgIn#2849315392	14.72-	11.78
3005-237506	09/06/2022	OUHSD SCHOLARSHIP FUND	73-5800	ReimbCk 1731-1737		3,146.00
3005-237507	09/06/2022	PALERMO UNION SCHOOL DISTRICT	01-9500	SWF Round 2	13,569.55	
				SWF Round 3	8,456.41	22,025.96
3005-237508	09/06/2022	PERMA BOUND	01-4200	Books OHS		1,499.91
3005-237509	09/06/2022	PITNEY BOWES GLOBAL Leasing Payments	01-5602	1stQuarterLease-0010737647	414.31	
				1stQuarterLease-0012724690	148.23	562.54
3005-237510	09/06/2022	PROPACIFIC FRESH	13-4700	FS	515.36	
				FS Catering	12.50	
				FS CateringPD Training	263.89	
				FS CateringStaffMeetingBkfstLPHS	162.00	
				FS CateringStaffMeetingPHS	204.50	
				FS CateringWelcomeBack	458.92	
				Suppers	169.84	1,787.01
3005-237511	09/06/2022	Ptm Document Systems	01-4300	Print to MailZ0802		671.78
3005-237512	09/06/2022	RAY MORGAN COMPANY	01-5602	1STQT LEASE/MAINT/USAGE ATC	708.28	
				1STQTR LEASE/MAINT PHS&CDS	2,543.20	
			01-5603	1STQT LEASE/MAINT/USAGE ATC	77.56	3,329.04
3005-237513	09/06/2022	S&L Meat Sales Company, Inc.	13-4300	FS Supplies&Food	625.49	
				Suppers Food & Supplies	88.22	
			13-4700	FS CateringStaffMeetingLPHS	187.05	
				FS CateringStaffMeetingPHS	403.66	
				FS Food	1,968.16	
				FS Supplies&Food	1,941.39	
				Suppers Food & Supplies	368.47	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
				Unpaid Sales Tax	49.79-	5,532.65
3005-237514	09/06/2022	THERAPY TRAVELERS, LLC	01-5800	SchNurse8/15/2022-8/21/2022	3,712.50	
				SchNurse8/22/2022-8/28/2022	3,712.50	7,425.00
3005-237796	09/08/2022	360 Degree Customer Inc	01-2102	Para-KBarron4hrs		208.00
3005-237797	09/08/2022	ABILITYUSA, INC	01-5804	PreScreening8/1/2022-8/31/2022		1,380.00
3005-237798	09/08/2022	Amazon.com Llc	01-4300	COMPUTER MOUSE	71.70	
				EASEL PADS	93.07	
				HITCHS&SCANNERS	199.08	
				MISC OFFICE SUPPLIES	1,396.20	
				ROUTERS	36.78	
			01-4360	MISC OFFICE SUPPLIES	112.48	
			11-4300	MISC OFFICE SUPPLIES	117.34	2,026.65
3005-237799	09/08/2022	AT&T	01-5900	9391008278 MthlySrvc7/24-8/23/2022	29.02	
				9391008279 MthlySrvc7/24-8/23/2022	28.85	
				9391008280 MthlySrvc7/24-8/23/2022	28.87	
				9391008281 MthlySrvc7/24-8/23/2022	28.87	
				9391008282 MthlySrvc7/24-8/23/2022	534.26	
			11-5900	9391008282 MthlySrvc7/24-8/23/2022	21.34	
				9391047160 MthlySrvc7/24-8/23/2022	.03	
			13-5900	9391008282 MthlySrvc7/24-8/23/2022	2.00	673.24
3005-237800	09/08/2022	BAKER DISTRIBUTING CO. LLC	01-4300	Capacitor		57.06
3005-237802	09/08/2022	CHRISTENSEN TELECOMMUNICATIONS, INC	01-5620	Headsets-2 LPHS	888.81	
			01-5640	AddtPhoneInstallItemsLPHS	2,495.24	
				AddtPhoneInstallItemsOAE	125.00	
				AddtPhoneInstallItemsOHS	651.55	4,160.60
3005-237803	09/08/2022	CRESCO	01-5620	ScissorLift		550.13
3005-237804	09/08/2022	DAY WIRELESS SYSTEMS	01-5900	September2022Billing		777.50
3005-237805	09/08/2022	DURHAM RECREATION AND PARK DISTRICT	01-5601	SwimTeamsDwightBrinsonSwimCenterLP/OHS		811.88
3005-237806	09/08/2022	Dannis Woliver Kelley	01-5801	ProfSvcs7/11/22-7/19/22		556.00
3005-237807	09/08/2022	MESA ENERGY SYSTEM INC.	01-5640	Compressor OHS		818.00
3005-237808	09/08/2022	ERICKSON LAW FIRM A.P.C.	01-5801	GenSvcs7/23-7/29/2022	660.00	
				GenSvcs7/7-7/9/2022	660.00	
				MandSvcs7/26-7/28/2022	67.50	
				MandSvcs7/5-7/11/2022	351.00	1,738.50
3005-237809	09/08/2022	FLETCHERS PLUMBING AND CONTRACTING INC	01-5640	LPHS SewageWork		1,750.00
3005-237810	09/08/2022	OFFICE DEPOT	01-4300	Desk-Atterberry	403.25	

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-237810	09/08/2022	OFFICE DEPOT	01-4300	FileFldrs	15.17	
				Fldr&Kleenex	57.70	
				FootRest	32.15	
				IndexCrds	11.01	
				Kleenex	78.15	
				LaserPointer	32.64	
				Marker	9.45	
				MiscOfficeSupplies	1,660.49	
				Mrkr	18.26	
				Pallet-Copy Paper	1,801.37	
				Pens	96.02	
				SurgeProtector	31.09	
				Toner	125.55	
			11-4300	Fldr&Kleenex	97.17	4,469.47
3005-237811	09/08/2022	PG&E	01-5501	7241342564-5 6/30-8/17/2022	19,474.69	
			11-5501	7241342564-5 6/30-8/17/2022	7,291.53	26,766.22
3005-237812	09/08/2022	RECOLOGY BUTTE COLUSA COUNTIES	01-5506	8100123160 MthlySrvAug2022	987.67	
				8100123161 MthlySrvAug2022	2,421.13	
				8100123162 MthlySrvAug2022	1,113.57	
				MthlySrvAug20228100123160	370.93	
				MxdE-Waste-OHS	255.00	
			11-5506	8100123160 MthlySrvAug2022	194.86	5,343.16
3005-237813	09/08/2022	STATE OF CALIF DEPT OF JUSTICE	01-5804	Cust#140602 July2022Billing-13		416.00
3005-237814	09/08/2022	THERMALITO WATER & SEWER DIST	01-5505	6.173.01 MthlySvr7/26-8/24/2022	267.48	
				6.206.01 MthlySvr7/26-8/24/2022	140.08	407.56
3005-237815	09/08/2022	TPx Communications	01-5900	168341 MthlySrv 7/22-9/22/2022	3,364.37	
			11-5900	168341 MthlySrv 7/22-9/22/2022	151.54	3,515.91
3005-237816	09/08/2022	Turf Star Inc.	01-5620	GroundsSupplies		828.00
3005-237817	09/08/2022	BRANDON ASHER TWIN CITY TROPHIES	01-4300	HOF&RetPlates		442.77
3005-237818	09/08/2022	VOLTAGE SPECIALISTS WILLIAM L BUNCH JR	01-5800	FireMonitFee10/18/22-10/17/23HarrisStadium		750.00
3813-234872	08/02/2022	CALIFORNIA'S VALUED TRUST FINANCE DEPARTMENT	76-9544	August2022 RetireeBilling	59,893.77	
			76-9560	August2022 ActiveBilling	377,040.26	436,934.03
3813-235104	08/04/2022	Guzman-Saeturn, Ramona	76-9571	JulyRegACHReturn		100.00
3813-237801	09/08/2022	CALIFORNIA'S VALUED TRUST FINANCE DEPARTMENT	76-9544	September2022 RetireeBilling	64,034.09	
			76-9560	September2022 ActiveBilling	415,645.57	479,679.66

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.

Checks Dated 07/21/2022 through 09/12/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
				Total Number of Checks	320	2,554,289.56

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GeneralFund	282	1,515,699.58
11	AdultEducationFund	39	58,421.84
13	CafeteriaSpecialRevenueFund	20	50,637.71
73	FoundationPrivPurposeTrustFu	3	13,061.00
76	Warrant/Pass-ThroughFund	3	916,713.69
	Total Number of Checks	320	2,554,533.82
	Less Unpaid Sales Tax Liability		244.26
	Net (Check Amount)		**2,554,289.56**

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.

Fund 01 - GeneralFund — Fiscal Year 2022/23 Through September 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	LCFFStateAid-CurrentYear	16,286,339.00	16,286,339.00	5,015,570.00	11,270,769.00	30.80
8012	EduProtectionAccountStAidCurYr	4,351,212.00	4,351,212.00		4,351,212.00	
8021	Homeowners'Exemptions	105,608.00	105,608.00		105,608.00	
8022	TimberYieldTax	31,438.00	31,438.00		31,438.00	
8029	OthrSubventionsIn-LieuTaxes	3,855.00	3,855.00		3,855.00	
8041	SecuredRollTaxes	8,009,622.00	8,009,622.00		8,009,622.00	
8042	UnsecuredRollTaxes	510,947.00	510,947.00		510,947.00	
8043	PriorYears'Taxes	13,955.00	13,955.00		13,955.00	
8044	SupplementalTaxes	148,879.00	148,879.00		148,879.00	
8045	EducatnRevenueAugmentationFund	1,918,871.00-	1,918,871.00-		1,918,871.00-	
8047	CommunityRedevelopmentFunds	1,588,769.00	1,588,769.00		1,588,769.00	
8096	Trns2ChrtrSchlInLieuOfPropTaxs	193,321.00-	193,321.00-		193,321.00-	
	Total LCFF Revenue Sources	**28,938,432.00**	**28,938,432.00**	**5,015,570.00**	**23,922,862.00**	**17.33**
Federal Revenue						
8181	SpecialEducation-Entitlement	539,790.00	539,790.00		539,790.00	
8290	AllOtherFederalRevenue	3,226,486.00	3,226,486.00	104,000.18	3,122,485.82	3.22
	Total Federal Revenue	**3,766,276.00**	**3,766,276.00**	**104,000.18**	**3,662,275.82**	**2.76**
Other State Revenues						
8550	MandatedCostReimbursements	136,000.00	136,000.00		136,000.00	
8560	StateLotteryRevenue	482,945.00	482,945.00		482,945.00	
8590	AllOtherStateRevenue	1,971,464.00	1,971,464.00	62,050.00	1,909,414.00	3.15
	Total Other State Revenues	**2,590,409.00**	**2,590,409.00**	**62,050.00**	**2,528,359.00**	**2.40**
Other Local Revenue						
8650	LeasesandRentals	6,000.00	6,000.00	3,934.28	2,065.72	65.57
8660	Interest	83,000.00	83,000.00		83,000.00	
8677	InteragencySrvcsBetweenLEAs	1,248,498.00	1,248,498.00		1,248,498.00	
8699	AllOtherLocalRevenue	158,975.00	158,975.00	43,259.71	115,715.29	27.21
8792	TrnsfrAportionmentFrmCntyOffcs	1,734,241.00	1,734,241.00	92,212.00	1,642,029.00	5.32
	Total Other Local Revenue	**3,230,714.00**	**3,230,714.00**	**139,405.99**	**3,091,308.01**	**4.32**
	Total Year To Date Revenues	**38,525,831.00**	**38,525,831.00**	**5,321,026.17**	**33,204,804.83**	**13.81**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 23, Fiscal Year = 2023, Ending Account Period = 0, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 01 - GeneralFund — **Fiscal Year 2022/23 Through September 2022**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Certificated Salaries							
1100	CertificatedTeachersSalaries	8,850,975.00	8,850,975.00	8,013,586.73	794,204.47	43,183.80	8.97
1101	TeacherSubPay	198,379.00	198,379.00		10,475.00	187,904.00	5.28
1102	TeacherExtraPay	301,559.00	301,559.00		34,087.40	267,471.60	11.30
1200	CertifictdPupilSupportSalaries	1,193,298.00	1,193,298.00	1,007,090.68	120,499.13	65,708.19	10.10
1202	PupilSupportExtraPay	14,500.00	14,500.00		18,188.23	3,688.23-	125.44
1300	CrtifictdSuprvisrAdmnstrtrSlry	1,468,901.00	1,468,901.00	1,135,305.12	207,289.89	126,305.99	14.11
1301	CertAdminSub				360.00	360.00-	NO BDGT
1302	CertAdminExtraPay	48,840.00	48,840.00		189.30	48,650.70	0.39
1900	OtherCertificatedSalaries	86,212.00	86,212.00	78,939.00	7,893.90	620.90-	9.16
1902	OtherCertificatedExtraPay	291,336.00	291,336.00			291,336.00	
	Total Certificated Salaries	**12,454,000.00**	**12,454,000.00**	**10,234,921.53**	**1,193,187.32**	**1,025,891.15**	**9.58**
Classified Salaries							
2100	ClassifiedInstructionalSalary	1,346,328.00	1,346,328.00	1,054,780.82	106,144.08	185,403.10	7.88
2101	ParaEdSubPay	21,500.00	21,500.00		260.80	21,239.20	1.21
2102	ParaEdExtraPay	14,000.00	14,000.00		2,388.86	11,611.14	17.06
2200	ClassifiedSupportSalaries	2,261,569.00	2,261,569.00	1,907,851.72	277,917.26	75,800.02	12.29
2201	ClassSupportSubPay	91,000.00	91,000.00		5,948.78	85,051.22	6.54
2202	ClassSupportExtraPay	102,000.00	102,000.00		8,765.88	93,234.12	8.59
2300	ClssSuprvisrAdministratorsSlry	270,189.00	270,189.00	225,157.50	45,031.50		16.67
2400	ClericlTechniclOfficStaffSlrys	1,426,596.00	1,426,596.00	1,192,407.08	199,283.04	34,905.88	13.97
2401	ClericalSubPay	6,500.00	6,500.00		826.61	5,673.39	12.72
2402	ClericalExtraPay	24,376.00	24,376.00		8,803.87	15,572.13	36.12
2900	OtherClassifiedSalaries	45,777.00	45,777.00	41,406.68	112,812.22	108,441.90-	246.44
2902	OtherClassifiedExtraPay				112.50	112.50-	NO BDGT
	Total Classified Salaries	**5,609,835.00**	**5,609,835.00**	**4,421,603.80**	**768,295.40**	**419,935.80**	**13.70**
Employee Benefits							
3101	STRSCertificatedPositions	3,747,264.00	3,747,264.00	1,889,310.40	219,605.10	1,638,348.50	5.86
3102	STRSClassifiedPostitions	8,319.00	8,319.00	13,050.70	1,394.07	6,125.77-	16.76
3201	PERSCertificatedPositions	104,467.00	104,467.00	82,189.80	8,593.59	13,683.61	8.23
3202	PERSClassifiedPositions	1,310,861.00	1,310,861.00	1,071,256.32	155,959.67	83,645.01	11.90
3301	OASDIMedcrAltrntvCertfcPositns	25,301.00	25,301.00	19,662.92	2,442.34	3,195.74	9.65
3302	OASDIMedicrAltrntvClasPosition	319,911.00	319,911.00	261,294.83	46,149.99	12,466.18	14.43
3311	MedicareCertificated	177,565.00	177,565.00	145,535.71	17,041.83	14,987.46	9.60
3312	MedicareClassified	79,400.00	79,400.00	62,308.02	10,938.27	6,153.71	13.78
3401	HlthWlfrBenefitsCertificPositn	3,376,351.00	3,376,351.00	3,004,520.61	265,100.73	106,729.66	7.85

Fund 01 - GeneralFund — **Fiscal Year 2022/23 Through September 2022**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3402	HlthWlfarBenefitClasifidPositn	1,815,018.00	1,815,018.00	1,332,722.80	171,421.52	310,873.68	9.44
3501	StUnemplymntInsurncCertPositns	64,466.00	64,466.00	50,364.35	5,894.71	8,206.94	9.14
3502	StUnemplymntInsurncClssifidPos	27,402.00	27,402.00	21,507.23	3,776.12	2,118.65	13.78
3601	WCInsuranceCertificatdPositns	269,011.00	269,011.00	221,074.13	25,772.89	22,163.98	9.58
3602	WCCompenstnInsurnceClassPositn	121,167.00	121,167.00	95,506.56	16,590.66	9,069.78	13.69
3701	OPEBAllocatedCertificatdPositn	484,426.00	484,426.00	398,138.58	46,415.03	39,872.39	9.58
3702	OPEBAllocatedClassifiedPositin	218,210.00	218,210.00	172,000.43	25,933.35	20,276.22	11.88
	Total Employee Benefits	**12,149,139.00**	**12,149,139.00**	**8,840,443.39**	**1,023,029.87**	**2,285,665.74**	**8.42**
Books and Supplies							
4100	ApprvdTxtbookCorCurriculaMterl	368,000.00	368,000.00		133,763.24	234,236.76	36.35
4200	BooksandOtherReferenceMaterial	500.00	500.00	2,950.54	6,024.15	8,474.69-	1,204.83
4300	MaterialsandSupplies	1,163,732.00	1,163,732.00	398,860.91	102,782.76	662,088.33	8.83
4360	TransportationGenSupplies	18,000.00	18,000.00	17,487.31	882.02	369.33-	4.90
4361	TransportationFuel	155,000.00	155,000.00		860.00	154,140.00	0.55
4362	TransportationOilGrease	6,000.00	6,000.00		141.16	5,858.84	2.35
4363	TransportationParts	40,000.00	40,000.00	40,408.00	7,994.64	8,402.64-	19.99
4364	TransportationTires	10,000.00	10,000.00	8,940.52	1,059.48		10.59
4400	NoncapitalizedEquipment	265,140.00	265,140.00	32,953.93	65,754.19	166,431.88	24.80
4700	Food	6,000.00	6,000.00			6,000.00	
	Total Books and Supplies	**2,032,372.00**	**2,032,372.00**	**501,601.21**	**319,261.64**	**1,211,509.15**	**15.71**
Services and Other Operating Expenditures							
5200	TravelandConferences	297,008.00	297,008.00	12,803.95	11,527.89	272,676.16	3.88
5300	DuesandMemberships	27,600.00	27,600.00	9,141.66	17,307.00	1,151.34	62.71
5450	OtherInsurance	652,000.00	652,000.00		668,398.00	16,398.00-	102.52
5501	GasElectricity	433,000.00	433,000.00	372,032.95	48,143.95	12,823.10	11.12
5502	PestControl	5,900.00	5,900.00	5,942.00	956.00	998.00-	16.20
5503	SewerFees	73,000.00	73,000.00			73,000.00	
5505	Water	75,000.00	75,000.00	55,149.78	22,720.46	2,870.24-	30.29
5506	WasteDisposal	50,000.00	50,000.00	53,176.97	11,220.39	14,397.36-	22.44
5601	FacilitiesRent	6,000.00	6,000.00		1,061.88	4,938.12	17.70
5602	CopierPostageMeterRents	61,300.00	61,300.00	44,947.10	9,900.15	6,452.75	16.15
5603	CopierMaintenance	19,940.00	19,940.00	12,121.68	678.32	7,140.00	3.40
5620	EquipmentRentalsAndRepairs	183,500.00	183,500.00	81,235.17	40,476.08	61,788.75	22.06
5630	ComputerMaintenanceRepairs	22,000.00	22,000.00		1,146.81	20,853.19	5.21
5640	BuildingAndSiteRepairs	565,117.00	565,117.00	403,645.57	160,864.51	606.92	28.47

Fund 01 - GeneralFund							Fiscal Year 2022/23 Through September 2022
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5750	TransfersDirectCostsInterfund	50,000.00-	50,000.00-			50,000.00-	
5800	ProfConsultngSrvcsandOperExpnd	1,083,251.00	1,083,251.00	486,763.25	194,639.44	401,848.31	17.97
5801	LegalFees	135,000.00	135,000.00		2,294.50	132,705.50	1.70
5802	ElectionFees	30,000.00	30,000.00			30,000.00	
5804	PreEmploymentTesting	14,000.00	14,000.00		4,957.00	9,043.00	35.41
5806	Advertising	4,000.00	4,000.00		316.74	3,683.26	7.92
5850	SoftwareMaintenanceAndLicences	343,900.00	343,900.00	52,766.16	460,132.17	168,998.33-	133.80
5900	Communications	72,000.00	72,000.00	7,573.69	18,353.09	46,073.22	25.49
	Total Services and Other Operating Expenditures	**4,103,516.00**	**4,103,516.00**	**1,597,299.93**	**1,675,094.38**	**831,121.69**	**40.82**
Capital Outlay							
6200	BuildingImprovementOfBuildings				47,971.00	47,971.00-	NO BDGT
6400	Equipment	120,559.00	120,559.00	743,948.95	85,401.68	708,791.63-	70.84
	Total Capital Outlay	**120,559.00**	**120,559.00**	**743,948.95**	**133,372.68**	**756,762.63-**	**110.63**
Tuition							
7141	OtTutExsCstDfctPmt2DisChrtrSch	33,000.00-	33,000.00-			33,000.00-	
7142	OthuuitnExcsCstsDfctPy2CntyOff	916,000.00	916,000.00		17,152.00	898,848.00	1.87
	Total Tuition	**883,000.00**	**883,000.00**	**.00**	**17,152.00**	**865,848.00**	**1.94**
Transfers of Indirect/direct support costs							
7350	TransIndirectCostsInterfund	114,690.00-	114,690.00-			114,690.00-	
	Total Transfers of Indirect/direct support costs	**114,690.00-**	**114,690.00-**	**.00**	**.00**	**114,690.00-**	
Debt Service							
7439	OtherDebtService-Principal	294,737.00	294,737.00			294,737.00	
	Total Debt Service	**294,737.00**	**294,737.00**	**.00**	**.00**	**294,737.00**	
	Total Year To Date Expenditures	**37,532,468.00**	**37,532,468.00**	**26,339,818.81**	**5,129,393.29**	**6,063,255.90**	**13.67**

Fund 01 - GeneralFund — **Fiscal Year 2022/23 Through September 2022**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	38,525,831.00	38,525,831.00		5,321,026.17	33,204,804.83	13.81
B. Expenditures	37,532,468.00	37,532,468.00	26,339,818.81	5,129,393.29	6,063,255.90	13.67
C. Subtotal (Revenue LESS Expense)	993,363.00	993,363.00		191,632.88	27,141,548.93	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	993,363.00	993,363.00		191,632.88	27,141,548.93	
F. Fund Balance:						
Beginning Balance (9791)	12,445,956.00	12,445,956.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	12,445,956.00	12,445,956.00		.00		
G. Calculated Ending Balance	13,439,319.00	13,439,319.00		191,632.88		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	13,439,319.00	13,439,319.00				
Other				26,339,818.81		

Fund 08 - StudentActivityFund — Fiscal Year 2022/23 Through September 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8699	AllOtherLocalRevenue	585,000.00	585,000.00		585,000.00	
	Total Other Local Revenue	**585,000.00**	**585,000.00**	**.00**	**585,000.00**	
	Total Year To Date Revenues	**585,000.00**	**585,000.00**	**.00**	**585,000.00**	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Books and Supplies							
4300	MaterialsandSupplies	585,000.00	585,000.00			585,000.00	
	Total Books and Supplies	**585,000.00**	**585,000.00**	**.00**	**.00**	**585,000.00**	
	Total Year To Date Expenditures	**585,000.00**	**585,000.00**	**.00**	**.00**	**585,000.00**	

Fund 08 - StudentActivityFund						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	585,000.00	585,000.00			585,000.00	
B. Expenditures	585,000.00	585,000.00			585,000.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		.00	.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		.00	.00	
F. Fund Balance:						
Beginning Balance (9791)	309,563.00	309,563.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	309,563.00	309,563.00		.00		
G. Calculated Ending Balance	309,563.00	309,563.00		.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	309,563.00	309,563.00				
Other						

Fund 11 - AdultEducationFund						Fiscal Year 2022/23 Through September 2022
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Federal Revenue						
8290	AllOtherFederalRevenue	170,474.00	170,474.00		170,474.00	
	Total Federal Revenue	**170,474.00**	**170,474.00**	**.00**	**170,474.00**	
Other State Revenues						
8590	AllOtherStateRevenue	38,745.00	38,745.00		38,745.00	
	Total Other State Revenues	**38,745.00**	**38,745.00**	**.00**	**38,745.00**	
Other Local Revenue						
8660	Interest	5,900.00	5,900.00		5,900.00	
8671	AdultEducationFees	100,000.00	100,000.00	1,315.00-	101,315.00	-1.32
8677	InteragencySrvcsBetweenLEAs	1,273,097.00	1,273,097.00		1,273,097.00	
8699	AllOtherLocalRevenue	35,491.00	35,491.00		35,491.00	
	Total Other Local Revenue	**1,414,488.00**	**1,414,488.00**	**1,315.00-**	**1,415,803.00**	**-0.09**
	Total Year To Date Revenues	**1,623,707.00**	**1,623,707.00**	**1,315.00-**	**1,625,022.00**	**-0.08**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	CertificatedTeachersSalaries	357,785.00	357,785.00		44,414.07	313,370.93	12.41
1101	TeacherSubPay	2,000.00	2,000.00			2,000.00	
1300	CrtifictdSuprvisrAdmnstrtrSlry	45,636.00	45,636.00	38,011.50	7,624.80	.30-	16.71
	Total Certificated Salaries	**405,421.00**	**405,421.00**	**38,011.50**	**52,038.87**	**315,370.63**	**12.84**
Classified Salaries							
2100	ClassifiedInstructionalSalary	48,041.00	48,041.00	57,776.33	5,815.64	15,550.97-	12.11
2102	ParaEdExtraPay	150.00	150.00			150.00	
2200	ClassifiedSupportSalaries	31,420.00	31,420.00	27,337.36	5,479.46	1,396.82-	17.44
2201	ClassSupportSubPay	3,100.00	3,100.00			3,100.00	
2400	ClericlTechniclOfficStaffSlrys	184,545.00	184,545.00	157,106.14	27,438.49	.37	14.87
2900	OtherClassifiedSalaries	9,856.00	9,856.00		523.00	9,333.00	5.31
	Total Classified Salaries	**277,112.00**	**277,112.00**	**242,219.83**	**39,256.59**	**4,364.42-**	**14.17**
Employee Benefits							
3101	STRSCertificatedPositions	77,014.00	77,014.00	7,230.10	9,929.11	59,854.79	12.89
3102	STRSClassifiedPostitions	1,883.00	1,883.00		66.18	1,816.82	3.51
3202	PERSClassifiedPositions	66,418.00	66,418.00	57,164.70	9,250.44	2.86	13.93
3302	OASDIMedicrAltrntvClasPosition	16,997.00	16,997.00	14,848.53	2,397.14	248.67-	14.10

Fund 11 - AdultEducationFund							Fiscal Year 2022/23 Through September 2022
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3311	MedicareCertificated	5,878.00	5,878.00	639.70	756.51	4,481.79	12.87
3312	MedicareClassified	3,973.00	3,973.00	3,472.58	565.64	65.22-	14.24
3401	HlthWlfrBenefitsCertificPositn	143,475.00	143,475.00	91,696.12	13,985.81	37,793.07	9.75
3402	HlthWlfarBenefitClasifidPositn	93,657.00	93,657.00	69,186.18	10,909.41	13,561.41	11.65
3501	StUnemplymntInsurncCertPositns	2,028.00	2,028.00	189.70	257.76	1,580.54	12.71
3502	StUnemplymntInsurncClssifidPos	1,371.00	1,371.00	1,197.36	195.05	21.41-	14.23
3601	WCInsuranceCertificatdPositns	8,757.00	8,757.00	820.97	1,124.03	6,812.00	12.84
3602	WCCompenstnInsurnceClassPositn	5,985.00	5,985.00	5,231.94	847.94	94.88-	14.17
3701	OPEBAllocatedCertificatdPositn	15,771.00	15,771.00	1,478.58	2,024.29	12,268.13	12.84
3702	OPEBAllocatedClassifiedPositin	10,780.00	10,780.00	9,422.39	1,527.10	169.49-	14.17
	Total Employee Benefits	**453,987.00**	**453,987.00**	**262,578.85**	**53,836.41**	**137,571.74**	**11.86**
Books and Supplies							
4200	BooksandOtherReferenceMaterial				49.16	49.16-	NO BDGT
4300	MaterialsandSupplies	15,894.00	15,894.00	280.72	2,088.13	13,525.15	13.14
4400	NoncapitalizedEquipment	13,000.00	13,000.00			13,000.00	
	Total Books and Supplies	**28,894.00**	**28,894.00**	**280.72**	**2,137.29**	**26,475.99**	**7.40**
Services and Other Operating Expenditures							
5200	TravelandConferences	5,000.00	5,000.00			5,000.00	
5300	DuesandMemberships	3,760.00	3,760.00	408.82	1,130.00	2,221.18	30.05
5501	GasElectricity	23,935.00	23,935.00	4,948.99	7,964.19	11,021.82	33.27
5502	PestControl	700.00	700.00	605.00	110.00	15.00-	15.71
5503	SewerFees	1,400.00	1,400.00			1,400.00	
5505	Water	6,000.00	6,000.00	2,559.62	940.38	2,500.00	15.67
5506	WasteDisposal	3,000.00	3,000.00	1,989.40	389.72	620.88	12.99
5601	FacilitiesRent	42,000.00	42,000.00	32,400.00	10,800.00	1,200.00-	25.71
5602	CopierPostageMeterRents	1,000.00	1,000.00		83.44	916.56	8.34
5603	CopierMaintenance	5,370.00	5,370.00	5,600.00		230.00-	
5620	EquipmentRentalsAndRepairs	950.00	950.00			950.00	
5640	BuildingAndSiteRepairs	40,000.00	40,000.00	3,800.00	11,279.00	24,921.00	28.20
5750	TransfersDirectCostsInterfund	18,000.00	18,000.00			18,000.00	
5800	ProfConsultngSrvcsandOperExpnd	109,000.00	109,000.00	79,093.40	13,077.60	16,829.00	12.00
5806	Advertising	45,000.00	45,000.00			45,000.00	
5850	SoftwareMaintenanceAndLicences	30,689.00	30,689.00	225.00	11,878.83	18,585.17	38.71
5900	Communications	41,956.00	41,956.00	938.45	3,684.62	37,332.93	8.78
	Total Services and Other Operating Expenditures	**377,760.00**	**377,760.00**	**132,568.68**	**61,337.78**	**183,853.54**	**16.24**

Fund 11 - AdultEducationFund							Fiscal Year 2022/23 Through September 2022
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Capital Outlay							
6400	Equipment	20,000.00	20,000.00			20,000.00	
	Total Capital Outlay	**20,000.00**	**20,000.00**	**.00**	**.00**	**20,000.00**	
Transfers of Indirect/direct support costs							
7350	TransIndirectCostsInterfund	65,435.00	65,435.00			65,435.00	
	Total Transfers of Indirect/direct support costs	**65,435.00**	**65,435.00**	**.00**	**.00**	**65,435.00**	
	Total Year To Date Expenditures	**1,628,609.00**	**1,628,609.00**	**675,659.58**	**208,606.94**	**744,342.48**	**12.81**

Fund 11 - AdultEducationFund						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,623,707.00	1,623,707.00		1,315.00-	1,625,022.00	-0.08
B. Expenditures	1,628,609.00	1,628,609.00	675,659.58	208,606.94	744,342.48	12.81
C. Subtotal (Revenue LESS Expense)	4,902.00-	4,902.00-		209,921.94-	880,679.52	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	4,902.00-	4,902.00-		209,921.94-	880,679.52	
F. Fund Balance:						
Beginning Balance (9791)	690,144.00	690,144.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	690,144.00	690,144.00		.00		
G. Calculated Ending Balance	685,242.00	685,242.00		209,921.94-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	685,242.00	685,242.00				
Other				675,659.58		

Fund 13 - CafeteriaSpecialRevenueFund — Fiscal Year 2022/23 Through September 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Federal Revenue						
8220	ChildNutritionPrograms	1,215,000.00	1,215,000.00	56,257.82	1,158,742.18	4.63
	Total Federal Revenue	**1,215,000.00**	**1,215,000.00**	**56,257.82**	**1,158,742.18**	**4.63**
Other State Revenues						
8520	ChildNutrition	70,000.00	70,000.00		70,000.00	
	Total Other State Revenues	**70,000.00**	**70,000.00**	**.00**	**70,000.00**	
Other Local Revenue						
8634	FoodServiceSales	13,000.00	13,000.00		13,000.00	
8660	Interest	1,000.00-	1,000.00-		1,000.00-	
	Total Other Local Revenue	**12,000.00**	**12,000.00**	**.00**	**12,000.00**	
	Total Year To Date Revenues	**1,297,000.00**	**1,297,000.00**	**56,257.82**	**1,240,742.18**	**4.34**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2200	ClassifiedSupportSalaries	305,494.00	305,494.00	269,745.07	26,605.60	9,143.33	8.71
2201	ClassSupportSubPay	17,000.00	17,000.00		236.25	16,763.75	1.39
2202	ClassSupportExtraPay	8,100.00	8,100.00		2,132.15	5,967.85	26.32
2300	ClssSuprvisrAdministratorsSlry	68,741.00	68,741.00	62,446.20	6,244.62	50.18	9.08
2400	ClericlTechniclOfficStaffSlrys	19,450.00	19,450.00			19,450.00	
	Total Classified Salaries	**418,785.00**	**418,785.00**	**332,191.27**	**35,218.62**	**51,375.11**	**8.41**
Employee Benefits							
3102	STRSClassifiedPostitions	1,910.00	1,910.00			1,910.00	
3202	PERSClassifiedPositions	90,079.00	90,079.00	68,673.90	7,231.51	14,173.59	8.03
3302	OASDIMedicrAltrntvClasPosition	25,307.00	25,307.00	20,040.85	2,143.74	3,122.41	8.47
3312	MedicareClassified	5,919.00	5,919.00	4,686.86	501.36	730.78	8.47
3402	HlthWlfarBenefitClasifidPositn	98,620.00	98,620.00	100,935.06	9,928.41	12,243.47-	10.07
3502	StUnemplymntInsurncClssifidPos	2,041.00	2,041.00	1,616.10	172.90	252.00	8.47
3602	WCCompenstnInsurnceClassPositn	9,025.00	9,025.00	7,175.25	760.70	1,089.05	8.43
3702	OPEBAllocatedClassifiedPositin	16,291.00	16,291.00	12,922.16	1,370.00	1,998.84	8.41
	Total Employee Benefits	**249,192.00**	**249,192.00**	**216,050.18**	**22,108.62**	**11,033.20**	**8.87**
Books and Supplies							
4300	MaterialsandSupplies	50,000.00	50,000.00	11,553.24	4,838.32	33,608.44	9.68
4700	Food	433,000.00	433,000.00	462,524.38	43,104.94	72,629.32-	9.95

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 23, Fiscal Year = 2023, Ending Account Period = 0, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 13 - CafeteriaSpecialRevenueFund							Fiscal Year 2022/23 Through September 2022
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Books and Supplies	**483,000.00**	**483,000.00**	**474,077.62**	**47,943.26**	**39,020.88-**	**9.93**
Services and Other Operating Expenditures							
5200	TravelandConferences	500.00	500.00		7.99	492.01	1.60
5300	DuesandMemberships	500.00	500.00		179.44	320.56	35.89
5750	TransfersDirectCostsInterfund	1,000.00	1,000.00			1,000.00	
5800	ProfConsultngSrvcsandOperExpnd	3,000.00	3,000.00		2,701.00	299.00	90.03
5804	PreEmploymentTesting	1,700.00	1,700.00			1,700.00	
5850	SoftwareMaintenanceAndLicences	4,000.00	4,000.00		2,432.00	1,568.00	60.80
5900	Communications				16.15	16.15-	NO BDGT
	Total Services and Other Operating Expenditures	**10,700.00**	**10,700.00**	**.00**	**5,336.58**	**5,363.42**	**49.87**
Transfers of Indirect/direct support costs							
7350	TransIndirectCostsInterfund	49,255.00	49,255.00			49,255.00	
	Total Transfers of Indirect/direct support costs	**49,255.00**	**49,255.00**	**.00**	**.00**	**49,255.00**	
	Total Year To Date Expenditures	**1,210,932.00**	**1,210,932.00**	**1,022,319.07**	**110,607.08**	**78,005.85**	**9.13**

Fund 13 - CafeteriaSpecialRevenueFund — **Fiscal Year 2022/23 Through September 2022**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,297,000.00	1,297,000.00		56,257.82	1,240,742.18	4.34
B. Expenditures	1,210,932.00	1,210,932.00	1,022,319.07	110,607.08	78,005.85	9.13
C. Subtotal (Revenue LESS Expense)	86,068.00	86,068.00		54,349.26-	1,162,736.33	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	86,068.00	86,068.00		54,349.26-	1,162,736.33	
F. Fund Balance:						
Beginning Balance (9791)	41,702.00	41,702.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	41,702.00	41,702.00		.00		
G. Calculated Ending Balance	127,770.00	127,770.00		54,349.26-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	127,770.00	127,770.00				
Other				1,022,319.07		

Fund 25 - CapitalFacilitiesFund — Fiscal Year 2022/23 Through September 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	9,100.00	9,100.00		9,100.00	
8681	Mitigation/DeveloperFees	423,000.00	423,000.00	33,549.08	389,450.92	7.93
	Total Other Local Revenue	**432,100.00**	**432,100.00**	**33,549.08**	**398,550.92**	**7.76**
	Total Year To Date Revenues	**432,100.00**	**432,100.00**	**33,549.08**	**398,550.92**	**7.76**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Services and Other Operating Expenditures							
5750	TransfersDirectCostsInterfund	31,000.00	31,000.00			31,000.00	
	Total Services and Other Operating Expenditures	**31,000.00**	**31,000.00**	**.00**	**.00**	**31,000.00**	
	Total Year To Date Expenditures	**31,000.00**	**31,000.00**	**.00**	**.00**	**31,000.00**	

Fund 25 - CapitalFacilitiesFund						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	432,100.00	432,100.00		33,549.08	398,550.92	7.76
B. Expenditures	31,000.00	31,000.00			31,000.00	
C. Subtotal (Revenue LESS Expense)	401,100.00	401,100.00		33,549.08	367,550.92	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	401,100.00	401,100.00		33,549.08	367,550.92	
F. Fund Balance:						
Beginning Balance (9791)	705,633.00	705,633.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	705,633.00	705,633.00		.00		
G. Calculated Ending Balance	1,106,733.00	1,106,733.00		33,549.08		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,106,733.00	1,106,733.00				
Other						

Fund 26 - RDAFeesFund						Fiscal Year 2022/23 Through September 2022
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8625	ComRdvlpmntFndNotSubjct2LCFFDd	221,000.00	221,000.00		221,000.00	
8660	Interest	7,500.00	7,500.00		7,500.00	
	Total Other Local Revenue	**228,500.00**	**228,500.00**	**.00**	**228,500.00**	
	Total Year To Date Revenues	**228,500.00**	**228,500.00**	**.00**	**228,500.00**	

Fund 26 - RDAFeesFund						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	228,500.00	228,500.00			228,500.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	228,500.00	228,500.00		.00	228,500.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	228,500.00	228,500.00		.00	228,500.00	
F. Fund Balance:						
Beginning Balance (9791)	1,105,715.00	1,105,715.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,105,715.00	1,105,715.00		.00		
G. Calculated Ending Balance	1,334,215.00	1,334,215.00		.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,334,215.00	1,334,215.00				
Other						

Fund 51 - BndIntRdmptFndA						Fiscal Year 2022/23 Through September 2022	
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rcvd
Revenue Detail							
Other State Revenues							
8571	VotdIndbtednesLeviHmownrExmptn	3,100.00	3,100.00			3,100.00	
8572	VtdIndbtdnsLevOtrSbvntnsInLuTx	1,500.00	1,500.00			1,500.00	
	Total Other State Revenues	**4,600.00**	**4,600.00**		**.00**	**4,600.00**	
Other Local Revenue							
8611	VotedIndebtednssLevieSecurdRol	496,000.00	496,000.00			496,000.00	
8612	VotdIndebtednesLevieUnscurdRol	25,000.00	25,000.00			25,000.00	
8613	VotdIndebtednesLeviePriYrTaxes	1,100.00	1,100.00			1,100.00	
8614	VotdIndbtdnssLevieSuplmntlTaxe	8,100.00	8,100.00			8,100.00	
8660	Interest	6,000.00	6,000.00			6,000.00	
	Total Other Local Revenue	**536,200.00**	**536,200.00**		**.00**	**536,200.00**	
	Total Year To Date Revenues	**540,800.00**	**540,800.00**		**.00**	**540,800.00**	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	BondRedemptions	191,521.00	191,521.00		191,520.80	.20	100.00
7434	BondInterestOtherServiceCharge	338,479.00	338,479.00		338,479.20	.20-	100.00
	Total Debt Service	**530,000.00**	**530,000.00**	**.00**	**530,000.00**	**.00**	**100.00**
	Total Year To Date Expenditures	**530,000.00**	**530,000.00**	**.00**	**530,000.00**	**.00**	**100.00**

Fund 51 - BndIntRdmptFndA						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	540,800.00	540,800.00			540,800.00	
B. Expenditures	530,000.00	530,000.00		530,000.00		100.00
C. Subtotal (Revenue LESS Expense)	10,800.00	10,800.00		530,000.00-	540,800.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	10,800.00	10,800.00		530,000.00-	540,800.00	
F. Fund Balance:						
Beginning Balance (9791)	875,684.00	875,684.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	875,684.00	875,684.00		.00		
G. Calculated Ending Balance	886,484.00	886,484.00		530,000.00-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	886,484.00	886,484.00				
Other						

Fund 52 - BndIntRdmptFndB						Fiscal Year 2022/23 Through September 2022	
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rcvd
Revenue Detail							
Other State Revenues							
8571	VotdIndbtednesLeviHmownrExmptn	2,800.00	2,800.00			2,800.00	
8572	VtdIndbtdnsLevOtrSbvntnsInLuTx	1,000.00	1,000.00			1,000.00	
	Total Other State Revenues	**3,800.00**	**3,800.00**		**.00**	**3,800.00**	
Other Local Revenue							
8611	VotedIndebtednssLevieSecurdRol	383,000.00	383,000.00			383,000.00	
8612	VotdIndebtednesLevieUnscurdRol	18,100.00	18,100.00			18,100.00	
8613	VotdIndebtednesLeviePriYrTaxes	800.00	800.00			800.00	
8614	VotdIndbtdnssLevieSuplmntlTaxe	6,200.00	6,200.00			6,200.00	
8660	Interest	4,300.00	4,300.00			4,300.00	
	Total Other Local Revenue	**412,400.00**	**412,400.00**		**.00**	**412,400.00**	
	Total Year To Date Revenues	**416,200.00**	**416,200.00**		**.00**	**416,200.00**	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	BondRedemptions	134,055.00	134,055.00		134,054.70	.30	100.00
7434	BondInterestOtherServiceCharge	255,945.00	255,945.00		255,945.30	.30-	100.00
	Total Debt Service	**390,000.00**	**390,000.00**	**.00**	**390,000.00**	**.00**	**100.00**
	Total Year To Date Expenditures	**390,000.00**	**390,000.00**	**.00**	**390,000.00**	**.00**	**100.00**

Fund 52 - BndIntRdmptFndB						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	416,200.00	416,200.00			416,200.00	
B. Expenditures	390,000.00	390,000.00		390,000.00		100.00
C. Subtotal (Revenue LESS Expense)	26,200.00	26,200.00		390,000.00-	416,200.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	26,200.00	26,200.00		390,000.00-	416,200.00	
F. Fund Balance:						
Beginning Balance (9791)	645,488.00	645,488.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	645,488.00	645,488.00		.00		
G. Calculated Ending Balance	671,688.00	671,688.00		390,000.00-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	671,688.00	671,688.00				
Other						

Fund 53 - BndIntRdmptFndHarrison — Fiscal Year 2022/23 Through September 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	VotdIndbtednesLeviHmownrExmptn	7,000.00	7,000.00		7,000.00	
8572	VtdIndbtdnsLevOtrSbvntnsInLuTx	3,000.00	3,000.00		3,000.00	
	Total Other State Revenues	**10,000.00**	**10,000.00**	**.00**	**10,000.00**	
Other Local Revenue						
8611	VotedIndebtednssLevieSecurdRol	920,000.00	920,000.00		920,000.00	
8612	VotdIndebtednesLevieUnscurdRol	51,000.00	51,000.00		51,000.00	
8613	VotdIndebtednesLeviePriYrTaxes	2,200.00	2,200.00		2,200.00	
8614	VotdIndbtdnssLevieSuplmntlTaxe	17,000.00	17,000.00		17,000.00	
8660	Interest	12,000.00	12,000.00		12,000.00	
	Total Other Local Revenue	**1,002,200.00**	**1,002,200.00**	**.00**	**1,002,200.00**	
	Total Year To Date Revenues	**1,012,200.00**	**1,012,200.00**	**.00**	**1,012,200.00**	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	BondRedemptions	778,011.00	778,011.00		778,011.00		100.00
7434	BondInterestOtherServiceCharge	107,380.00	107,380.00		57,871.96	49,508.04	53.89
	Total Debt Service	**885,391.00**	**885,391.00**	**.00**	**835,882.96**	**49,508.04**	**94.41**
	Total Year To Date Expenditures	**885,391.00**	**885,391.00**	**.00**	**835,882.96**	**49,508.04**	**94.41**

Fund 53 - BndIntRdmptFndHarrison					Fiscal Year 2022/23 Through September 2022	
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,012,200.00	1,012,200.00			1,012,200.00	
B. Expenditures	885,391.00	885,391.00		835,882.96	49,508.04	94.41
C. Subtotal (Revenue LESS Expense)	126,809.00	126,809.00		835,882.96-	962,691.96	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	126,809.00	126,809.00		835,882.96-	962,691.96	
F. Fund Balance:						
Beginning Balance (9791)	1,723,301.00	1,723,301.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,723,301.00	1,723,301.00		.00		
G. Calculated Ending Balance	1,850,110.00	1,850,110.00		835,882.96-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,850,110.00	1,850,110.00				
Other						

Fund 73 - FoundationPrivPurposeTrustFund — **Fiscal Year 2022/23 Through September 2022**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	20,000.00	20,000.00		20,000.00	
8699	AllOtherLocalRevenue	30,000.00	30,000.00	4,916.58	25,083.42	16.39
	Total Other Local Revenue	**50,000.00**	**50,000.00**	**4,916.58**	**45,083.42**	**9.83**
	Total Year To Date Revenues	**50,000.00**	**50,000.00**	**4,916.58**	**45,083.42**	**9.83**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Services and Other Operating Expenditures							
5800	ProfConsultngSrvcsandOperExpnd	50,000.00	50,000.00		19,276.00	30,724.00	38.55
	Total Services and Other Operating Expenditures	**50,000.00**	**50,000.00**	**.00**	**19,276.00**	**30,724.00**	**38.55**
	Total Year To Date Expenditures	**50,000.00**	**50,000.00**	**.00**	**19,276.00**	**30,724.00**	**38.55**

Fund 73 - FoundationPrivPurposeTrustFund						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	50,000.00	50,000.00		4,916.58	45,083.42	9.83
B. Expenditures	50,000.00	50,000.00		19,276.00	30,724.00	38.55
C. Subtotal (Revenue LESS Expense)	.00	.00		14,359.42-	14,359.42	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		14,359.42-	14,359.42	
F. Fund Balance:						
Beginning Balance (9791)	1,460,524.00	1,460,524.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,460,524.00	1,460,524.00		.00		
G. Calculated Ending Balance	1,460,524.00	1,460,524.00		14,359.42-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,460,524.00	1,460,524.00				
Other						

Fund 76 - Warrant/Pass-ThroughFund						Fiscal Year 2022/23 Through September 2022
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance						
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Oroville Union High School District

Memorandum

TO: Board of Trustees

FROM: Dr. Corey Willenberg

DATE: September 12, 2022

SUBJECT: **Acceptance of Donations to the Hall of Fame**

The District is seeking board approval to accept donations from the following individual or business sponsors:

Operating Fund

Better Builders Construction, Inc.	$100
Fugate Insurance Agency, Inc.	$100

Scholarship Fund

Paula Felipe	$100
David & Sue Frank	$400
Fugate Insurance Agency	$100
Claire High	$200
Al Hottinger	$181.89
Brian Powers	$200
Glen Sparrow	$300
Taco Bell	$100

OROVILLE UNION HIGH SCHOOL DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES

(NON-CONSTRUCTION RELATED; NOT FOR PURCHASE OF GOODS OR EQUIPMENT)

WHO'S RESPONSIBLE	ACTION TO BE TAKEN
Site/Department	• Fill out the Service Agreement Cover Sheet. • Send the Service Agreement with the required attachments to the Contractor to be filled out. 1. Provide only the District's approved agreement. This agreement should be completed in lieu of signing any vendor contract for services. If any revisions are requested, they need prior authorization by the Assistant Superintendent of Business (CBO). 2. Ensure there is an accurate and complete description of the Contractor's Scope of Services. Relevant portions of Contractor's proposal (i.e. detail regarding services) can be excerpted and inserted, but Contractor's entire should not be attached. In no circumstances should any "terms and conditions" from Contractor be inserted into the agreement. 3. Review the insurance requirements for the person or entity and revise the insurance provisions of the agreement accordingly. 4. Determine which of the following documents should be attached to the agreement: ☒ Workers' Compensation Certificate ☒ Fingerprinting/Criminal Background Investigation Certification ☒ COVID-19 Vaccination/Testing Certification ☒ Insurance Certificates and Endorsements Waive - Mentor Teacher only ☒ W-9 form ☒ Tuberculosis Clearance ☒ FTB Form 590 (if out-of-state contractor seeking withholding exemption) ☒ Iran Contracting Act Certification (if Contract value $1M+) ☒ _____ [Other] ☒ _____ [Other] 5. Completely fill in all blanks and delete the unused options in the agreement. ***All required certificates and documents must be collected before any services under the agreement commence.***
Contractor	• Completely fill out Service Agreement and return it to the site/department with the required Certificate of Insurance and endorsements.
Site/Department	• Create a requisition for the services that are going to be provided by the vendor. • If using ASB funds to pay for contract, attach a copy of ASB minutes approving the Service Agreement. • Review for completeness (i.e.: cover sheet completeness and signatures). • Prepare Board Item. • Submit Service Agreement to CBO's office four (4) business days prior to the Board meeting agenda deadline date.
CBO	• Verify budget and availability of funds. • Initial to approve the Service Agreement Routing and forward documentation to the Superintendent's Administrative Assistant.
A/P	• Service Agreement must be approved by Board prior to execution by Superintendent or designee and before any services under the Agreement commence. • Convert into purchase order upon Board Approval • Send purchase order to vendors
Contractor	• Reference purchase order number on invoice(s).

DO NOT INCLUDE THIS SHEET WITH FINAL EXECUTED CONTRACT TO CONTRACTOR

OROVILLE UNION HIGH SCHOOL DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES
(NON-CONSTRUCTION RELATED; NOT FOR PURCHASE OF GOODS OR EQUIPMENT)

CONTRACTOR FULL NAME Staci Ann Alves
TAX I.D. NUMBER
SITE/DEPARTMENT Los Plumas High / Ag dept
SUBMITTED BY
SIGNATURE
SIGNATURE FROM BUDGET CONTROL ADMINISTRATOR:
BOARD APPROVAL DATE
REQ (P.O.) NUMBER
BUDGET CODE
AGREEMENT TOTAL AMOUNT
DESCRIPTION OF SERVICE
TERM OF AGREEMENT

Assistant Superintendent of Business Date

Received By:	Certificate of Insurance Expiration Date	☐ Yes ☐ No	Auto Insurance Expiration Date	☐ Yes ☐ No

DO NOT INCLUDE THIS SHEET WITH FINAL EXECUTED CONTRACT TO CONTRACTOR

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES

This Independent Contractor Agreement for Special Services ("Agreement") is made and entered into as of the 16 day of August, 2022 ("Effective Date") by and between the Oroville Union High School District ("District") and Staci Ann Alves ("Contractor") (together, "Parties").

RECITALS

WHEREAS, the District is authorized by Government Code section 53060 to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is authorized by Public Contract Code section 20111 to contract with and employ any persons for the furnishing of non-construction services, if the contract amount is no greater than the annually adjusted statutory limit, which is $99,100 as of January 1, 2022; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Contractor is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis; and

WHEREAS, Contractor is free from the control and direction of District in connection with the performance of the Services (as defined below), both under the Agreement and in fact; Contractor's Services are outside the usual course of District's business; and Contractor is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services.

NOW, THEREFORE, the Parties agree as follows:

TERMS

1. **Services**. The Contractor shall furnish to the District services, including the location where services be provided, as described in Exhibit "A," attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Contractor shall commence providing Services under this Agreement upon receiving a notice to proceed from District, through June, 2023 unless this Agreement is terminated and/or otherwise cancelled prior to that time. Should Contractor begin performing Services in advance of District's governing board approval or ratification of the Agreement, such Services are voluntarily performed at Contractor's risk.

3. **Submittal of Documents.** Contractor shall not commence the Services under this Agreement until Contractor has submitted and District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

   X Signed Agreement
   X Workers' Compensation Certification
   X Fingerprinting/Criminal Background Investigation Certification
   X Insurance Certificates and Endorsements
   X W-9 Form
   _____ Other: _____

4. **Compensation**. District agrees to pay Contractor for Services satisfactorily rendered pursuant to this Agreement a total fee not exceed 1,000 Dollars ($_____), inclusive of any costs or expenses paid or incurred by Contractor in performing the Services.

   4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Contractor submits a detailed invoice on a form acceptable to District to the District's Accounts Payable Department for Services actually performed. Invoices must reference corresponding Purchase Order number.

   4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Contractor in performing its Services pursuant to this Agreement.

   4.3. If Contractor works at more than one site, Contractor shall invoice for each site separately.

5. **Equipment and Materials**. Contractor shall furnish, at its own expense, all tools, labor, materials, equipment, supplies, transportation services and any other items (collectively, "Equipment") necessary to complete the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor of the Contractor's agents, personnel, employee(s), and/or subcontractor(s) ("Contractor Parties"), even if such Equipment is furnished, rented or loaned to Contractor or Contractor Parties by District. All original curricular materials provided in conjunction with Contractor services must be authorized for use by the District only and remain exclusively the intellectual property of the authors.

6. **Independent Contractor**. Contractor represents and warrants that Contractor is an independent contractor or business entity that is: (i) free from the control and direction of the District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of the District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, , District being interested only in the results obtained. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. If Contractor is not a resident of California and is not exempt from withholding, the District shall withhold California Income taxes as required by the Revenue & Taxation Code. The Contractor shall still be responsible for payment of all state and federal taxes.

7. **Performance of Services**

   7.1. **Standard of Care**. Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. If any of the Services are performed by any of the Contractor Parties, such work shall only be performed by competent personnel under the supervision of and in the employment of Contractor. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California school districts.

7.2. **Meetings.** Contractor and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementation of services, and any other issues deemed relevant to the operation of Contractor's performance of Services.

7.3. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

7.4. **New Project Approval.** Contractor and District recognize that Contractor's Services may include working on various projects for District. Contractor shall obtain the approval of District prior to the commencement of a new project

8. **Work Product.** Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

9. **Audit.** Contractor shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Contractor transacted under this Agreement. Contractor shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Contractor shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Contractor and shall conduct audit(s) during Contractor's normal business hours, unless Contractor otherwise consents.

10. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Contractor agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Contractor shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Contractor's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Contractor submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

11. **Termination.**

11.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three (3) calendar days after the day of mailing, whichever is sooner.

11.2. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

11.2.1. material violation of this Agreement by the Contractor; or

11.2.2. any act by Contractor exposing the District to liability to others for personal injury or property damage; or

11.2.3. Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Contractor. If the expense, fees, and costs to the District exceed the cost of providing the service pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

11.3. Upon termination, Contractor shall provide the District with all documents produced maintained or collected by Contractor pursuant to this Agreement, whether or not such documents are final or draft documents.

12. **Indemnification.**

12.1. To the furthest extent permitted by California law, Contractor shall indemnify, and hold harmless the District, its governing board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "Claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, expenses and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by the Contractor under or in conjunction with this Agreement, unless the Claims are caused wholly by the sole negligence or willful misconduct of the Indemnified Parties. Contractor shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Contractor's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the Indemnified Parties.

12.2. Contractor shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 13.1, above. Contractor's obligation pursuant to this Article includes reimbursing the District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Contractor's obligation to indemnify shall not be restricted to insurance proceeds.

12.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor from amounts owing to Contractor.

13. **Insurance.**

13.1. **Coverage.** The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$1,000,000
General Aggregate	$3,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$1,000,000
General Aggregate	$1,000,000
Professional Liability	$5,000,000
Workers' Compensation	Statutory Limits
Employer's Liability (N/A if contractor does not have employees)	$1,000,000
Sexual Molestation and Abuse	
Each Occurrence	$3,000,000
General Aggregate	$2,000,000

13.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Contractor, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

13.1.2. **Workers' Compensation and Employer's Liability Insurance.** For all of the Contractor's employees performing any portion of the Services pursuant to this Agreement. In accordance with the provisions of section 3700 of the California Labor Code, Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

13.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to Contractor's profession, coverage to continue through completion of contract plus three (3) years thereafter.

13.2. **Proof of Carriage of Insurance.** Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and Insurance policies shall include the following:

13.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

13.2.3. An endorsement stating that District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employer's Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

13.2.4. All policies except the Professional Liability, Workers' Compensation, and Employers' Liability Insurance Policies shall be written on an occurrence form.

13.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the District.

14. **Compliance with Laws.** Contractor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Contractor shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Contractor observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.

15. **Certifications, Permits, and Licenses.** Contractor and all Contractor Parties shall secure and maintain in full force such certificates, permits, licenses, credentials, registrations and any other legal qualifications required by law in connection with performing the Services pursuant to this Agreement.

16. **COVID-19 Vaccination / Testing Requirements.**

Vaccination Requirements

Contractor shall fill out, sign, date and submit to District the COVID-19 Vaccination/Testing Certification Form, attached hereto.

According to the August 11, 2021, California Department of Public Health ("CDPH") State Public Health Officer Order ("Order"), a person is "fully vaccinated" for COVID-19 if two weeks or more have passed since they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more have passed since they received a single-dose vaccine (Johnson and Johnson[J&J]/Janssen).

Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, Contractor shall only accept the following as proof of vaccination:

(a) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card which includes name of person vaccinated, type of vaccine provided and date last dose administered);

(b) a photo of a Vaccination Record Card as a separate document;

(c) a photo of a Vaccination Record Card stored on a phone or electronic device;

(d) documentation of COVID-19 vaccination from a health care provider;

(e) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader name, date of birth, vaccine dates and vaccine type; or

(f) documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, Contractor may accept the documentation presented in (a) through (f) above as valid.

Contractor shall have a plan in place for tracking verified Contractor personnel vaccination status. Records of vaccination verification must be made available, upon request, to the local health jurisdiction for purposes of case investigation.

Contractor personnel, including any and all tiers of subcontractor, supplier, and any other personnel entering the project site, who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

Weekly Testing Requirements

Contractor shall ensure that Contractor personnel, including any and all tiers of subcontractor, supplier, and any other worker entering the project site, who are unvaccinated or who are not fully vaccinated are required to undergo diagnostic screening testing, as specified below:

(a) Contractor personnel may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested at least once weekly with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

(b) Unvaccinated or not fully vaccinated Contractor personnel must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Contractor shall have a plan in place for tracking test results and conducting workplace contact tracing, and must report results to local public health departments, if applicable.

17. **Tuberculosis Certification**. The Tuberculosis Certification must be completed and attached to this Agreement for any person employed under contract in a certificated or classified position per Education Code Section 49406.

18. **Employment with Public Agency**. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

19. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Contractor agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Contractor's performing of any portion of the Services. Contractor expressly acknowledges that the following conditions shall apply to any work performed by Contractor and/or Contractor's employees on a school site:

    20.1. All site visits shall be arranged through the District;

    20.2. Contractor and Contractor's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

    20.3. Contractor and/or Contractor's employees shall check in with the school office each day immediately upon arriving at the school site;

    20.4. Once at such location, Contractor and Contractor's employees shall not change locations without contacting the District;

    20.5. Contractor and Contractor's employees shall not use student restroom facilities; and

    20.6. If Contractor and Contractor's employees find themselves alone with a student, Contractor and Contractor's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

21. **No Rights in Third Parties**. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

22. **District's Evaluation of Contractor, Contracting Parties**. District may evaluate Contractor and Contracting Parties in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

    22.1. Requesting that District employee(s) evaluate Contractor and Contractor's employees and subconsultants and each of their performance.

    22.2. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subconsultant(s).

23. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

24. **Confidentiality.** The Contractor and all Contractor Parties shall maintain the confidentiality of all information received in the course of performing the Services. Contractor understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

25. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

Oroville Union High School District
2211 Washington Avenue
Oroville, CA 95966
Fax: (530) 538-2308
Email: _____
ATTN: _____

Contractor:

[NAME] Staci Alves
869 Glenwood Ct
Willows, CA 95988
Fax:
Email: salves@willowsunified.org
ATTN: _____

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

26. **Integration; Entire Agreement of Parties; Amendments.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. This agreement is not valid until approved/ratified by the Oroville Union High School District Board of Education.

27. **Governing Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County, California.

28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

30. **Assignment.** The obligations of Contractor pursuant to this Agreement shall not be assigned by Contractor.

31. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein.

32. **Authority to Bind Parties.** Neither Party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

33. **Attorney Fees; Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

34. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

35. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

36. **Signature Authority.** Each Party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

37. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

38. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

39. **Safety and Security**. Contractor is responsible for maintaining safety in the performance of this Agreement. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

OROVILLE UNION HIGH SCHOOL DISTRICT

Date: 8/11/, 2022

Signature: Susan Watts

Print Name: Susan Watts

[CONTRACTOR]

Date: August 16th, 2022

Signature:

Print Name: Staci Alves

Information regarding Contractor:

License No.: DL - D9636148

Address: 869 Glenwood Ct
Willows CA 95988

Telephone: (530)517-0857

Facsimile:

E-Mail: SAlves@willowsunified.org

Contractor's state of residence: CA

States in which Contractor is licensed to do business:

[redacted]

Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

Type of Business Entity:

✓ Individual

____ Sole Proprietorship

____ Partnership

____ Limited Partnership

____ Corporation, State:_____

____ Limited Liability Company

____ Other: _____

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 in relevant part provides that every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

Check only one of the boxes below.

☐ I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Contract.	☑ I do not employ anyone in the manner subject to the workers' compensation laws of California.

Date: _____

Name of Contractor: _____

Representative's Name and Title: _____

Signature: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Services under this Contract.)

END OF CERTIFICATION

TUBERCULOSIS CERTIFICATION

In accordance with the tuberculosis ("TB") certification requirements of Education Code section 49406 (Contract Employees Only)

With respect to the Agreement between the Oroville Union High School District ("District") and Staci Ann Alves ("Contractor"):

PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW.

☒ Contractor hereby certifies to the District that it and, if applicable, its employees shall only have limited or no contact (as determined by the District) with District students at all times during the Term of this Agreement; OR

☐ Contractor and, if applicable, the following employees of Contractor shall have more than limited contact (as determined by the District) with District students during the Term of this Agreement and, at no cost to the District, has or have received a TB risk assessment or examination in full compliance with the requirements of Education Code section 49406:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

[Attach and sign additional pages, as needed.]

Contractor shall maintain on file the certificates showing that the individuals listed above submitted a TB risk assessment, and, if TB risk factors were identified, were examined to determine that he or she is free of infectious TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any such contact is permissible.

CERTIFICATION

I am the Contractor or a representative thereof, and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor. By signing below, under penalty of perjury, I certify that the information contained on this certification form and attached employee list(s) is accurate. I understand that it is Contractor's sole responsibility to maintain, update, and provide the District with current "Tuberculosis Certification," along with the employee list, throughout the duration of Contractor's provided services.

- Date: 8/16/22
- Name of Contractor: Staci Ann Alves
- Signature: [signature]
- Print Name and Title: Staci Alves - Teacher

END OF CERTIFICATION

FINGERPRINT AND CRIMINAL BACKGROUND CHECK CERTIFICATION (NON-CONSTRUCTION CONTRACTS)

In accordance with the Department of Justice fingerprint and criminal background investigation requirements of Education Code section 45125.1 et seq.

With respect to the Independent Contractor Agreement For Special Services ("Agreement") between the Oroville Union High School District ("District") and Stacy Ann Alve ("Contracting Party"):

One of the boxes below must be checked with regard to Contracting Party and Contracting Party's personnel (officers, principals, paid or unpaid employees, volunteers, agents, subtenants and subcontractors of Contracting Party who will provide services under the Agreement) ("Contracting Party's Personnel") and the arrangements verified by an authorized representative of District prior to commencement of the Agreement.

☐ Fingerprinting/Background Check requirements do not apply because Contracting Party/Contracting Party's Personnel will not have any interaction with District pupils based on the type of service being provided, the location at which services will be provided, or for other reason (Specify):

_____

☑ Contracting Party/Contracting Party's Personnel qualify for a waiver of fingerprint/criminal background check requirements on the following basis:

___ The services provided by Contracting Party/Contracting Party's Personnel are for an emergency or exceptional situation, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable. [Ed. Code, §45125.1(b)]

___ Contracting Party/Contracting Party's Personnel will have no interaction with District pupils that is not under the immediate supervision and control of the pupil's parent/guardian. Enter details of parental supervision:

_____

_____

_____

X Contracting Party/Contracting Party's Personnel will have no interaction with pupils that is not under the immediate supervision and control of a District employee who has been properly fingerprinted and undergone background checks. Enter details of District employee supervision arrangements:

Madison Redding's CATIP Mentor

_____

_____

COVID-19 VACCINATION/TESTING CERTIFICATION

Contractor: Staci Ann Alves

The California Department of Public Health ("CDPH") requires, pursuant to its August 11, 2021, Order ("Order"), that all public and private schools serving students in transitional kindergarten through grade twelve, unless exempt, are required to verify the vaccine status of all K-12 school workers, effective October 15, 2021. Further, pursuant to the Order, all such schools are required to verify that all workers are either fully vaccinated or undergo weekly diagnostic testing.

In light of these CDPH requirements, Contractor certifies that the following entity:

Staci Ann Alves

has verified that the Contractor personnel providing services at District's project site(s):

- ☐ Have all been fully vaccinated in accordance with the CDPH Order.
- ☐ Have not all been fully vaccinated, but those who are unvaccinated or not fully vaccinated undergo weekly diagnostic testing in accordance with the CDPH Order.
- ☒ Have not been fully vaccinated and do not undergo weekly diagnostic testing in accordance with the CDPH Order.

Contractor understands that the District's project site will need to comply with the CDPH Order's COVID-19 requirements for fully vaccinated personnel or unvaccinated personnel. Personnel who are not fully vaccinated or decline to state their vaccination status will be treated as unvaccinated, and Contractor will comply with the CDPH Order, and all applicable state and local laws for vaccinated and unvaccinated personnel.

CERTIFICATION

I, Staci Alves, certify that I am Contractor's _____ and that I have made a diligent effort to ascertain the facts with regard to the representations made herein.

Date: 8/16/22

Proper Name of Contractor: _____

Signature: [signature]

Print Name: Staci Alves

Title: Teacher / Mentor

END OF CERTIFICATION

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES

This Independent Contractor Agreement for Special Services ("Agreement") is made and entered into as of the 10 day of August, 2022 ("Effective Date") by and between the Oroville Union High School District ("District") and [redacted] ("Contractor") (together, "Parties").

RECITALS

WHEREAS, the District is authorized by Government Code section 53060 to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is authorized by Public Contract Code section 20111 to contract with and employ any persons for the furnishing of non-construction services, if the contract amount is no greater than the annually adjusted statutory limit, which is $99,100 as of January 1, 2022; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Contractor is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis; and

WHEREAS, Contractor is free from the control and direction of District in connection with the performance of the Services (as defined below), both under the Agreement and in fact; Contractor's Services are outside the usual course of District's business; and Contractor is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services.

NOW, THEREFORE, the Parties agree as follows:

TERMS

1. **Services**. The Contractor shall furnish to the District services, including the location where services be provided, as described in Exhibit "A," attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Contractor shall commence providing Services under this Agreement upon receiving a notice to proceed from District, through _____, 20__, unless this Agreement is terminated and/or otherwise cancelled prior to that time. Should Contractor begin performing Services in advance of District's governing board approval or ratification of the Agreement, such Services are voluntarily performed at Contractor's risk.

3. **Submittal of Documents**. Contractor shall not commence the Services under this Agreement until Contractor has submitted and District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

X	Signed Agreement
X	Workers' Compensation Certification
X	Fingerprinting/Criminal Background Investigation Certification
X	Insurance Certificates and Endorsements
X	W-9 Form
_____	Other: _____

4 **Compensation** District agrees to pay Contractor for Services satisfactorily rendered pursuant to this Agreement a total fee not exceed $ 1,600 Dollars ($) inclusive of any costs or expenses paid or incurred by Contractor in performing the Services.

4.1 Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Contractor submits a detailed invoice on a form acceptable to District to the District's Accounts Payable Department for Services actually performed. Invoices must reference corresponding Purchase Order number.

4.2 The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Contractor in performing its Services pursuant to the Agreement.

4.3. If Contractor works at more than one site, Contractor shall invoice for each site separately.

5 **Equipment and Materials** Contractor shall furnish, at its own expense, all tools, labor, materials, equipment, supplies, transportation services and any other items (collectively, "Equipment") necessary to complete the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor of the Contractor's agents, personnel, employee(s), and/or subcontractor(s) ("Contractor Parties"), even if such Equipment is furnished, rented or loaned to Contractor or Contractor Parties by District. All original curricular materials provided in conjunction with Contractor services must be authorized for use by the District only and remain exclusively the intellectual property of the authors.

6. **Independent Contractor.** Contractor represents and warrants that Contractor is an independent contractor or business entity that is: (i) free from the control and direction of the District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of the District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, , District being interested only in the results obtained. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. If Contractor is not a resident of California and is not exempt from withholding, the District shall withhold California income taxes as required by the Revenue & Taxation Code. The Contractor shall still be responsible for payment of all state and federal taxes.

7. **Performance of Services**

7.1. **Standard of Care.** Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. If any of the Services are performed by any of the Contractor Parties, such work shall only be performed by competent personnel under the supervision of and in the employment of Contractor. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California school districts.

7.2 **Meetings.** Contractor and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, time tables, implementation of services, and any other issues deemed relevant to the operation of Contractor's performance of Services.

7.3. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

7.4 **New Project Approval.** Contractor and District recognize that Contractor's Services may include working on various projects for District. Contractor shall obtain the approval of District prior to the commencement of a new project.

8. **Work Product.** Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

9. **Audit.** Contractor shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Contractor transacted under this Agreement. Contractor shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Contractor shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Contractor and shall conduct audit(s) during Contractor's normal business hours, unless Contractor otherwise consents.

10. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Contractor agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Contractor shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Contractor's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Contractor submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

11. **Termination.**

11.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three (3) calendar days after the day of mailing, whichever is sooner.

11.2. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

11.2.1. material violation of this Agreement by the Contractor; or

11.2.2. any act by Contractor exposing the District to liability to others for personal injury or property damage; or

11.2.3. Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Contractor. If the expense, fees, and costs to the District exceed the cost of providing the service pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

11.3. Upon termination, Contractor shall provide the District with all documents produced maintained or collected by Contractor pursuant to this Agreement, whether or not such documents are final or draft documents.

12. **Indemnification.**

12.1. To the furthest extent permitted by California law, Contractor shall indemnify, and hold harmless the District, its governing board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "Claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, expenses and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by the Contractor under or in conjunction with this Agreement, unless the Claims are caused wholly by the sole negligence or willful misconduct of the Indemnified Parties. Contractor shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Contractor's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the Indemnified Parties.

12.2. Contractor shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 13.1, above. Contractor's obligation pursuant to this Article includes reimbursing the District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Contractor's obligation to indemnify shall not be restricted to insurance proceeds.

12.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor from amounts owing to Contractor.

13. **Insurance.**

13.1. **Coverage.** The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$1,000,000
General Aggregate	$3,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$1,000,000
General Aggregate	$1,000,000
Professional Liability	$5,000,000
Workers' Compensation	Statutory Limits
Employer's Liability (N/A if contractor does not have employees)	$1,000,000
Sexual Molestation and Abuse	
Each Occurrence	$3,000,000
General Aggregate	$2,000,000

13.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Contractor, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

13.1.2. **Workers' Compensation and Employer's Liability Insurance.** For all of the Contractor's employees performing any portion of the Services pursuant to this Agreement. In accordance with the provisions of section 3700 of the California Labor Code, Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

13.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to Contractor's profession, coverage to continue through completion of contract plus three (3) years thereafter.

13.2. **Proof of Carriage of Insurance.** Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

13.2.1 A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

13.2.3. An endorsement stating that District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employer's Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

13.2.4. All policies except the Professional Liability, Workers' Compensation, and Employers' Liability Insurance Policies shall be written on an occurrence form.

13.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the District.

14. **Compliance with Laws**. Contractor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Contractor shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Contractor observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.

15. **Certifications, Permits, and Licenses.** Contractor and all Contractor Parties shall secure and maintain in full force such certificates, permits, licenses, credentials, registrations and any other legal qualifications required by law in connection with performing the Services pursuant to this Agreement.

16. **COVID-19 Vaccination / Testing Requirements.**

Vaccination Requirements

Contractor shall fill out, sign, date and submit to District the COVID-19 Vaccination/Testing Certification Form, attached hereto.

According to the August 11, 2021, California Department of Public Health ("CDPH") State Public Health Officer Order ("Order"), a person is "fully vaccinated" for COVID-19 if two weeks or more have passed since they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more have passed since they received a single-dose vaccine (Johnson and Johnson[J&J]/Janssen).

Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, Contractor shall only accept the following as proof of vaccination:

(a) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card which includes name of person vaccinated, type of vaccine provided and date last dose administered);

(b) a photo of a Vaccination Record Card as a separate document;

(c) a photo of a Vaccination Record Card stored on a phone or electronic device;

(d) documentation of COVID-19 vaccination from a health care provider;

(e) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader name, date of birth, vaccine dates and vaccine type; or

(f) documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, Contractor may accept the documentation presented in (a) through (f) above as valid.

Contractor shall have a plan in place for tracking verified Contractor personnel vaccination status. Records of vaccination verification must be made available, upon request, to the local health jurisdiction for purposes of case investigation.

Contractor personnel, including any and all tiers of subcontractor, supplier, and any other personnel entering the project site, who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

Weekly Testing Requirements

Contractor shall ensure that Contractor personnel, including any and all tiers of subcontractor, supplier, and any other worker entering the project site, who are unvaccinated or who are not fully vaccinated are required to undergo diagnostic screening testing, as specified below:

(a) Contractor personnel may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested at least once weekly with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

(b) Unvaccinated or not fully vaccinated Contractor personnel must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Contractor shall have a plan in place for tracking test results and conducting workplace contact tracing, and must report results to local public health departments, if applicable.

17. **Tuberculosis Certification**. The Tuberculosis Certification must be completed and attached to this Agreement for any person employed under contract in a certificated or classified position per Education Code Section 49406.

18. **Employment with Public Agency**. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

19. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Contractor agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Contractor's performing of any portion of the Services. Contractor expressly acknowledges that the following conditions shall apply to any work performed by Contractor and/or Contractor's employees on a school site:

    20.1. All site visits shall be arranged through the District;

    20.2. Contractor and Contractor's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

    20.3. Contractor and/or Contractor's employees shall check in with the school office each day immediately upon arriving at the school site;

    20.4. Once at such location, Contractor and Contractor's employees shall not change locations without contacting the District;

    20.5. Contractor and Contractor's employees shall not use student restroom facilities; and

    20.6. If Contractor and Contractor's employees find themselves alone with a student, Contractor and Contractor's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

21. **No Rights in Third Parties**. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

22. **District's Evaluation of Contractor, Contracting Parties**. District may evaluate Contractor and Contracting Parties in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

    22.1. Requesting that District employee(s) evaluate Contractor and Contractor's employees and subconsultants and each of their performance.

    22.2. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subconsultant(s).

23. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

24. **Confidentiality** The Contractor and all Contractor Parties shall maintain the confidentiality of all information received in the course of performing the Services. Contractor understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

25. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:	Contractor:
Oroville Union High School District	[NAME] Nicholas Dreesmann
2211 Washington Avenue	1788 Lassen Ave, Gridley 95948
Oroville, CA 95966	Fax: _____
Fax: (530) 538-2308	Email: ndreesmann@gusd.org
Email: _____	ATTN: _____
ATTN: _____	

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

26. **Integration; Entire Agreement of Parties; Amendments.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. This agreement is not valid until approved/ratified by the Oroville Union High School District Board of Education.

27. **Governing Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County, California.

28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

30. **Assignment.** The obligations of Contractor pursuant to this Agreement shall not be assigned by Contractor.

31. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein.

32. **Authority to Bind Parties.** Neither Party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

33. **Attorney Fees; Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

34. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

35. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

36. **Signature Authority.** Each Party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

37. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

38. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

39. **Safety and Security.** Contractor is responsible for maintaining safety in the performance of this Agreement. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

OROVILLE UNION HIGH SCHOOL DISTRICT

Date: 8/31, 2022

Signature: Susan Watts

Print Name: Susan Watts

(CONTRACTOR)

Date: August 27, 2022

Signature: Nicholas D

Print Name: Nicholas Dreesman

Information regarding Contractor:

License No.: AV052821

Address: 1288 Losee Avenue

Telephone: 530-415-7316 cell

Facsimile: _____

E-Mail: ndreesman@gvsd.org

Contractor's state of residence: CA

States in which Contractor is licensed to do business: _____

_____:

Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

Type of Business Entity:

X Individual

____ Sole Proprietorship

____ Partnership

____ Limited Partnership

____ Corporation, State: _____

____ Limited Liability Company

____ Other: _____

Exhibit A

Scope of Services

Contractor's entire Proposal is **not** made part of this Agreement.

[INSERT SCOPE OF WORK FOR CONTRACTOR]

Exhibit B

Hourly Billing Rates and/or Unit Prices

Contractor's entire proposal is **not** incorporated.

[INSERT HOURLY RATES AND FEE SCHEDULE FROM CONTRACTOR]

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 in relevant part provides that every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

Check only one of the boxes below.

☐ I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Contract.	☒ I do not employ anyone in the manner subject to the workers' compensation laws of California.

Date: April 21st 2022

Name of Contractor: Nicole Dressman

Representative's Name and Title: Teacher Educator

Signature: Nicole D

(In accordance with Article 5 - commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Services under this Contract.)

END OF CERTIFICATION

TUBERCULOSIS CERTIFICATION

In accordance with the tuberculosis ("TB") certification requirements of Education Code section 49406 (Contract Employees Only)

With respect to the Agreement between the Oroville Union High School District ("District") and Nicholas Dreesmann ("Contractor")

PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW

☒ Contractor hereby certifies to the District that it and, if applicable, its employees shall only have limited or no contact (as determined by the District) with District students at all times during the Term of this Agreement; OR

☐ Contractor and, if applicable, the following employees of Contractor shall have more than limited contact (as determined by the District) with District students during the Term of this Agreement and, at no cost to the District, has or have received a TB risk assessment or examination in full compliance with the requirements of Education Code section 49406:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

[Attach and sign additional pages, as needed.]

Contractor shall maintain on file the certificates showing that the individuals listed above submitted a TB risk assessment, and, if TB risk factors were identified, were examined to determine that he or she is free of infectious TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any such contact is permissible.

CERTIFICATION

I am the Contractor or a representative thereof, and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor. By signing below, under penalty of perjury, I certify that the information contained on this certification form and attached employee list(s) is accurate. I understand that it is Contractor's sole responsibility to maintain, update, and provide the District with current "Tuberculosis Certification," along with the employee list, throughout the duration of Contractor's provided services.

- Date: 8-27-22
- Name of Contractor: Nicholas Dreesmann
- Signature: [signature]
- Print Name and Title: Nicholas Dreesmann

END OF CERTIFICATION

FINGERPRINT AND CRIMINAL BACKGROUND CHECK CERTIFICATION (NON-CONSTRUCTION CONTRACTS)

In accordance with the Department of Justice fingerprint and criminal background investigation requirements of Education Code section 45125.1 et seq.

With respect to the Independent Contractor Agreement For Special Services ("Agreement") between the Oroville Union High School District ("District") and [illegible] ("Contracting Party"):

One of the boxes below must be checked with regard to Contracting Party and Contracting Party's personnel (officers, principals, paid or unpaid employees, volunteers, agents, subtenants and subcontractors of Contracting Party who will provide services under the Agreement) ("Contracting Party's Personnel") and the arrangements verified by an authorized representative of District prior to commencement of the Agreement.

☐ Fingerprinting/Background Check requirements do not apply because Contracting Party/Contracting Party's Personnel will not have any interaction with District pupils based on the type of service being provided, the location at which services will be provided, or for

☒ Contracting Party/Contracting Party's Personnel qualify for a waiver of fingerprint/criminal background check requirements on the following basis:

___ The services provided by Contracting Party/Contracting Party's Personnel are for an emergency or exceptional situation, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable. [Ed. Code, §45125.1(b)]

___ Contracting Party/Contracting Party's Personnel will have no interaction with District pupils that is not under the immediate supervision and control of the pupil's parent/guardian. Enter details of parental supervision:

_____

_____

_____

X Contracting Party/Contracting Party's Personnel will have no interaction with pupils that is not under the immediate supervision and control of a District employee who has been properly fingerprinted and undergone background checks. Enter details of District employee supervision arrangements:

Jannie Ford's CATIP Mentor

_____

_____

☐ Contracting Party is a sole proprietor who may interact with District pupils not under the immediate supervision of a pupil's parent, guardian or District employee, and in accordance with the fingerprinting requirements of Education Code section 45125.1(h), hereby agrees to the District's preparation and submission of fingerprints so that the California Department of Justice may determine (A) that Contracting Party has not been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work or action under the Agreement shall commence until the Department of Justice ascertains that Contracting Party has not been convicted of a felony as defined in Government Code Section 45122.1.

☐ Contracting Party is not a sole proprietor and has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contracting Party's Personnel who may interact with District pupils not under the immediate supervision of a pupil's parent, guardian or District employee during the term of the Agreement, and the California Department of Justice has determined (A) that none of Contracting Party's Personnel has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When the Contracting Party performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to the District pursuant to the subsequent arrest service. A complete and accurate list of Contracting Party's Personnel who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as Attachment "A." No work or action under the Agreement shall commence until the Department of Justice ascertains that none of Contracting Party's Personnel has been convicted of a felony as defined in Government Code Section 45122.1.

CONTRACTING PARTY CERTIFICATION

I am a representative of the Contracting Party entering into the Agreement with the District, and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of the Contracting Party. By signing below, I certify that the information contained on this certification form is accurate. I understand that it is Contracting Party's sole responsibility to maintain, update, and provide the District with current "Fingerprint and Criminal Background Check Certification" information for all Contracting Party's Personnel throughout the duration of the Agreement. **A list of Contracting Party's Personnel is attached hereto as Attachment A.**

Date:

Contracting Party:

Signature:

Print Name:

Title:

[REMAINDER OF PAGE INTENTIONALLY BLANK]

ATTACHMENT "A"

Contracting Party's Personnel

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of personnel, attach additional copies of this page.

END OF CERTIFICATION

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code Sections 2202-2208)

PROJECT/CONTRACT NO.: _____ between the Oroville Union High School District ("District") and _____ ("Contractor" or "Bidder") ("Contract" or "Project").

Prior to bidding on or submitting a proposal for a contract for goods or services of $1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete ONLY ONE of the following two options. To complete OPTION 1, check the corresponding box and complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

☐ **OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

☐ **OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

Vendor Name/Financial Institution (Printed)	*Federal ID Number (or n/a)*
By (Authorized Signature)	
Printed Name and Title of Person Signing	*Date Executed*

END OF CERTIFICATION

Services cannot be rendered until all documentation is submitted and final approval is received.

COVID-19 VACCINATION/TESTING CERTIFICATION

Contractor: Nicholas Dreesman

The California Department of Public Health ("CDPH") requires, pursuant to its August 11, 2021, Order ("Order"), that all public and private schools serving students in transitional kindergarten through grade twelve, unless exempt, are required to verify the vaccine status of all K-12 school workers, effective October 15, 2021. Further, pursuant to the Order, all such schools are required to verify that all workers are either fully vaccinated or undergo weekly diagnostic testing.

In light of these CDPH requirements, Contractor certifies that the following entity:

Nicholas Dreesman.

has verified that the Contractor personnel providing services at District's project site(s):

- ☐ Have all been fully vaccinated in accordance with the CDPH Order.
- ☐ Have not all been fully vaccinated, but those who are unvaccinated or not fully vaccinated undergo weekly diagnostic testing in accordance with the CDPH Order.
- ☒ Have not been fully vaccinated and do not undergo weekly diagnostic testing in accordance with the CDPH Order.

Contractor understands that the District's project site will need to comply with the CDPH Order's COVID-19 requirements for fully vaccinated personnel or unvaccinated personnel. Personnel who are not fully vaccinated or decline to state their vaccination status will be treated as unvaccinated, and Contractor will comply with the CDPH Order, and all applicable state and local laws for vaccinated and unvaccinated personnel.

CERTIFICATION

I, Nicholas Dreesman, certify that I am Contractor's _____ and that I have made a diligent effort to ascertain the facts with regard to the representations made herein.

Date: 8-27-22

Proper Name of Contractor: Nicholas Dreesman

Signature: Nicholas Dreesman

Print Name: Nicholas Dreesman

Title: Teacher / Mentor

END OF CERTIFICATION

Tri-County Induction Program
Contract for Services
Between
Sutter County Superintendent of Schools as the Local Educational Agency
For the Tri-County Induction Program,
Participating County Offices of Education,
And
Participating Sutter County School Districts and Employing Agencies

A. General

This Contract for Services (the "Agreement") is between the Sutter County Superintendent of Schools (SCSOS), serving as the Local Education Agency (LEA) for the Tri-County Induction Program (TCIP), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively "District") signing below. The term of this Agreement commences on July 1, 2022, and terminates on June 30, 2023.

B. Purpose

The purpose of the Agreement is to establish an agreement for services between the parties in assisting Candidates with meeting California credentialing requirements. TCIP will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs including Multiple Subject Clear, Single Subject Clear, Education Specialist Clear, and Career Technical Education (CTE). Throughout this document, new teachers from all of the credential areas are referred to as "Candidate" and veteran teachers are referred to as "Mentor."

C. Eligibility

Eligible Candidates are those hired within the TCIP Regional Consortium, which includes but is not limited to Sutter, Colusa, and Yuba Counties. The following credential programs are available to Candidates within the consortium: **Clear Credential Program**: Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers in the process of applying for their preliminary California credential, and CTE Candidates.

D. LEA Responsibilities

1. Employ a Director whose primary duty is to oversee the TCIP program as well as employ support staff.
2. Provide sufficient and appropriate workspace for the Director, Coordinator, and Administrative Assistant.
3. Provide office support services for the consortium, including, but not limited to, mail service, phone, fax, internet services, technology support, and meeting space for TCIP activities.
4. Provide business and legal services required for TCIP implementation for the region.
5. Develop and establish procedures for TCIP evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, and credential services to Candidates and Mentors in all participating districts and COEs within the region.
7. Provide quarterly Advisory Board Meetings.
8. Share optional Professional Development opportunities for Candidates.
9. Provide required Mentor trainings throughout the year.
10. Assume overall fiscal responsibility for the administration of TCIP budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to TCIP.

E. District/COE Responsibilities

1. Appoint a liaison to work with TCIP. The liaison should be a designee authorized by the County and/or District Superintendents to fulfill the roles and responsibilities assigned to him or her. The liaison supports TCIP by providing ongoing updates, communication, and information to county office and/or district personnel.

2. Identify, and enroll within the first year of employment, all Candidates who are eligible for TCIP as described by state guidelines. This shall be a pre-condition to participation in the Clear Credential Program in accordance with state guidelines.
3. Assign a qualified Mentor to each eligible Candidate, within 30 days of enrollment in TCIP, who meets the Commission's identified criteria of a valid corresponding clear credential.
4. Notify TCIP regarding the Mentor match within the first 30 days of the Candidate's enrollment in the program.
5. Provide Candidate and Mentor release times to participate in required observations (2 days per year for both Candidate and Mentor). Provide all requisite substitute teachers to accommodate the Candidate and Mentor release times at district's cost.
6. Provide meeting and conference rooms at no charge to TCIP.
7. Provide and/or participate in program evaluation with administrative surveys, and CTC Accreditation.
8. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, and interpersonal and communication skills, and:
    a. Knowledge of the context and the content area of the Candidate's teaching assignment;
    b. A demonstrated commitment to professional learning, collaboration, and demonstrated best practices in adult learning;
    c. Possess a clear teaching credential with a minimum of three years of highly effective teaching experience with exemplary administrator evaluations;
    d. The ability, willingness, and flexibility to meet Candidate needs for support;
    e. The ability to provide "just in time" support for Candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills each week for a minimum of a one hour one-on-one meetings;
    f. A demonstrated ability to facilitate Candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction based on the CSTP;
    g. The ability to connect Candidates with available resources to support their professional growth and accomplishment of the ILP;
    h. The ability to weekly review the CSTP ILP goals and documentation of development/growth with Candidates and make adjustments as needed;
    i. Are committed to attend all Mentor trainings;
    j. Develop a sustained, thoughtful, and confidential collegial relationship with Candidates;
    k. Display a willingness to work collaboratively with the TCIP staff and respond to survey requests by due dates;
    l. The ability to use Mentoring instruments appropriately;
    m. Demonstrate leadership skills, curriculum expertise, highly effective classroom management skills, and knowledge of site and district resources;
    n. The ability to reflect on Mentoring practice and engage with mentoring peers in professional learning networks; and
    o. serve as a role model for the teaching profession and Mentor for TCIP
9. Work with TCIP/LEA to ensure all Mentors are meeting the standards and expectations of performance as set forth above.

F. Other Terms and Conditions

1. As between the Parties hereto, it is understood and agreed that:
    a. All products and materials developed by TCIP are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.
    b. Candidate Employment Status: Candidates are and shall remain District employees for any and all purposes throughout the term of this agreement. Execution of this Agreement does not create, or expand, any employment relationship between TCIP/LEA and Candidate, nor create or expand any employer-employee obligations.

c. Indemnification: District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District program participant or any of heirs, assigns, or agents, including but not limited to those actions arising out of the District's negligence, professional or non-professional, or arising out of injury or death suffered by any District employee program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA. The District assumes all financial (litigation) responsibilities stemming from any legal action brought against Tri- County Induction Program from an employee of said District.
d. Maintenance of Licenses and Credentialing: Both LEA and the District agree to maintain and keep in good standing, and ensure all applicable employees, including but not limited to Candidate and Mentors, maintain and keep in good standing, all licenses, credentials, and memberships that are required and/or necessary for their job responsibilities and functions.
e. LEA and District shall ensure that all employees whom they are responsible for under the terms of this Agreement have had their background check completed and have completed their LiveScan.
f. Maintenance of records: District agrees to keep and maintain adequate and current written records in accordance with TCIP requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
g. Assignment: This agreement shall not be assigned by District. Any such assignment shall be null and void.
h. Severability: The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this agreement shall continue in full force and effect without being impaired or invalidated in any way.
i. Waiver: No delay or omission by either party in exercising any right under this agreement shall operate as a waiver of that or any other right. No waiver of any provision of this agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver, and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.
j. Constructions and Governing Law: The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.
k. Entire Agreement: This agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this agreement.
l. Third Parties: Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any party, nor shall any provision give any third parties any right of subrogation or action over or against any of the parties hereto. This agreement is not intended to and does not create any third party beneficiary rights whatsoever.
m. Relationship of the Parties: No joint venture, partnership, agency, or employment relationship is created by this agreement. No party shall act as an agent or partner of any other party or make any commitments for or create any obligations of any other party except as provided herein without such other party's prior written consent.

n. Survival: The provisions of this agreement shall survive the expiration of the term and the termination of this agreement. Amendments and extensions to this MOU may be made only by written agreement signed by all parties.

G. Program Participation Options **NEED TO SELECT AN OPTION**

The district will select one of the following options-check next to either Option 1 or Option 2. Both Options require full participation in the Tri-County Induction Program (TCIP) by all participants.

- **___Option 1:** District pays SCSOS $2,310 per Candidate to select, hire, match and provide continuous training to its Mentors using the criteria as outlined above. Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the Candidate, it is their responsibility to notify the Candidate upon hiring and collect all fees due. If the Candidate leaves the program during the year, the district will be responsible for reimbursing the cost to the Mentor on a prorated basis. **It is the responsibility of the district to notify TCIP ASAP when a Candidate or Mentor leaves the program on a leave or permanent basis.**

- **___Option 2: The district agrees to provide written verification of the above selection, hiring, and matching process to TCIP upon request by credential type, same grade level or subject matter as Candidate.**

H. Fiscal Responsibilities and Terms

1. SCSOS, in its capacity as LEA, agrees to the overall fiscal responsibility for the funding of the administration of the program.
2. The DISTRICT will assume financial responsibility of all Credential PROGRAM FEES for each Candidate enrolled in the Program. **The Clear Credential Candidate Program Fee** from Districts includes enrollment of one Candidate in **one** of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, Clear Education Specialist Credential, or Career Technical Education Preliminary/Clear Credential at the rate of $1,500 per year.
3. If District has elected "Option 2" in section "G" above, the District shall distribute the funds to Mentors for compensation.

Authorized signatures below indicate understanding and acceptance of the terms of this Contract for Services.

_____

Name of District or County Office of Education

_____ _____ _____

Printed Name/Title Signature Date

District Liaison:

_____ _____

Printed Name/Title Liaison's Email Address

Sutter County Superintendent of Schools as LEA:

Tom Reusser/Superintendent _____ _____

Printed Name/Title Signature Date received at SCSOS

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive, Oroville, CA 95965

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT

APPENDIX

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between **Butte-Glenn Community College District** ("College") and **Oroville Union High School District** ("School District"); and

WHEREAS, the College and the School District agree to record College and School District specific components of the CCAP Agreement using the CCAP Agreement Appendix to specify additional detail regarding, but not limited to: the total number of high school students to be served; the total number of full-time equivalent students projected to be claimed by the College for those students; the scope, nature, time, location and listing of community college courses to be offered; and the criteria to assess the ability of pupils to benefit from those courses. (Ed. Code, § 76004, subd. (c)(1))

NOW THEREFORE, the College and School District agree as follows:

1. **CCAP AGREEMENT**

1.1. The College and School District entered into the CCAP Agreement on **July 1, 2021**, pursuant to action of the governing boards of the College and School District.

1.1.1. COLLEGE BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 8/11/21	Appendix: 8/10/22 & 9/14/22

1.1.2. SCHOOL DISTRICT BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 7/28/21	Appendix: 8/17/22 & 9/21/22

2. **POINTS OF CONTACT**

2.1. College and School District points of contact for this CCAP Agreement: (Ed. Code, § 76004 (c)(2))

COLLEGE

Name:	Tanna Neilsen	Title:	Dual Enrollment Program Administrator
Telephone:	(530)893-7586	Email:	neilsenta@butte.edu

SCHOOL DISTRICT

Name:	Paula Blaney	Title:	Executive Assistant
Telephone:	538-2300	Email:	pblaney@ouhsd.net

3. **STUDENT SELECTION**

3.1. College and School District shall adhere to the terms outlined in Section 3, Student Eligibility, Admission, Registration and Enrollment of the CCAP Agreement to select eligible students.

Required: Describe the criteria used to assess the ability of pupils to benefit from the courses(s) offered: (Ed. Code, § 76004 (c)(1))

SCHOOL DISTRICT counselors and pathway instructors select students based on academic readiness and alignment of course content to students' education and career goals.

4. **CCAP AGREEMENT EDUCATION PROGRAM(S) AND COURSE(S).** The College has identified the following: program year; educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR:	2022/23	EDUCATIONAL PROGRAM:	CCAP Dual Enrollment
SCHOOL DISTRICT:	Oroville Union High School District	HIGH SCHOOL:	Las Plumas High

TOTAL NUMBER OF STUDENTS TO BE SERVED: 250	**TOTAL PROJECTED FTES: 25**

COURSE NAME	COURSE NUMBER	TERM	# of Sections	TIME	DAYS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Music Appreciation	MUS 1	FA22	1	8:30-3:30	M-F	M. Paim	☒ HS	☒ HS
Music Appreciation	MUS 1	SP23	1	8:30-3:30	M-F	M. Paim	☒ HS	☒ HS
Intro to Automotive Technology	AUT 1	FA22	3	8:30-3:30	M-F	W. Upton	☒ HS	☒ HS
Intro to Animal Science	AGS 40	FA22	1	8:30-3:30	M-F	L. LaFayette	☒ HS	☒ HS
Careers in Agriculture, ES, NR	AB 20	SP23	1	8:30-3:30	M-F	L. Lafayette	☒ HS	☒ HS
Intro to Agriculture Business	AB 26	SP23	1	8:30-3:30	M-F	L. Lafayette	☒ HS	☒ HS
Color Photography	PHO 4	FA22	3	8:30-3:30	M-F	J. Tooker	☒ HS	☒ HS
Career, Education & Life Choices	CLP 101	SP23	2	8:30-3:30	M-F	A. Grundy	☒ HS	☒ HS
Beginning Ceramics	ART 50	FA22	1	8:30-3:30	M-F	J. Tooker	☒ HS	☒ HS
Beginning Ceramics	ART 50	FA22	3	8:30-3:30	M-F	T. Allen	☒ HS	☒ HS

Required: Attach the course description for each course listed above. Each course description should include information regarding the nature and scope of the course.

5. **BOOKS AND INSTRUCTIONAL MATERIALS.** The total cost of books and instructional materials for School District students participating as part of this CCAP agreement will be borne by School District.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Music Appreciation	Music: An Appreciation	$0	None	$0
Music Appreciation	Music: An Appreciation	$0	None	$0
Intro to Automotive Technology	Modern Automotive Technology	$0	None	$0
Intro to Animal Science	Veterinary Assisting: Fundamentals & Applications	$0	None	$0
Careers in Agriculture, ES, NR	Online Resources	$0	None	$0
Intro to Agriculture Business	Principles of Agribusiness Management	$0	None	$0
Color Photography	Photo & Digital Editing	$0	None	$0
Career, Education & Life Choices	Career Choices & Changes	$0	None	$0
Beginning Ceramics	Experience Clay	$0	None	$0

6. **REIMBURSEMENT.**

6.1. Use of School District Instructor. For those courses in which a School District instructor is responsible for the instructional services for a course offered as part of this CCAP Agreement, the College will pay School District as follows: **400.00 per completed section.**

6.2. The College will pay School District for each School District instructor attending the College's Dual Enrollment Orientation and Training as follows: **$100.00 per instructor.**

6.3. Invoicing Procedures. Within 30 days after the end of each academic term, the School District shall provide an invoice to the College for reimbursement implied in this CCAP Agreement Appendix. The invoice must specify the course name, course number, term, instructor and the number of students served.

7. FACILITIES USE.

7.1. College and School District shall adhere to the terms outlined in Section 13, Facilities, of this CCAP Agreement.

7.2. School District as part of Section 13.1 of this CCAP Agreement, shall extend access and use of the following School District facilities:

BUILDING	CLASSROOM	DAYS	HOURS
LPHS	BR	M-F	8:30 – 3:30
LPHS	2001	M-F	8:30 – 3:30
LPHS	623	M-F	8:30 – 3:30
LPHS	1500	M-F	8:30 – 3:30
LPHS	1010	M-F	8:30 – 3:30
LPHS	1102	M-F	8:30 – 3:30
LPHS	1504	M-F	8:30 – 3:30

8. APPENDIX APPROVAL

8.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, shall present this CCAP Appendix, take comments from the public, and approve or disapprove this CCAP Appendix. (Ed. Code, § 76004, subd. (b))

8.2. Upon approval of this Appendix by the governing boards of both the College and School District, the College will provide a copy of this Appendix to the Chancellor's Office of the California Community Colleges prior to the start of the course. (Ed. Code, § 76004, subd. (c)(3))

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties to the CCAP Agreement have executed this CCAP Agreement Appendix by their duly authorized representatives on the dates of their signatures.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

By:_____
(Signature of person authorized to execute Appendix on behalf of College.)

Name: Andrew B. Suleski

Title: Vice President for Administration

Date:_____

OROVILLE UNION HIGH SCHOOL DISTRICT

By:_____
(Signature of person authorized to execute Appendix on behalf of School District.)

Name: Corey Willenberg

Title: Superintendent

Date:_____

List of Attachments
Course Descriptions

TO BE COMPLETED BY COLLEGE ONLY The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.					
Initiating Department:	SCHOOL RELATIONS	Preparer's Name & ID:	TANNA NEILSEN / 3180821	Phone:	7586
Vendor Name:	OROVILLE UNION HIGH SCHOOL DISTRICT		Vendor ID:		
PO Description *(Max. 25 characters)*:	CCAP APPENDIX – Las Plumas High 2022/23				
Budget Code:	12.418.700.1.640000.55890	PO Amount: $7,300	(17@400=$6,800 6@100=$500)		
Contract Monitor Name *(Person Who Approves Invoices)*:	TANNA NEILSEN			Phone:	7586
Dept. Dean/Director Initials:		Dept. Vice President Initials:			
Business Contracts Approval:		**Purchase Order Number:**			

CAREER AND COLLEGE ACCESS PATHWAYS APPENDIX
ATTACHMENT 1
COURSE DESCRIPTIONS

The course description(s) for each course offered as part of this CCAP Agreement Appendix are attached and incorporated herein as Attachment 1.

Catalog Description

MUS 1 - Music Appreciation

Transfer Status: CSU/UC

Unit(s): 3.00
Contact Hours: 51.00 Lecture
Out of Class Hours: 102.00
Total Course Hours: 153.00

Course Description:
This course is a study of the music of western culture from antiquity to the present for understanding through informed listening, analysis, evaluation, and discernment of musical elements, forms, styles, repertoire and the role of music and musicians in the western world. (C-ID MUS 100).

Objectives

Upon successful completion of this course, the student should be able to:

1. Use appropriate musical terminology to describe the elements of music.
2. Recognize and describe the various forms employed in Western music.
3. Recognize and describe the major style periods of Western music and be able to classify a given piece of music within its specific style group.
4. Identify major composers of the various style groups.
5. Identify musical instruments and ensembles.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Introduction and Terminology	3.00
Identification of Musical Instruments	3.00
Evaluation of Live Performances	3.00
Medieval Period/Renaissance	3.00
Early Baroque Period	3.00
Vivaldi, Scarlatti, Handel, Bach	3.00
Classical Forms	3.00
Classical Genre; Haydn, Mozart	3.00
Beethoven	6.00
Early Romantic Period	3.00
Romantic Opera, Nationalism	6.00
Late Romanticism	3.00
20th Century Art Music	3.00
20th Century American Popular Music	6.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read a biography of a composer of your choice and write a short outline on the composer's life and work. Be prepared to share with the class.
2. Pick a course appropriate musical instrument and read the article on that instrument in Grove's Encyclopedia of Music. Be prepared to discuss in

1. Listen to an example of music from each of the assigned eras and prepare a 2 page critical analysis of the music. Be prepared to discuss your findings in class.
2. Attend a concert of appropriate music for the class, and prepare a written analysis of the music and performance.

Out-of-Class Assignments

1. Form a small percussion ensemble and using music supplied by the instructor prepare the piece for performance in class.
2. Working in small groups, select and research an era of music and prepare an in-class presentation. In your presentation focus on the evolution of forms and the use of musical instruments.

Recommended Materials of Instruction

Wright, C. (2013). Listening to Music. *Cengage Learning, 7th.*
Charles Hofer. (2015). Music Listening Today. *Schirmer, 6th.*
Jan Swafford. (1992). The Vintage Guide to Classical Music. *Random House, 1st.*

Other Learning Materials
Reading/handouts

Recordings/Video

Reference books in library

Methods of Instruction

A. Instructor Demonstrations
B. Lecture
C. Reading Assignments
D. Collaborative Group Work
E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture

Methods of Evaluation

A. Exams/Tests
B. Research Projects
C. Class participation
D. Final Examination
E. Written Assignments
F. Class Discussion

Created/Revised by: Heimlich, Ryan

Date:11/05/2018

Catalog Description

AUT 1 - Introduction to Automotive Technology

Transfer Status: CSU

Unit(s): 4.00
Contact Hours: 68.00 Lecture
Out of Class Hours: 136.00
Total Course Hours: 204.00

Course Description:
This course introduces students to the automotive field and the electrical/mechanical systems found in today's automobile. This course will cover safety related practices, the principles of operation and system service procedures for all systems found on today's cars.

Objectives

Upon successful completion of this course, the student should be able to:

1. Identify and describe the function of various parts in a 4-cycle gas engine.
2. Identify and describe the function of various parts related to automatic transmissions/transaxles.
3. Identify and describe the function of various parts related to suspension and steering systems.
4. Identify and describe the function of various parts related to the brake system.
5. Identify and describe the function of various parts in the electrical/electronic system.
6. Identify and describe the function of various parts in the heating and air conditioning system.
7. Identify and describe the function of various parts related to engine performance.
8. Identify and describe the personal protective equipment used in the automotive industry.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Automotive industry, safety procedures and automotive history	2.00
Tools, tool usage and safety; Fasteners and identification of fasteners	2.00
Engine repair and operation	8.00
Automatic transmission/transaxle theory, operation and repair	8.00
Manual drive train and axles theory, operation and repair	8.00
Suspension and steering theory, operation and repair	8.00
Brake system theory, operation and repair	8.00
Electrical/Electronics systems theory, operation and repair	8.00
Heating and air conditioning system theory, operation and repair	8.00
Engine performance systems theory, operation and repair	8.00
Total Hours:	68.00

Examples of Assignments

Reading Assignments

1. In the "Classroom Manual", read the chapter on the 4-cycle process. Answer the end of chapter questions.
2. Using the assigned vehicle locate and read the procedure for replacing the front brake pads. Be prepared to demonstrate the procedure on the mock-up in class.

1. In the "Key Notes" work book answer the questions and fill in the blanks about the heat exchange process in air conditioning systems.
2. After completing the required assignment on bedding brake pads, summarize the procedure in your work book.

Out-of-Class Assignments

1. Use All Data to look up the fill capacities and fluid requirements for your personal vehicle. Be prepared to share your findings with the instructor.
2. Complete this week's quiz and assigned reading and submit to the instructor.

Recommended Materials of Instruction

Hadfield, Chris. (2014). Today's Technician, Basic Automotive Service and Systems. *Cengage Learning, 5th.* 9781418021.

Other Learning Materials
Safety Glasses

Methods of Instruction

A. Class Activities
B. Collaborative Group Work
C. Discussion
D. Field Trips
E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
F. Lecture
G. Multimedia Presentations
H. Reading Assignments

Methods of Evaluation

A. Exams/Tests
B. Research Projects
C. Oral Presentation
D. Group Participation
E. Class participation
F. Mid-term and final examinations

Created/Revised by: Kielb, Craig

Date:11/02/2015

Catalog Description

AGS 40 - Introduction to Animal Science

Transfer Status: CSU/UC

Unit(s): 3.00
Contact Hours: 34.00 Lecture/51.00 Lab
Out of Class Hours: 68.00
Total Course Hours: 153.00

Course Description:
This course is a scientific approach to the livestock industry encompassing aspects of animal anatomy, physiology, nutrition, genetics and epidemiology. There will be special emphasis on the origin, characteristics, adaptation and contributions of farm animals to the global agriculture industry. Analysis of the economic trends and career opportunities in animal agriculture will be covered. (C-ID AG-AS 104).

Objectives

Upon successful completion of this course, the student should be able to:

1. Identify animal contributions to the development of human civilizations.
2. Describe economically significant breeds of animals and their unique adaptations.
3. Describe the function of the major body systems.
4. Identify reproductive cycles and biotechnological principles of animal reproduction.
5. Analyze genetic change through artificial/natural selection.
6. Discuss nutritional needs for various body functions.
7. Describe animal behavior as it relates to animal domestication, health and performance.
8. Explain basic strategies for disease control, prevention and management.
9. Utilize the scientific method to collect data, calculate production parameters and make scientifically-based management decisions.
10. Identify and discuss current issues affecting animal agriculture.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	**Lec Hrs**
Introduction to animal agriculture a. Career opportunities b. Importance of domestic animals to the world and to the United States c. Economic importance of animal agriculture d. Animal contributions to human needs e. Ethnic and cultural contributions to animal domestication	4.00
Unique adaptations of various species a. Natural selection vs artificial selection b. Meat animal use and production c. Fiber production d. Dairy production e. Recreational and companionship use of animals	4.00
Anatomy and physiology a. Identification of external anatomy for various species b. Analysis of body systems – reproductive, respiratory, digestive, immune, circulatory	3.00
Animal reproduction a. Animal breeding systems b. Reproductive management and technology c. Fertility assessment	3.00

a. Introduction and review of genetic principles b. Gene modification and genetic interactions c. Genetic improvement and variation d. Inheritance and population genetics	3.00
Nutrition a. Classes of nutrients b. Feed identification and composition c. Livestock feeding management practices	3.00
Animal behavior (ethology) a. Behavioral characteristics b. Animal handling and safety c. Conditioning	3.00
Animal health a. Biosecurity b. Vital Signs c. Indications of health vs disease d. Common diseases	3.00
The scientific method a. Research in animal agriculture b. Developing a research model c. Humane treatment of research animals	3.00
Issues affecting animal agriculture a. Animal welfare issues b. Advances in biotechnology c. Governmental and environmental concerns d. Food safety e. Public policy and consumer awareness	5.00
Total Hours:	34.00

Lab

Topics	**Lab Hrs**
Beef and Dairy	3.00
Sheep and Swine	3.00
Meats lab, safety and processes	3.00
Grocery store - meat, cheese, butter, ice cream	3.00
Purebred Beef - Expected Progeny Differences (EPD)	3.00
Commerical cattle operation - weaning, castration	3.00
Dairy farm - production cycle	3.00
Milk processing - cheese plant	3.00
Sheep - lambing and handling	3.00
Purebred Sheep - production cyle	3.00
Swine - vaccination, selection, management	3.00
Poultry - quality of carcasses and eggs	3.00
Horse - production cycle	3.00
Selection workshop	3.00
Biotechnology and environmental workshop	3.00
North Valley Livestock Tour	6.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

pork and lamb.

Writing Assignments

1. Read the chapter on animal behavior and and write a 2-3 page paper on the fields of animal behavior and systems of animal behavior.
2. Read an article from a trade magazine on the issues in animal agriculture and write 2 page paper on animal welfare.

Out-of-Class Assignments

1. Visit any livestock operation in the local area and be prepared to share with the class, the breeds, total numbers and management practices utilized at the operation.
2. Use the Internet to check current pricing on the major market animals as well as breeding stock for swine, sheep, beef and dairy cattle. This information will be shared with the class.

Recommended Materials of Instruction

Taylor, R. (2012). Scientific Farm Animal Production. *Prentice Hall, 10th.*
Knights, Marlon. (2014). Animal Science Lab Manual. *Kendall Hunt Publishing, 1st.*

Other Learning Materials
Materials: 3 ring notebook, proper clothing for labs

Methods of Instruction

A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
B. Lecture
C. Problem-Solving Sessions
D. Class Activities
E. Discussion

Methods of Evaluation

A. Exams/Tests
B. Class participation
C. Written Examinations
D. Practical Evaluations
E. Mid-term and final examinations

Created/Revised by: Adams, Denise

Date:02/25/2019

Catalog Description

AB 20 - Careers in Agriculture, Environmental Science and Natural Resources

Transfer Status: CSU

Unit(s): 1.00
Contact Hours: 17.00 Lecture
Out of Class Hours: 34.00
Total Course Hours: 51.00

Course Description:
This course is a study of the agriculture, environmental science and natural resources industries with a focus on career opportunities, self evaluation, and skills necessary for successful job procurement. Topics include job trends, resumes and cover letters, interviewing skills, and the types of careers available in agriculture, environmental science, and natural resources.

Objectives

Upon successful completion of this course, the student should be able to:

1. Identify career opportunities in agriculture, environmental science, and natural resources.
2. Define their career goals and create an educational plan to achieve these goals.
3. Prepare an effective resume and cover letter and demonstrate effective job interviewing skills.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Introduction	1.00
Employment Trends	1.00
Establishing Goals	1.00
Sources of Employment Information	3.00
Placement and Interest Testing	2.00
Personal Inventory	1.00
Personal Education Plan	1.00
Resumes, Cover Letters	3.00
Job Interviews	2.00
Career Options	1.00
Self Evaluation	1.00
Total Hours:	17.00

Examples of Assignments

Reading Assignments

1. Read the examples of effective cover letters provided by the instructor. Identify the three primary components of an effective cover letter. Be prepared to discuss in class.
2. Read the examples of effective resumes provided by the instructor. Identify the five primary sections and their sequence in an effective resume. Be prepared to discuss in class.

Writing Assignments

1. Prepare a professional resume. Highlight your employment objective(s), academic qualifications, and work history.

interview.

ATTACHMENT 1

Out-of-Class Assignments

1. Visit the Butte College Career Development Center. Take the "career assessment" activity to identify potential career fields that correspond to your interests. Be prepared to share what you learned in class.
2. Use the Eureka computer database in the Butte College Career Center to identify the education requirements, job duties, and pay range for three job categories of interest to you.

Recommended Materials of Instruction

Yena, D.. (2020). Career Directions: New Paths to Your Ideal Career. *McGraw-Hill Education, Seventh* . 9781259712371.

Methods of Instruction

A. Lecture
B. Demonstrations
C. Guest Speakers
D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture

Methods of Evaluation

A. Quizzes
B. Portfolios
C. Papers
D. Homework
E. Mid-term and final examinations
F. Essays and research papers

Created/Revised by: Vazquez, Jacob

Date:12/06/2021

Catalog Description

AB 26 - Introduction to Agriculture Business

Transfer Status: CSU

Unit(s): 3.00
Contact Hours: 51.00 Lecture
Out of Class Hours: 102.00
Total Course Hours: 153.00

Course Description:
This course provides students with a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process. (C-ID AG-AB 104).

Objectives

Upon successful completion of this course, the student should be able to:

1. Explain how economic principles relate to commodity marketing sub sectors in agriculture.
2. Recognize and describe agricultural business organizational structures including; sole proprietorships, partnerships, corporations, franchises, and cooperatives. Identify and explain the four functions of management and how they relate to the agribusiness organization.
3. Develop an awareness of the basic laws, regulations, and regulatory agencies that interact with the agriculture community.
4. Describe various styles of leadership.
5. Identify the role of the agricultural manager.
6. Recognize, evaluate, and propose solutions to problems in personnel, ethics and communication.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
The role and organization of the agribusiness a. The place of agribusiness in California, United States, and the global economy b. Types of agribusiness c. The organization of an agribusiness d. Types of business structure e. Managing the agribusiness	8.50
Management a. Planning b. Leading c. Organizing d. Controlling	8.50
Managerial Problem Solving in Agriculture a. Diagnosis of the situation b. Generating alternative c. Evaluating alternatives d. Selecting the best alternative e. Implementing the alternative f. Evaluation of results	8.50
Financial Management and Control of Agribusiness a. General business economics b. Overview of financial statements	8.50

a. The role of the agriculture manager b. Agriculture employee motivation c. Team and team building d. Labor relations	8.50
Business Land and Ethics in Agriculture a. Agriculture values b. Agriculture business ethnics c. Personal values d. Agricultural Law and the regulatory environment	8.50
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read and interpret an article pertaining to current events in agriculture, posted on the class portal. Be prepared to discuss the issues and take a pro/con position.
2. Read the case study in your text dealing with "Going Broke While Making a Profit". Identify how this happened and how it could have been avoided.

Writing Assignments

1. Write a 7-10 page Business Plan for an agricultural endeavor of your choice. The Business Plan should include a description of the business, a marketing plan, and financial statements.
2. Write a two-three research page paper covering the management style of the Simplot Corporation. Identify the companies approach to hiring, advancement, and outlook on the future.

Out-of-Class Assignments

1. Locate two examples of advertising for an agricultural commodity. One should be commodity based and the other product specific. Be prepared to discuss in class.
2. Interview an individual currently working in your proposed field of employment. Write a two page paper discussing the nature of the work, the best and worst parts of the job, and the employment outlook. Be prepared to discuss in class.

Recommended Materials of Instruction

Barnard, F., Foltz, J., Yeager, E., Brewer, B.. (2020). Agribusiness Management. *Routledge, Sixth*. 9780367341947.

Methods of Instruction

A. Group Discussions
B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
C. Lecture
D. Reading Assignments

Methods of Evaluation

A. Quizzes
B. Oral Presentation
C. Projects
D. Homework
E. Short papers
F. Essays and research papers

Created/Revised by: Vazquez, Jacob

Date: 12/06/2021

Catalog Description

PHO 4 - Beginning Digital Photography

Transfer Status: CSU

Unit(s): 3.00
Contact Hours: 34.00 Lecture/51.00 Lab
Out of Class Hours: 68.00
Total Course Hours: 153.00

Course Description:
An introductory digital course presenting the origins and history of photography, camera and lens use, exposure, metering, printing procedures, print presentations, composition and standards of quality. Emphasis is placed on print quality along with content, composition and personal expression.

Objectives

Upon successful completion of this course, the student should be able to:

1. Execute the camera techniques necessary for using digital photography as a creative tool.
2. Analyze and discuss the concept of digital photography as an art form.
3. Critique contemporary digital photography.
4. Effectively apply professional image editing software and proper digital workflow to create quality digital prints.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Introduction to Digital Imaging	1.00
Introduction to Digital Cameras and Lenses	2.00
Basic Camera Controls	2.00
Exposure, Light Meters and Histograms	2.00
Introduction to the Lightroom Workspace	2.00
Image Capture and Import to Lightroom	2.00
Digital Darkroom Workflow	2.00
Developing Images in Lightroom	2.00
Overview of the History of Photography	4.00
Composition and Design	2.00
Color Principles and Theory	2.00
Color Balance and Adjustment	2.00
Printers/Papers	1.00
Print Presentation	1.00
Other Lightroom Tools	2.00
Assignment Introduction	4.00
Final Portfolio Introduction	1.00
Total Hours:	34.00

Lab

Topics	Lab Hrs
Introduction to the Lightroom Workspace	3.00

Introduction to Lightroom Workflow	3.00
Developing Photos in Lightroom	12.00
Digital File Management	5.00
Other Lightroom Tools	5.00
Exporting Images	2.00
Print Presentation	3.00
Printing	2.00
Assignment Critique	8.00
Final Critique	3.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read the chapter on the digital darkroom and be prepared to demonstrate proper workflow procedures during an in-class assignment.
2. Read the chapter on color photography from the class text and be prepared to discuss color theory.

Writing Assignments

1. Review the artist monographs and websites on the instuctor's list. Choose two artists whose work inspires your image choices for your final portfolio. Create a 5-10 minute oral presentation in class with at least 3 images from each artist that relate to your final portfolio.
2. Write a 100-200 word statement about your final portfolio. Include influences and motivation for your work.

Out-of-Class Assignments

1. Research a beginning Lightroom tutorial on the Internet. Demonstrate the technique to the class.
2. Read the chapter in the textbook about light and color temperature. Create four color images using four different light sources to demonstrate the differences in color temperature depending on the light source.

Recommended Materials of Instruction

London, B. and Stone, J. (2018). A Short Course in Digital Photography. *Prentice Hall, 4th.*
Hirsh, R. (2015). Exploring Color Photography. *Routledge, 6th.*

Methods of Instruction

A. Discussion
B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
C. Lecture
D. Multimedia Presentations
E. Reading Assignments
F. Demonstrations

Methods of Evaluation

A. Exams/Tests
B. Portfolios
C. Projects
D. Homework
E. Class participation
F. Performance Examinations

Created/Revised by: Donnelly, Daniel

Date:12/07/2020

Catalog Description

CLP 101 - Career, Education and Life Choices

Transfer Status: NT

Unit(s): 3.00
Contact Hours: 51.00 Lecture
Out of Class Hours: 102.00
Total Course Hours: 153.00

Course Description:
This is an introductory personal development course where students learn the skills for goal setting, budget projection, career and educational research, decision-making, and personal management. The course culminates in a 10-year action plan to fulfill educational and career goals.

Objectives

Upon successful completion of this course, the student should be able to:

1. Identify interests, lifestyle preferences and aptitudes that influence career, education and life choices.
2. Conduct preliminary career research using online and in-person resources such as the Occupational Outlook Handbook and informational interviews.
3. Use a basic problem-solving techniques to overcome obstacles and refine personal goals.
4. Create plans and use self-directed strategies for career changes and lifelong learning.
5. Develop and maintain a 10-year action plan that includes appropriate experiences, skills, training and education required to attain stated career goal.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Envisioning your future	2.00
Setting goals and creating plans	4.00
Career research	6.00
Budgeting for your envisioned lifestyle	5.00
Rubrics for making informed education, career, and life choices	4.00
Transitioning through post-secondary education into the workforce	4.00
Long-range plans for educational and training opportunities	8.00
Strategies for making career and life changes	3.00
Self-mastery skills and resiliency strategies	4.00
Connecting your education and career decisions with the planning process	4.00
Designing and maintaining your 10-year plan	7.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read the chapter in your text on the traits of those who succeed, and prepare to present in class the characteristics of people you would like to hire if you were the manager of a company.
2. Read the section in your text on the six E's of excellence, and prepare to share in class a person you know that embodies these traits.

Writing Assignments

2. Write a budget for the envisioned lifestyle using the template provided by your instructor.

Out-of-Class Assignments

1. Complete an online inventory that details the skills you have and the skills you need to learn for your chosen career path. Submit a one-page summary of your findings.
2. Using your skills inventory chart, develop an education plan for your career path. Prepare to share your plan during a small-group discussion in class.

Recommended Materials of Instruction

Bingham, Mindy & Stryker, Sandy. (2013). Career Choices and Changes: Discover Who You Are, What You Want, and How to Get It. *Academic Innovations, 5th.*
Bingham, Mindy. (2013). Career Choices and Changes: Workbook and Portfolio. *Academic Innovations, 5th.*

Other Learning Materials
My10yearPlan.com® Interactive, Academic Innovations, 2012.

Online inventories that measure interests, personality, values, skills, learning styles, and lifestyle

Instructor may decide to assign additional self-measurement tools outside of the course text/materials, as needed.

Methods of Instruction

A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
B. Lecture
C. Multimedia Presentations
D. Class Activities
E. Group Discussions
F. Guest Speakers

Methods of Evaluation

A. Portfolios
B. Projects
C. Homework
D. Class participation
E. Written Assignments

Created/Revised by: Donnelly, Brian

Date:10/31/2016

Catalog Description

ART 50 - Beginning Ceramics

Transfer Status: CSU/UC

Unit(s): 3.00
Contact Hours: 25.50 Lecture/76.50 Lab
Out of Class Hours: 51.00
Total Course Hours: 153.00

Course Description:
This course is an introduction to ceramics materials, concepts, and processes, including basic design principles, creative development, hand-building, throwing (potter's wheel), glaze techniques, firing and ceramic terminology. Students will experiment with a variety of forms, glazes, and other surface treatments, and will be introduced to historical as well as contemporary ceramic artworks.

Objectives

Upon successful completion of this course, the student should be able to:

1. Demonstrate knowledge of various types of clays, glazes, firing techniques, and elements of kiln design.
2. Design and build clay forms using a variety of forming techniques, such as coil, slab, pinch, wheel-thrown, and combination methods.
3. Utilize simple glaze formulation and techniques of application to successfully achieve finished surfaces with desired colors, textures, and design elements.
4. Demonstrate knowledge of historical, as well as contemporary uses of the ceramic medium for sculpture and pottery.
5. Create a body of finished work that is responsive to assigned projects, and demonstrates technical proficiency, creative problem-solving, and self-expression.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	**Lec Hrs**
Clay types and their relative advantages and limitations.	2.00
The elements of art and ceramic terminology.	2.00
Surface and firing techniques appropriate to an introductory study in ceramics, which may include but are not limited to slips, engobe, terra sigilata, glaze, burnishing, in various firing atmospheres and temperatures.	4.50
Visual problem solving exercises that develop ceramic work and require exploration and manipulation of the basic materials used to create ceramic works.	2.00

hard slab, sgraffito, mishima, additive and subtractive techniques, and wheel work.	6.00
Overview of ceramics as a major medium of artistic expression, including the history of clay and its role in historical and contemporary cultures as both artistic form and functional craft.	6.00
Critical evaluation and critique of class projects using correct terminology in oral or written formats.	1.00
Studio, equipment, and material use and safety.	2.00
Total Hours:	25.50

Lab

Topics	**Lab Hrs**
Visual problem solving exercises that develop ceramic work and require exploration and manipulation of the basic materials used to create ceramic works.	6.50
Studio projects that explore the elements and organizing principles of ceramics including but not limited to pinch, coil, soft slab, hard slab, sgraffito, mishima, modeling, carving, and wheel work.	40.00
Development of skills and processes using a variety of surface and firing techniques appropriate to an introductory study in ceramics, which may include but are not limited to slips, engobe, terra sigilata, glaze, burnishing, in various firing atmospheres and temperatures.	20.00
Critical evaluation and critique of class projects.	10.00
Total Hours:	76.50

Examples of Assignments

Reading Assignments

1. Read chapter 1 in the textbook "Hands In Clay". Come to class prepared to discuss the types of clay and earliest uses by people living in small-scale societies.
2. Read Chapter 9 in the textbook "Hands in Clay". Pick an artwork pictured in this Chapter that you regard as particularly creative or skillfully done, and be prepared to discuss its superior originality and/or craftsmanship.

Writing Assignments

1. Write journal entries in which you describe the evolution of form and concept of a clay project you are creating in response to an assignment.
2. Pick a ceramic artist whose work you find especially intriguing. Write a one to two page paper describing, interpreting, and evaluating one of the artists' best works.

Out-of-Class Assignments

1. In relation to an assigned project, research similar works by professional ceramic artists to generate ideas for your own. For example, if an assignment calls for a sculptural teapot that also functions well, look online or in books to see how other ceramic artists have interpreted these types of forms.
2. Attend a local or regional art show or art museum to get ideas for sculptural forms. Take photographs (where permitted) or make sketches of forms you are interested in for future reference.

Recommended Materials of Instruction

Speight, Charlotte; Toki, John. (2003). Hands in Clay : An Introduction to Ceramics. *McGraw-Hill Humanities/Social Sciences/Languages, 5th*

Students will purchase their own clay and tools. **ATTACHMENT 1**

Methods of Instruction

A. Class Activities
B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
C. Instructor Demonstrations
D. Lecture
E. Multimedia Presentations
F. Reading Assignments

Methods of Evaluation

A. Exams/Tests
B. Portfolios
C. Projects
D. Class participation
E. Lab Projects
F. Practical Evaluations

Created/Revised by: Cooper, David

Date:10/29/2012

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive, Oroville, CA 95965

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT

APPENDIX

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between **Butte-Glenn Community College District** ("College") and **Oroville Union High School District** ("School District"); and

WHEREAS, the College and the School District agree to record College and School District specific components of the CCAP Agreement using the CCAP Agreement Appendix to specify additional detail regarding, but not limited to: the total number of high school students to be served; the total number of full-time equivalent students projected to be claimed by the College for those students; the scope, nature, time, location and listing of community college courses to be offered; and the criteria to assess the ability of pupils to benefit from those courses. (Ed. Code, § 76004, subd. (c)(1))

NOW THEREFORE, the College and School District agree as follows:

1. CCAP AGREEMENT

1.1. The College and School District entered into the CCAP Agreement on **July 1, 2021**, pursuant to action of the governing boards of the College and School District.

1.1.1. COLLEGE BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 8/11/21	Appendix: 8/10/22 & 9/14/22

1.1.2. SCHOOL DISTRICT BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 7/28/21	Appendix: 8/17/22 & 9/21/22

2. POINTS OF CONTACT

2.1. College and School District points of contact for this CCAP Agreement: (Ed. Code, § 76004 (c)(2))

COLLEGE

Name:	Tanna Neilsen	Title:	Dual Enrollment Program Administrator
Telephone:	(530)893-7586	Email:	neilsenta@butte.edu

SCHOOL DISTRICT

Name:	Paula Blaney	Title:	Executive Assistant
Telephone:	538-2300	Email:	pblaney@ouhsd.net

3. STUDENT SELECTION

3.1. College and School District shall adhere to the terms outlined in Section 3, Student Eligibility, Admission, Registration and Enrollment of the CCAP Agreement to select eligible students.

Required: Describe the criteria used to assess the ability of pupils to benefit from the courses(s) offered: (Ed. Code, § 76004 (c)(1))

SCHOOL DISTRICT counselors and pathway instructors select students based on academic readiness and alignment of course content to students' education and career goals.

4. **CCAP AGREEMENT EDUCATION PROGRAM(S) AND COURSE(S).** The College has identified the following: program year; educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR:	2022/23	EDUCATIONAL PROGRAM:	CCAP Dual Enrollment
SCHOOL DISTRICT:	Oroville Union High School District	HIGH SCHOOL:	Oroville High School

TOTAL NUMBER OF STUDENTS TO BE SERVED: 135	**TOTAL PROJECTED FTES: 13.5**

COURSE NAME	COURSE NUMBER	TERM	# of Sections	TIME	DAYS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Reading – Composition	ENGL 2	FA22	1	8:30-3:30	M-F	M. Shaffer	☒ HS	☒ HS
Intro to Photography	PHO 2	FA22	2	8:30-3:30	M-F	K. Anderson	☒ HS	☒ HS
Music Appreciation	MUS 1	FA22	1	8:30-3:30	M-F	M. Paim	☒ HS	☒ HS
Beginning Ceramics	ART 50	FA22	3	8:30-3:30	M-F	S. Muntifering	☒ HS	☒ HS

Required: Attach the course description for each course listed above. Each course description should include information regarding the nature and scope of the course.

5. **BOOKS AND INSTRUCTIONAL MATERIALS.** The total cost of books and instructional materials for School District students participating as part of this CCAP agreement will be borne by School District.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Reading and Composition	Literature and Composition	$0	None	$0
Intro to Photography	Focus on Photography/Online Resources	$0	None	$0
Music Appreciation	Music: An Appreciation	$0	None	$0
Statistics	Free: Statistics Using Technology	$0	None	$0
Beginning Ceramics	Experience Clay	$0	None	$0

6. **REIMBURSEMENT.**

6.1. Use of School District Instructor. For those courses in which a School District instructor is responsible for the instructional services for a course offered as part of this CCAP Agreement, the College will pay School District as follows: **400.00 per completed section.**

6.2. The College will pay School District for each School District instructor attending the College's Dual Enrollment Orientation and Training as follows: **$100.00 per instructor.**

6.3. Invoicing Procedures. Within 30 days after the end of each academic term, the School District shall provide an invoice to the College for reimbursement implied in this CCAP Agreement Appendix. The invoice must specify the course name, course number, term, instructor and the number of students served.

7. **FACILITIES USE.**

7.1. College and School District shall adhere to the terms outlined in Section 13, Facilities, of this CCAP Agreement.

7.2. School District as part of Section 13.1 of this CCAP Agreement, shall extend access and use of the following School District facilities:

7.3.

BUILDING	CLASSROOM	DAYS	HOURS
OHS	M7	M-F	8:30 – 3:30
OHS	A1	M-F	8:30 – 3:30
OHS	BR	M-F	8:30 – 3:30
OHS	A3	M-F	8:30 – 3:30

8. APPENDIX APPROVAL

8.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, shall present this CCAP Appendix, take comments from the public, and approve or disapprove this CCAP Appendix. (Ed. Code, § 76004, subd. (b))

8.2. Upon approval of this Appendix by the governing boards of both the College and School District, the College will provide a copy of this Appendix to the Chancellor's Office of the California Community Colleges prior to the start of the course. (Ed. Code, § 76004, subd. (c)(3))

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties to the CCAP Agreement have executed this CCAP Agreement Appendix by their duly authorized representatives on the dates of their signatures.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

By:_____
(Signature of person authorized to execute Appendix on behalf of College.)

Name: Andrew B. Suleski

Title: Vice President for Administration

Date:_____

OROVILLE UNION HIGH SCHOOL DISTRICT

By:_____
(Signature of person authorized to execute Appendix on behalf of School District.)

Name: Corey Willenberg

Title: Superintendent

Date:_____

List of Attachments
Course Descriptions

TO BE COMPLETED BY COLLEGE ONLY The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.					
Initiating Department:	SCHOOL RELATIONS	Preparer's Name & ID:	TANNA NEILSEN / 3180821	Phone:	7586
Vendor Name:	OROVILLE UNION HIGH SCHOOL DISTRICT		Vendor ID:		
PO Description *(Max. 25 characters)*:	CCAP APPENDIX – OROVILLE HIGH 2022/23				
Budget Code:	12.418.700.1.640000.55890	PO Amount: $3,200	(7@400=$2,800 3@100=$400)		
Contract Monitor Name *(Person Who Approves Invoices)*:	TANNA NEILSEN			Phone:	7586
Dept. Dean/Director Initials:		Dept. Vice President Initials:			
Business Contracts Approval:		**Purchase Order Number:**			

CAREER AND COLLEGE ACCESS PATHWAYS APPENDIX
ATTACHMENT 1
COURSE DESCRIPTIONS

The course description(s) for each course offered as part of this CCAP Agreement Appendix are attached and incorporated herein as Attachment 1.

Catalog Description

ENGL 2 - Reading and Composition

Transfer Status: CSU/UC

Unit(s): 4.00
Contact Hours: 68.00 Lecture
Out of Class Hours: 136.00
Total Course Hours: 204.00

Course Description:
This is an introductory course that offers instruction in expository and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, research strategies, information literacy, and documentation. Students will critically read expository, argumentative, and fictional texts and develop expository, persuasive, and argumentative academic writing. Essays will demonstrate reading comprehension, analysis, critique, academic research, and synthesis. Graded only. (C-ID ENGL 100).

Objectives

Upon successful completion of this course, the student should be able to:

1. Read, analyze, and evaluate a variety of primarily non-fiction, diverse texts for content, context, and rhetorical merit with consideration of tone, audience, and purpose.
2. Apply a variety of rhetorical strategies in writing unified, well-organized essays with arguable theses and persuasive support. A minimum of 5000 words of formal writing will be required.
3. Develop varied and flexible strategies for generating, drafting, and revising essays.
4. Analyze stylistic choices in their own writing and the writing of others.
5. Write timed/in-class essays exhibiting acceptable college-level control of mechanics, organization, development, and coherence.
6. Integrate the ideas of others through paraphrasing, summarizing, and quoting without plagiarism.
7. Find, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation format.
8. Use style, diction, and tone appropriate to a diverse academic community and the purpose of the specific writing task; proofread, edit, and revise essays so English grammar, usage, and punctuation do not impede clarity.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Critical and analytical reading of college-level texts A. Reading scholarly sources B. Annotating texts C. Identifying key points, drawing inferences, and understanding broader implications D. Critically evaluating arguments	17.00
Audience and purpose A. Identifying target audiences B. Anticipating reader response and addressing opposing or differing perspectives C. Identifying and following conventions that meet the needs of particular audiences D. Understanding the various influences that shape perspectives, values, language and identities E. Understanding the variety of platforms and disciplines in which writing occurs and the intricacies of each	8.00
The writing process A. Methods for pre-writing and drafting B. Strategies for global revision C. Proofreading and editing strategies, including using research and grammar handbooks and/or other sources to edit papers D. Recognizing and using appropriate grammar, punctuation, and spelling, as well as effective syntax E. Analyze stylistic choices in their own writing and the writing of others	15.00

A. Strategies for focusing searches and finding strong sources
B. Methods for organizing research
C. Understanding discipline-specific conventions for documenting research
D. Using research handbooks to identify the necessary format for documenting individual sources — 15.00

Evaluating and integrating sources into a research essay
A. Identifying scholarly versus non-scholarly sources
B. Navigating a variety of popular and scholarly sources of information whether in print, media, or online
C. Methods for evaluating popular media, online, and print sources
D. Strategies for synthesizing points from source materials into more complex, college-level arguments — 13.00

Total Hours: 68.00

Examples of Assignments

Reading Assignments

1. Read the essay assigned by the instructor. As you read, note the author's claim and supporting evidence as well as his or her focus on audience, tone, and rhetorical strategies.
2. Carefully read the essay assigned by the instructor. Note the author's use of inductive and/or deductive logic, attention to counterarguments, and use of fallacious reasoning to persuade the reader.

Writing Assignments

1. Construct a well-developed essay in which you propose a concrete solution to a common societal problem and support that solution with evidence gleaned from a variety of sources. To gather ideas for your essay, conduct research on our college's databases. Cite your sources using MLA or APA style. Minimum of 3 to 5 pages.
2. Construct a well-developed essay in which you critique an author's support for a claim, focusing on the quantity and quality of evidence as well as on the use of logic and fallacies. Minimum of 3 to 5 pages.

Out-of-Class Assignments

1. Use our college's online databases to research what other scholars have to say about an issue detailed in an assigned academic article. Bring two articles to the next class.
2. Find a scholarly and a popular source that both address the same aspect of the issue you are writing about for your inquiry project. Note similarities and differences in how the two sources treat the topic, including any information or perspectives that are glossed over or ommitted in either source.

Recommended Materials of Instruction

Jacobus, Lee (Ed.). (2020). A World of Ideas: Essential Readings for College Writers. *Macmillan, 11th.*
Shrodes, Caroline F. et. al. (2011). The Conscious Reader. *Pearson, 12th.*
Graff, G., Birkenstein, C.. (2021). They Say/I Say. *W.W. Norton, 5th. .*
Wangler, S. & Ulrich, T.. (2019). 88 Open Essays: A Reader For Students Of Composition & Rhetoric. *Creative Commons,*
Guptil, A.. (2016). Writing in College: From Competence to Excellence. *Open SUNY Textbooks,*

Other Learning Materials
Film, video and other electronic sources

The Purdue Online Writing Lab (OWL)

Methods of Instruction

A. Collaborative Group Work
B. Discussion
C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
D. Lecture

Methods of Evaluation

A. Quizzes
B. Oral Presentation
C. Class participation
D. Written Assignments
E. Essays and research papers
F. Class Discussion

Created/Revised by: Bearden, Kenneth

Catalog Description

PHO 2 - Introduction to Photography

Transfer Status: CSU/UC

Unit(s): 3.00
Contact Hours: 34.00 Lecture/51.00 Lab
Out of Class Hours: 68.00
Total Course Hours: 153.00

Course Description:
This course is an introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography.

Objectives

Upon successful completion of this course, the student should be able to:

1. Safely handle and maintain photographic equipment and materials.
2. Apply the elements and principles of design in finished photographs.
3. Create a portfolio of work demonstrating formal, conceptual, and technical development.
4. Produce photographs skillfully utilizing photographic tools, materials, and processes, including camera controls, image exposure, image processing, printing, and presentation.
5. Examine and describe historical and contemporary trends, language, aesthetics and emerging media in photography.
6. Analyze and describe the role of photography in contemporary culture and media.
7. Evaluate and critique photographic images utilizing relevant terminology and concepts.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Safe handling, maintenance, and appropriate use of photography equipment and materials	4.00
Elements and principles of design as they relate to photography	6.00
Concept development and project based approaches to photography	6.00
Photographic tools, materials and processes, including camera controls, image exposure, image manipulation, processing, and printing	7.00
Historical and contemporary trends, language, aesthetics and emerging media as they relate to film and digital photography	6.00
Group and individual critiques of photographic images utilizing relevant terminology and concepts	5.00
Total Hours:	34.00

Lab

Topics	Lab Hrs
Lab policies and procedures	1.00
Wet-lab film development and darkroom printmaking, and/or digital management, editing, software, and printing techniques	17.00
Assignment covering photographic tools, materials and processes, compositional techniques and principles, camera controls, and image exposure	17.00
Group and individual critiques	16.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

your camera as reference.

ATTACHMENT 1

2. Read handout on the "Brief History of Photography" and select one photographer of interest to research. Write a short objective essay describing the photographer's historical and personal context, and how this influenced the photographer's work.

Writing Assignments

1. Read about the philosophical questions concerning the nature of photography in your class text. In 2-3 pages discuss the difference between a static black and white image on paper (the photograph) and real life experience.
2. Listen to a student's critique of your work and in 100-200 words write a response to the comments they made. Explain what you think about what was said and why.

Out-of-Class Assignments

1. Shoot three rolls of film of simple abstractions from everyday objects. Photograph a single plane using maximum depth-of-field. Do not record motion. Be prepared to give an oral critique of five of your best images based on the criteria in the class handout.
2. Select a digital or analog work to create a digital negative for cyanotype printing. Write a 2-3 page paper answering these questions: Will you use multi-media i.e. handcoloring or sculptural elements to enhance your cyanotype photograph? What is the expressive content of your work? How do your choices of image and materials convey meaning?

Recommended Materials of Instruction

London, B. and Stone, J. (2018). Short Course in Photography: Digital. *Pearson Publishing, 4th.*
Barnbaum, B. (2017). The Art of Photography: An Approach to Personal Expression. *Rocky Nook Publishers, 2nd.*

Methods of Instruction

A. Discussion
B. Field Trips
C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
D. Instructor Demonstrations
E. Lecture
F. Reading Assignments

Methods of Evaluation

A. Portfolios
B. Homework
C. Class participation
D. Lab Projects
E. Written Assignments
F. Examinations

Created/Revised by: Donnelly, Daniel

Date:12/07/2020

Catalog Description

MUS 1 - Music Appreciation

Transfer Status: CSU/UC

Unit(s): 3.00
Contact Hours: 51.00 Lecture
Out of Class Hours: 102.00
Total Course Hours: 153.00

Course Description:
This course is a study of the music of western culture from antiquity to the present for understanding through informed listening, analysis, evaluation, and discernment of musical elements, forms, styles, repertoire and the role of music and musicians in the western world. (C-ID MUS 100).

Objectives

Upon successful completion of this course, the student should be able to:

1. Use appropriate musical terminology to describe the elements of music.
2. Recognize and describe the various forms employed in Western music.
3. Recognize and describe the major style periods of Western music and be able to classify a given piece of music within its specific style group.
4. Identify major composers of the various style groups.
5. Identify musical instruments and ensembles.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Introduction and Terminology	3.00
Identification of Musical Instruments	3.00
Evaluation of Live Performances	3.00
Medieval Period/Renaissance	3.00
Early Baroque Period	3.00
Vivaldi, Scarlatti, Handel, Bach	3.00
Classical Forms	3.00
Classical Genre; Haydn, Mozart	3.00
Beethoven	6.00
Early Romantic Period	3.00
Romantic Opera, Nationalism	6.00
Late Romanticism	3.00
20th Century Art Music	3.00
20th Century American Popular Music	6.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read a biography of a composer of your choice and write a short outline on the composer's life and work. Be prepared to share with the class.
2. Pick a course appropriate musical instrument and read the article on that instrument in Grove's Encyclopedia of Music. Be prepared to discuss in

1. Listen to an example of music from each of the assigned eras and prepare a 2 page critical analysis of the music. Be prepared to discuss your findings in class.
2. Attend a concert of appropriate music for the class, and prepare a written analysis of the music and performance.

Out-of-Class Assignments

1. Form a small percussion ensemble and using music supplied by the instructor prepare the piece for performance in class.
2. Working in small groups, select and research an era of music and prepare an in-class presentation. In your presentation focus on the evolution of forms and the use of musical instruments.

Recommended Materials of Instruction

Wright, C. (2013). Listening to Music. *Cengage Learning, 7th.*
Charles Hofer. (2015). Music Listening Today. *Schirmer, 6th.*
Jan Swafford. (1992). The Vintage Guide to Classical Music. *Random House, 1st.*

Other Learning Materials
Reading/handouts

Recordings/Video

Reference books in library

Methods of Instruction

A. Instructor Demonstrations
B. Lecture
C. Reading Assignments
D. Collaborative Group Work
E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture

Methods of Evaluation

A. Exams/Tests
B. Research Projects
C. Class participation
D. Final Examination
E. Written Assignments
F. Class Discussion

Created/Revised by: Heimlich, Ryan

Date:11/05/2018

Catalog Description

ART 50 - Beginning Ceramics

Transfer Status: CSU/UC

Unit(s): 3.00
Contact Hours: 25.50 Lecture/76.50 Lab
Out of Class Hours: 51.00
Total Course Hours: 153.00

Course Description:
This course is an introduction to ceramics materials, concepts, and processes, including basic design principles, creative development, hand-building, throwing (potter's wheel), glaze techniques, firing and ceramic terminology. Students will experiment with a variety of forms, glazes, and other surface treatments, and will be introduced to historical as well as contemporary ceramic artworks.

Objectives

Upon successful completion of this course, the student should be able to:

1. Demonstrate knowledge of various types of clays, glazes, firing techniques, and elements of kiln design.
2. Design and build clay forms using a variety of forming techniques, such as coil, slab, pinch, wheel-thrown, and combination methods.
3. Utilize simple glaze formulation and techniques of application to successfully achieve finished surfaces with desired colors, textures, and design elements.
4. Demonstrate knowledge of historical, as well as contemporary uses of the ceramic medium for sculpture and pottery.
5. Create a body of finished work that is responsive to assigned projects, and demonstrates technical proficiency, creative problem-solving, and self-expression.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Clay types and their relative advantages and limitations.	2.00
The elements of art and ceramic terminology.	2.00
Surface and firing techniques appropriate to an introductory study in ceramics, which may include but are not limited to slips, engobe, terra sigilata, glaze, burnishing, in various firing atmospheres and temperatures.	4.50
Visual problem solving exercises that develop ceramic work and require exploration and manipulation of the basic materials used to create ceramic works.	2.00

hard slab, sgraffito, mishima, additive and subtractive techniques, and wheel work.	6.00
Overview of ceramics as a major medium of artistic expression, including the history of clay and its role in historical and contemporary cultures as both artistic form and functional craft.	6.00
Critical evaluation and critique of class projects using correct terminology in oral or written formats.	1.00
Studio, equipment, and material use and safety.	2.00
Total Hours:	25.50

Lab

Topics	**Lab Hrs**
Visual problem solving exercises that develop ceramic work and require exploration and manipulation of the basic materials used to create ceramic works.	6.50
Studio projects that explore the elements and organizing principles of ceramics including but not limited to pinch, coil, soft slab, hard slab, sgraffito, mishima, modeling, carving, and wheel work.	40.00
Development of skills and processes using a variety of surface and firing techniques appropriate to an introductory study in ceramics, which may include but are not limited to slips, engobe, terra sigilata, glaze, burnishing, in various firing atmospheres and temperatures.	20.00
Critical evaluation and critique of class projects.	10.00
Total Hours:	76.50

Examples of Assignments

Reading Assignments

1. Read chapter 1 in the textbook "Hands In Clay". Come to class prepared to discuss the types of clay and earliest uses by people living in small-scale societies.
2. Read Chapter 9 in the textbook "Hands in Clay". Pick an artwork pictured in this Chapter that you regard as particularly creative or skillfully done, and be prepared to discuss its superior originality and/or craftsmanship.

Writing Assignments

1. Write journal entries in which you describe the evolution of form and concept of a clay project you are creating in response to an assignment.
2. Pick a ceramic artist whose work you find especially intriguing. Write a one to two page paper describing, interpreting, and evaluating one of the artists' best works.

Out-of-Class Assignments

1. In relation to an assigned project, research similar works by professional ceramic artists to generate ideas for your own. For example, if an assignment calls for a sculptural teapot that also functions well, look online or in books to see how other ceramic artists have interpreted these types of forms.
2. Attend a local or regional art show or art museum to get ideas for sculptural forms. Take photographs (where permitted) or make sketches of forms you are interested in for future reference.

Recommended Materials of Instruction

Speight, Charlotte; Toki, John. (2003). Hands in Clay : An Introduction to Ceramics. *McGraw-Hill Humanities/Social Sciences/Languages, 5th*

Students will purchase their own clay and tools. **ATTACHMENT 1**

Methods of Instruction

A. Class Activities
B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
C. Instructor Demonstrations
D. Lecture
E. Multimedia Presentations
F. Reading Assignments

Methods of Evaluation

A. Exams/Tests
B. Portfolios
C. Projects
D. Class participation
E. Lab Projects
F. Practical Evaluations

Created/Revised by: Cooper, David

Date:10/29/2012

To:	Oroville Union High School District Board of Trustees
From:	Corey Willenberg, EdD, Superintendent
Date:	September 12, 2022
Subject:	Care Solace MOU

During the 19-20 school year, the Butte County Office of Education provided Care Solace to all of the school districts in Butte County. The cost was picked up by the districts during the 20-21 school year. Care Solace assists school staff in assisting families to connect with community based services which address mental health services.

Staff believes Care Solace provides a great benefit to our students and their families.

The Superintendent is requesting approval of the MOU with Care Solace for the 22-23 school year. This will be funded out of the General Fund.

Butte County Office of Education
"Where Students Come First"

Mary Sakuma
Superintendent
msakuma@bcoe.org

Student Programs and Educational Support

Michelle Zevely
Associate Superintendent
mzevely@bcoe.org

Board of Education

Karin Matray
Alan White
Brenda J. McLaughlin
Amy Christianson
Mike Walsh
Julian Diaz
Daniel Alexander

1859 Bird Street
Oroville, CA 95965
(530) 532-5757
Fax (530) 532-5794
http://www.bcoe.org

An Equal Opportunity Employer

September 2, 2022

Oroville Union High School District
2211 Washington Avenue
Oroville, CA 95966

AGREEMENT

Butte County Office of Education (BCOE) and Oroville Union High School District (OUHSD) agree as follows:

1. As requested by Oroville Union High School District, BCOE will enter into an agreement with Care Solace on behalf of OUHSD. OUHSD will be invoiced for services provided by Care Solace on an enrollment amount of 2,334 students for the 2022-2023 school year. The cost for these services will be billed at a rate of $2.50/per student.

2. The total cost for the services will be $5,835. BCOE will initiate an S-Transfer from OUHSD for the total costs by June 30, 2023.

Mary Sakuma
Superintendent, BCOE

Dr. Corey Willenberg
Superintendent

cc: Travis Haskill, Sr. Director of Fiscal Services
Alicia Turner, Manager, Fiscal Services

APPENDIX "B"
OROVILLE UNION HIGH SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
SALARY SCHEDULE 2022/2023

STEP	Class I BA OR BA + 15	Class II MA OR BA + 30	Class III MA + 15 OR BA + 45	Class IV MA + 30 OR BA + 60	STEP
1	51,586	53,500	55,407	57,320	1
2	53,500	55,407	57,320	59,230	2
3	55,407	57,320	59,230	61,141	3
4	57,320	59,230	61,141	63,049	4
5	59,230	61,141	63,049	64,957	5
6	61,141	63,049	64,957	66,871	6
7	63,049	64,957	66,871	68,777	7
8	64,957	66,871	68,777	70,687	8
9	66,871	68,777	70,687	72,597	9
10	68,777	70,687	72,597	74,509	10
11	70,687	72,597	74,509	76,415	11
12	72,597	74,509	76,415	78,330	12
13		76,415	78,330	80,240	13
14			80,240	82,148	14
15			80,240	84,059	15
16/18			83,158	86,975	16/18
19/21			86,071	89,896	19/21
22/24			88,992	92,811	22/24
25/26			91,910	95,726	25/26
27+			97,744	101,562	27+

Longevity: After 15th, 18th, 21st, 24th, 26th and 27th year for Classes III and IV

Clad Credential for those hired prior to September, 1995 and who earned and filed proof of certification in the Superintendents office by September 10, 2005 will receive $300 per year. **(Revision adopted 12-15-04)**

Masters Degree: $600 per year (Pay one only)

Effective: July 1, 2022
Approved:

APPENDIX "C"
OROVILLE UNION HIGH SCHOOL DISTRICT
EXTRA DUTY SALARY SCHEDULE
2022/23

EXTRA DUTY ASSIGNMENT	FACTOR	SALARY	MONTH PAID
Base		$51,586	
Ag - 12 month activities	0.090	4,643	Included in salary
Student Activity Director	0.055	2,837	Dec - May
Subject Area Coordinators	0.040	2,063	Dec - May
Head Teacher - Continuation	0.090	4,643	Dec - May
Academic Decathlon	0.040	2,063	Dec - May
Journalism	0.060	3,095	Dec - May
Drama	0.055	2,837	Dec - May
Music	0.090	4,643	Dec - May
VICA Advisor	0.040	2,063	Dec - May
FHA Advisor	0.040	2,063	Dec - May
College Connection	0.040	2,063	Dec - May
Yearbook	0.060	3,095	Dec - May
FBLA Advisor	0.040	2,063	Dec - May
Mock Trial	0.040	2,063	Dec - May
Avid Coordinator	0.040	2,063	Dec - May
Link Crew	0.040	2,063	Dec - May
Reading Coordinator	0.040	2,063	Dec - May
Athletic Director - two release period	0.100	5,159	Included in salary
Baseball, Varsity	0.085	4,385	May
Baseball, Varisty Assist	0.040	2,063	May
Baseball, JV	0.070	3,611	May
Baseball, Frosh	0.060	3,095	May
Basketball, Varsity	0.085	4,385	Mar
Basketball, JV	0.070	3,611	Mar
Basketball, Frosh	0.060	3,095	Mar
Cross Country	0.070	3,611	Nov
(3)Field Hockey/Volleyball Varsity	0.085	4,385	Nov
Field Hockey/Volleyball JV	0.070	3,611	Nov
Field Hockey/Volleyball Frosh	0.060	3,095	Nov
Football, Varsity HEAD	0.095	4,901	Nov
Football, Varsity Assist (2)	0.070	3,611	Nov
Football, JV HEAD	0.070	3,611	Nov
Football, JV Assist	0.065	3,353	Nov
Football, Frosh, HEAD	0.065	3,353	Nov
Football, Frosh, Assist	0.055	2,837	Nov
Golf	0.070	3,611	May
Soccer, Varsity Head	0.085	4,385	Mar
Soccer, JV Head	0.070	3,611	Mar

Softball, Varsity		0.085	4,385 May
Softball, Varsity Assist		0.040	2,063 May
Softball, JV		0.070	3,611 May
Softball, Frosh		0.060	3,095 May
Swimming		0.070	3,611 Nov
Tennis		0.070	3,611 Nov - Girls Paid / May - Boys Paid
Track, HEAD		0.085	4,385 May
Track, Assist		0.070	3,611 May
Wrestling, HEAD		0.085	4,385 Mar
Wrestling, Assist		0.070	3,611 Mar
Cheer Coach		0.080	4,127 Dec - May
Cheer Coach, JV Head		0.060	3,095 Dec - May
Percussion Director		0.040	2,063 Dec - May
Flag Coordinator		0.040	2,063 Dec - May
HOME & HOSPITAL			$31.39 Hourly
SUMMER SCHOOL AND SATURDAY SCHOOL	STEP 1		$34.35 Hourly
	STEP 2		$36.05 Hourly
	STEP 3		$37.86 Hourly
	STEP 4		$39.72 Hourly
	STEP 5		$41.71 Hourly
After school IEP or Section 504 Meeting			$65.80 Hourly

(3) School may participate in either sport, but not both
(4) Link Crew - Limited to two (2) employees per comprehensive site

DRAMA: Full program consists of at least two (2) major productions per year

MUSIC: Includes both instrumental and vocal

SUBJECT AREA COORDINATORS: Each comprehensive high school will pay nine (9) stipends. Subject Area Coordinators will be determined by Site Administration. (The subject areas that the State of California will hold districts responsible for (e.g., frameworks, state-mandated testing) will be included).

EXTRA DUTY: Hourly extra duty pay for all curriculum activities will be compensated at Step 3 of the existing summer school salary rate.

AVID & READING COORDINATOR: To be funded from categorical programs upon availability of funding.

BEGINNING TEACHER INDUCTION MENTOR: The parties agree that the District will provide a stipend of one-thousand dollars ($1000) to each teacher who mentors a beginning teacher in the Beginning Teacher Induction Program (formerly, BTSA), with an additional seven-hundred fifty dollars ($750) for each additional teacher mentored.

OUTSIDE AGENCY PAYMENTS: Whenever an outside agency pays the District for the services of a District employee, the amount of the stipend will be determined by the funds received from the outside agency, minus the District's payroll driven costs.

EFFECTIVE: July 1, 2022 APPROVED:

APPENDIX "D"
OROVILLE UNION HIGH SCHOOL DISTRICT
ADULT ED SALARY SCHEDULE
2022/23

STEP	DS	PP,SE, GS, SS
1	33.30	34.80
2	34.31	35.85
3	35.38	36.92
4	36.40	38.04
5	37.47	39.15
6		40.37
7		41.56
8		42.81

Adult School teachers must work a minimum of 35 hours per school year to move down the next step on the salary schedule. These movements shall be effective on July 1st of each school year.

Maximum placement for a new teacher - 3rd step

Substitute teacher pay rate - $24.91

CREDENTIALS

DS Designated Subject (Vocational Education, Adult Education / Part-time or full-time)

SS Standard Secondary

GS General Secondary

SE Standard Elementary

PP Pupil Personnel

EFFECTIVE: July 1, 2022
APPROVED:

OUHSD				
LPHS ASB Preliminary Budget Summary 2022-2023				
	Beginning Balance	Projected Income	Projected Expense	Projected Ending Balance
Ag. Leadership	$25,659.51	$2,500.00	$10,000.00	$18,159.51
Ag. Mechanics	$223.00	$500.00	$300.00	$423.00
Anime	$197.73	$200.00	$0.00	$397.73
Art Club	$391.77	$450.00	$400.00	$441.77
ASB	$14,819.38	$4,500.00	$4,500.00	$14,819.38
ASB 2 - Student Council/Class	$1,581.09	$200.00	$1,000.00	$781.09
ASB Start-up	$468.69	$0.00	$0.00	$468.69
Asian Club	$174.76	$800.00	$0.00	$974.76
Athletic Reserve	$10,915.05	$21,000.00	$20,000.00	$11,915.05
Baseball	$10,303.88	$5,000.00	$8,000.00	$7,303.88
Boys Basketball	$9,100.08	$4,000.00	$2,500.00	$10,600.08
Boys Soccer	$3,415.96	$500.00	$0.00	$3,915.96
Boys Tennis	$812.07	$0.00	$0.00	$812.07
Ceramic club	$328.00	$0.00	$0.00	$328.00
Cheerleaders	$12,020.89	$0.00	$0.00	$12,020.89
Chess Club	$435.00	$0.00	$0.00	$435.00
CIA	$15.00	$0.00	$0.00	$15.00
Class of 2023	$7,549.50	$750.00	$1,500.00	$6,799.50
Class of 2024	$746.65	$4,000.00	$200.00	$4,546.65
Class of 2025	$787.48	$0.00	$0.00	$787.48
Class of 2026	$0.00	$4,300.00	$4,000.00	$300.00
Cross Country	$411.66	$0.00	$0.00	$411.66
CSF	$1,083.14	$5,000.00	$5,000.00	$1,083.14
Dancers United	$100.81	$0.00	$0.00	$100.81
Diversified Occupations	$822.80	$0.00	$0.00	$822.80
Fair Fund	$823.04	$0.00	$0.00	$823.04
Farm Fund	$1,659.12	$0.00	$0.00	$1,659.12
FCCLA	$544.50	$0.00	$0.00	$544.50
FFA	$1,857.68	$36,600.00	$36,600.00	$1,857.68
Football	$45,121.70	$10,600.00	$9,000.00	$46,721.70
Friday Night Live	$2,595.25	$0.00	$0.00	$2,595.25
Girls Basketball	$7,122.32	$2,000.00	$2,000.00	$7,122.32
Girls Soccer	$8,196.43	$6,950.00	$4,000.00	$11,146.43
Girls Tennis	$1,273.29	$0.00	$0.00	$1,273.29
Golf	$2,050.03	$1,000.00	$0.00	$3,050.03
Greenhouse	$16,006.72	$0.00	$10,000.00	$6,006.72
GSA	$236.59	$0.00	$0.00	$236.59
Key Club	$1,689.08	$0.00	$0.00	$1,689.08
Link Crew	$218.67	$0.00	$0.00	$218.67
LP Cafe'	$8,134.98	$0.00	$0.00	$8,134.98
LP Environmental Club	$1,330.67	$0.00	$0.00	$1,330.67
Mock Trial	$109.02	$0.00	$0.00	$109.02
Movimento Estudiantil Chicano de AzHan (MECHA)	$114.00	$0.00	$0.00	$114.00
Native American Club	$545.66	$0.00	$0.00	$545.66
Skills USA	$1,492.76	$0.00	$0.00	$1,492.76
Softball	$7,947.44	$0.00	$0.00	$7,947.44
Student Store	$13,373.90	$0.00	$0.00	$13,373.90
Track & Field	$8,768.28	$7,700.00	$2,500.00	$13,968.28
Volleyball	$10,902.67	$11,000.00	$11,000.00	$10,902.67
Wrestling	$4,357.00	$0.00	$0.00	$4,357.00
Yearbook Legend	$26,727.81	$2,000.00	$2,000.00	$26,727.81
TOTAL	$175,564.48	$107,850.00	$108,700.00	$174,714.48

Date	Event	Club	Advisor	Estimated Proceeds
Ongoing	Movie Nights	Anime	Tooker	$200.00
Winter	WInter Formal	ASB	Frazier	$1,500.00
Ongoing	Apparel, Merchandise and Face P	ASB	Frazier	$500.00
Ongoing	Marquee Celebrations	ASB	Frazier	$500.00
Ongoing	Juice Bar Sales	ASB/Link Crew	Frazier	$1,000.00
May	Poweder Puff Football	ASB	Frazier	$1,000.00
March	Egg Roll Sales	Asian Club	Hawj	$400.00
Spring	Asian Banquet	Asian Club	Hawj	$400.00
Ongoing	Gate Admission Sporting Events	Athletics	Allie Bruce	$20,000.00
Ongoing	Apparel Sales	Athletics	Allie Bruce	$1,000.00
Spring	Go Fund Me	Baseball	Harles	$5,000.00
June	Summer Camp	Basketball	A. Bruce	$5,000.00
Winter	Snack Bar	Boys Basketball	Tyler Brandt	$2,000.00
September - October	World's Finest Chocolate	Boys Soccer	Gene Wilson	$500.00
July 30th	Jr. T-BIrd Camp	Cheer	Tami Deal	$1,300.00
July - September	Popcorn Sales	Cheer	Tami Deal	$2,000.00
Fall	Senior Shirt Sales	Class of 2023	Ramirez	$450.00
TBD	Krispy Kreme Donuts	Class of 2023	Ramirez	$300.00
Spring	Prom	Class of 2024	Regnerus & Leih	$4,000.00
October	Homecoming Dance	Class of 2026	Younger	$1,200.00
August 6th	National Convention Dinner	FFA	Earley	$8,000.00
October 19, 20	Pumpkin Sales	FFA	Earley	$800.00
January	Leadership Dinner	FFA	Earley	$8,000.00
Winter & Spring	Sees Candy	FFA	Earley	$1,000.00
Fall & Spring	Drive Thru BBQ	FFA	Earley	$5,000.00
April/May	Cookie Dough Sales	FFA	Earley	$1,000.00
Ongoing	Ag Mechanics Projects	FFA	Close	$500.00
Ongoing	Apparel	FFA	Earley	$1,000.00
Ongoing	Plant Sales	FFA	Lafayette	$2,000.00
Ongoing	Succulent of the Month	FFA	Lafayette	$100.00
Ongoing	Flower of the Month	FFA	Earley	$200.00
Ongoing	Holiday Flowers	FFA	Earley	$1,000.00
Fall	Snack Bar	Football	Tim Harles	$4,000.00
Fall	Discount Card Sales	Football	Tim Harles	$2,000.00
Fall	Apparel and Spirit Gear Sales	Football	Tim Harles	$600.00
Winter	St. Jude Play Live	Gaming Club	David Loudermilk	$200.00
Winter	Snack Bar	Girls Basketball	Toby Thompson	$2,000.00
November - January	Supporter Wear	Girls Soccer	D. Gnesda	$250.00
November - January	Tamale Sales	Girls Soccer	D. Gnesda	$1,500.00
June	Summer Camp	Girls Soccer	D. Gnesda	$3,000.00
March /April	Tournament	Golf	Ross	$1,000.00
Fall	Baked Goods and Craft Sale	Native American Club	David Devine	$200.00
Spring	Baked Goods and Craft Sale	Native American Club	David Devine	$200.00
Fall	See's Candy Sales	Swimming	Alyssa Tomlinson	$600.00
Spring	Snack Bar Sales	Track and Field	Younger	$2,000.00
Spring	20/20	Track and Field	Younger	$1,400.00

Ongoing	Car Wash	Track and Field	Younger	$800.00
July - October	Selling Banners	Volleyball	Allie Bruce	$1,600.00
Fall	Snack Bar	Volleyball	Allie Bruce	$1,500.00
September - October	Donation Drive	Volleyball	Allie Bruce	$1,000.00
June	Water Sales at Graduation	Volleyball	Allie Bruce	$1,000.00
June 19th - 22nd	Volleyball Camp	Volleyball	Allie Bruce	$4,000.00
August - October	T-Shirt Sales	Volleyball	Allie Bruce	$300.00
Ongoing	Business Ads	Yearbook	Frazier	$2,000.00
Ongoing	Senior Ads	Yearbook	Frazier	$2,000.00
Las Plumas High School 22/23 ASB Budget				
			Estimated Total	$107,300.00

OHS 22/23 ASB PRELIMINARY Budget

Club	Advisor	Beginning Budget	Fundraiser	Balance
Academic Decathlon	Muntifering	107.67		
Art Club	Anderson. K	3864.76	100	3964.76
Asian Club	Lee	468.4		
Associated Student Body	Castillo	6,193.18	3000	9193.18
Baseball Fundraiser	BB Coach	0	1000-3000	1000-3000
Basketball FR	Jerome	2083.65	1000	3083.65
BSU	Castillo	272.7		
Block O	Anderson, R	1,705.17		
Catering Club	Smith	4,081.88		
Cheer	Houghton	2066.75	7425	9491.75
Class of 2022	Adams	580.86		
Class of 2023	Diaz/Culver	5801.94		
Class of 2024	Permann/Barnnett	583.10	6000	6583.1
Class of 2025	Anderson, R/Saeturn	231.62	500	731.62
Class of 2026	Weliver/Leyva	500.00		
Club Latino	Castillo	859.08	180	1039.08
Cross Country	Saeturn	311.42	1000	1311.42
CSF	Castillo	1,356.84		
Dance Club	Saeturn	0		
Environmental Club	Reid	848.92	400	1248.92
FCCLA	Smith	5,585.59	500	6085.59
Fellowship of Christian Stud	Cuny-	69.63		
Friday Night Live	Leyva	265.21		
Interact Club	Cuny	121		
Key Club	J. Steinmann	1553.44		
Nugget	Muntifering	18854.85		
Science Ambassadors		2106.28		
Skills USA	Briggs	2073.87		
Swim	Thomlinson	58.94	400	458.94
Unity Day	Saeturn	275.98		
Volleyball	Stone	6101.28	400	6501.28

22/23 OHS Fundraisers

Month	Event	Club	Advisor	Estimated Proceeds
August	Popcorn sales	Spirit Squad	Jackson	1000
August	Yankee Candle sales	Swim	A. Tholinson	$400
August	Discount Card sales	Volleyball	S. Stone	$500
sept	Plant sales	Enviromental Club	Reid	$400
sept	Raffle/Football at the Falls	Baseball FR	BB Coach	$500- 1500
Sept	Coupon bks and taste tickets	Baseball FR	BB Coach	$500
Sept	Raffle tics Feather Falls Casino	Spirit Squad	Houghton	$400-1000
sept	Jog a Thon	CC	Saeturn	$600
sept	Fan cloth sales	CC	Saeturn	$400
Sept	Hot dog/hamburger sales FFC	Spirit Squad	Houghton	$1,000
Sept	Homecoming dance	Sophomore class	Saeturn	$500
sept	Lemonade stand	FCCLA	S. Smith	$100
Oct	Halloween grams	Art Club	Anderson	$100
Oct	Popcorn sales	FCCLA	S. Smith	$400
August-Oct	Cookies at football/basketball	Volleyball	J. Steinmann	$200
November	Day of the dead grams	Latino	Castillo	$80
February	Valentines Grams	Latino	Castillo	$100
February	Formal	ASB	Castillo	$3,000
May	Prom	Junior class	Barnnet	$6,000
June	Cheer a Thon	spirit squad	E. Jackson	$2,000
June	Cheer camp	spirit squad	E. Jackson	$3,025
June	Basketball camp	Basketball	Anderson	$1,000

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: TRANSPORTATION SECRETARY

SALARY LEVEL:	17	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Transportation
REPORTS TO:	Transportation Supervisor		
APPROVED BY:	Board of Trustees	DATE:	

SUMMARY: Under the supervision of the Transportation Supervisor, performs responsible and varied secretarial and clerical work; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *other related duties may be assigned*

- Compiles reports from a variety of sources, prepares correspondence, memoranda, purchase orders, requisitions, forms and various materials. Creates and modifies forms
- Answers the telephone, radio, greets visitors, and responds to inquiries based on knowledge of policies, procedures, laws and regulations.
- Orders and distributes supplies, keeps inventories of supplies, verifies deliveries
- Reviews documents for accuracy, completeness and conformance to established policies, procedures, laws and regulations
- Schedules meetings, conferences, travel and appointments
- Prepares and reviews records and reports of students, teachers or employees
- Has some involvement in disciplinary problems involving students, processes School Bus Incident Reports to Parents.
- Manages Application for Permission to Ride forms and student designated bus stop list
- Operates standard office machines such as printer, copier, fax and electronic printing calculator
- Calculates and balances weekly, monthly and yearly mileage reports; types and computes all billing.
- Runs Computer Routing Program –routing, updating, mapping, school boundaries, and student data.
- Types and checks for accuracy regular education bus routes.
- Keeps track of load counts for mandated cost claim.
- Completes annual mileage report for C.H.P.
- May act as a Courier driver to pick up students who have missed buses.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OROVILLE UNION HIGH SCHOOL DISTRICT
JOB TITLE: TRANSPORTATION SECRETARY

EDUCATION AND / OR EXPERIENCE: High school diploma or general education degree (GED); three (3) years of related experience and / or training in general office work; or equivalent combination of education and experience. Knowledge of computers is essential.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, staff members, school and district administration and individually to parents.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES:
California Driver's License
First Aid Certificate is preferred.
Typing Certificate – 35 W.P.M. net.
Computer skills in Microsoft Office

OTHER SKILLS AND ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee frequently listens, hears, and talks.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing, the essential functions of this job. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and it may occasionally be heavy.

First Reading of BP's and AR's

District and School Web Sites (E 1113)

Exhibit updated to reflect NEW LAW (AB 27, 2021) which includes posting requirements related to the identification of homeless students and NEW LAW (AB 819, 2021) which includes posting requirements related to specified environmental review documents as required by the California Environmental Quality Act. Exhibit also updated to add posting requirements related to posters published by the California Department of Fair Employment and Housing, and amend the item regarding the district's meal payment collection policy and procedures to reference a different memorandum regarding unpaid meal charges.

Williams Uniform Complaint Procedures (AR/E 1312.4)

Regulation updated to reflect NEW STATE REGULATIONS (Register 2020, No. 21) which amends the definition of "beginning of the year or semester" and NEW LAW (AB 367, 2021) which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year. Regulation also updated to clarify that the principal or Superintendent's designee is required to send a written resolution of the complaint to the mailing address of the complainant when the complainant has indicated on the complaint form a desire to receive a response to the Policy Updates CSBA Sample Manual Site complaint. Exhibit(2) 1312.4 –
Williams Uniform Complaint Procedures Exhibit updated to include that, for a school that serves any of grades 6-12, a complaint may be filed for failure to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms, as required by NEW LAW (AB 367, 2021).

Facilities Inspection (AR/E 3517)

Regulation updated to reflect NEW LAW (AB 367, 2021) which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year, and to post a notice, as specified, regarding this requirement in a prominent and conspicuous location.
New exhibit presents a sample of the required notification to be posted in a prominent and conspicuous location in each restroom where free menstrual products are required to be stocked, pursuant to NEW LAW (AB 367, 2021).

Electronic Signatures (BP/AR 3523)

New policy reflects the authorization for districts to use electronic signatures in their communications and operations, including the benefits of electronic records and signatures, the requirement that electronic signatures conform with criteria described in law and that the level of security is sufficient for the transaction being conducted, and that electronic records are retained in accordance with law and regulations and as specified in board policy and administrative regulation. Regulation establishes procedures for district use of electronic signatures, including that in any business transaction electronic signatures may be used only when each party has agreed to conduct the transaction in such a manner and that in other district operations electronic signatures may be required, criteria that must be met in order for an electronic signature to be used, and specific requirements for notarized signatures and statements that are required to be signed under penalty of perjury.

Food Service/Child Nutrition Program (BP/AR 3550)

Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and **NEW LAW (AB 486, 2021)** which authorizes the coordination of food service programs with classroom instruction and other related district programs. Regulation updated to reflect changes necessary to implement **NEW LAW (AB 130, 2021)** which requires the provision of a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and make other clarifying changes in the "Food Safety" section.

Food Service Operations/Cafeteria Fund (BP/AR 3551)
Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, including revisions to the "Meal Sales" and "Program Monitoring and Evaluation" sections. Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated Regulation includes revision to "Payment for Meals," "Cafeteria Funds," and "Contracts with Outside Services" sections to make them generally applicable to all food service programs and the deletion of the "Unpaid and Delinquent Meal Charges" section which is no longer applicable.

Free and Reduced Price Meals (BP/AR 3553)
Although we are currently participating in the Community Eligibility Provision program, which allows all students to eat for free, we would revert back to this BP/AR if that program ends or we no longer qualify. Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated policy includes general requirements applicable to federal National School Lunch and Breakfast Programs as well as the state Universal Meal Program. Updated Policy also includes revision to the "Confidentiality/Release of Records" section to permit the use of student information to facilitate the provision of targeted educational services to a student based on the local control and accountability plan, as clarified in the California Department of Education's Management Bulletin SNP-02-2018. Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and includes program implementation changes to "Verification of Eligibility" and "Nondiscrimination Plan" sections and the deletion of the "Prices" section which is no longer necessary.

Certification (AR 4112.2)
Regulation updated to expand the section on "Basic Skills Proficiency" to include a list of the ways a person may demonstrate basic skills proficiency, and reflect NEW LAW (AB 130, 2021) which exempts a person from the basic skills proficiency test requirement by earning at least a letter grade of B in qualifying coursework and, in conjunction with NEW LAW (AB 167, 2021), exempts a person from the basic skills proficiency test requirement if it is determined that a person has demonstrated proficiency through a combination of coursework, passage of a component(s) of the basic skills proficiency test, and other specified exams. Section also updated to reflect NEW LAW (AB 320, 2021) which impacts what is "qualifying coursework" by defining a "regionally accredited institution" to include an institution of higher education that held pre-accreditation status at the time the degree of an applicant for a credential was conferred if the institution achieved full accreditation status within five years of earning pre-accreditation status, in addition to an institution of higher education that has already been designated as regionally accredited at the time the degree of an applicant for a credential was conferred. Additionally, regulation updated to provide more detail for when an out-of-state prepared teacher is not required to meet the basic skills requirement within one year of being issued a California preliminary credential by the California Commission on Teacher Credentialing.

Family Care and Medical Leave (AR 4161.8, 4261.8, 4361.8)
Regulation updated to reflect NEW LAW (AB 1033, 2021) which changed the definition of "parent" to include a parent-in-law for the purposes of the California Family Rights Act (CFRA), by adding "parent-in-law" to the definitions of "eligible family member" and "parent" within the "Definitions" section. Regulation also updated to delete the last sentence in the first body paragraph in the "Terms of Leave" section, as it is no longer legally accurate.

World Language Instruction (BP/AR 6142.2)
(BP/AR revised) Policy and regulation retitled to be consistent with terminology used in the Education Code pursuant to NEW LAW (AB 2319, 2018). Policy and regulation updated to reflect NEW STATE CONTENT STANDARDS for world language instruction adopted by the State Board of Education in January 2019. Policy also reflects University of California guidance stating that American Sign

Language courses may be used to satisfy world language coursework requirements for college admission, and reflects state regulations which require districts to establish a process for receiving and responding to input from parents/guardians and other stakeholders regarding the world language in which instruction will be provided in any program sufficient to produce proficiency in a world language. Regulation also reflects state regulation requiring districts to establish a process for receiving and responding to parent/guardian requests to establish a language acquisition program not currently offered at the school.

Courses of Study (BP/AR 6143)

Policy updated to (1) expand student characteristics for which districts may not provide any course separately or require or refuse participation, (2) include that the district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares students for high school graduation and career entry, and (3) clarify that the a-g requirements for the University of California and California State University system is 15 yearlong or 30 semesters. Regulation updated to clarify that optional instruction in prenatal care is for pregnant individuals, to reflect **NEW LAW (AB 101, 2021)** which, subject to funding in the annual Budget Act or other statute, requires a one-semester course in ethnic studies beginning in the 2025-26 school year and as a requirement for graduation beginning with students who graduate in the 2029-30 school year, clarify that the a-g requirements for the University of California and California State University system is 15 yearlong or 30 semesters, and add a new section "Financial Aid Requirements for Students in Grade 12 that reflects **NEW LAW (AB 132, 2021)** which (1) requires, starting in the 2022-23 school year, districts to confirm that each student in grade 12 completes and submits a Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education and/or if a student is exempt from paying nonresident tuition, a California Dream Act Application (CADAA) to the Student Aid Commission unless the student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district, or the district, in specified circumstances, exempts the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and completes and submits an opt-out form on the student's behalf, (2) requires districts to ensure that each high school student in Grade 12, and if applicable the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA, and (3) that information shared by students and parents/guardians in completing and submitting the FAFSA and CADAA is handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information.

District and School Websites

Materials Required to be Posted on District Website

Materials to Prominently Display

The following must be posted in a prominent location on the district's web site, such as on the home page when required by law:

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.

2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.

3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.

4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.

5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.

6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.

7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the name and contact information of the Title IX Coordinator, the rights of students and the public as specified in Education Code 221.8, the responsibilities of the district under Title IX, web links to information about those rights and responsibilities on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, a description of how to file a complaint of noncompliance under Title IX with specified components, and a link to Title IX information posted on the California Department of Education's (CDE) web site (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.

District and School Websites

8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.

9. Posters published by the California Department of Fair Employment and Housing (DFEH) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "Transgender Rights in the Workplace," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 - Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

10. If the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

The following materials are also required to be posted on the district web site. However, there are no specific requirements related to where they are posted on the web site.

1. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.

2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.

3. Training materials used to train the Title IX Coordinator, investigator(s), decision maker(s), and any person(s) who facilitate an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.

District and School Websites

5. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's web site or, if the school does not have a web site, on the district's web site. See AR 6145.2 - Athletic Competition.

6. If the district has inter-district attendance agreement(s), the procedures and timelines for requesting an inter-district transfer permit, including, but not limited to, a link to the board's policy on inter-district attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing inter-district transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 – Inter-district Transfer.

7. If the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 – Inter-district Transfer.

8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.

9. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). Post these section(s) or a link to them on each school's web site or, if a school does not have its own web site, on the district web site in a manner that is accessible to the public without a password. See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.

10. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.

11. If the district includes information about the free and reduced-priced meal program on its web site, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (USDA FNS Instruction 113-1). For the required wording of the statement, see E 3555 - Nutrition Program Compliance.

12. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5). Post on the schools web site or, if the school does not have a web site, then on the district web site. See AR 3514.2 Integrated Pest Management.

District and School Websites

13. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2).

14. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.

15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.

16. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's web site.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their web sites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

State	Description
Bus. Code 22580-22582	Privacy Rights for California Minors in the Digital World
Bus. Code 22584-22585	Student Online Personal Information Protection Act
Bus. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49061	Definitions, directory information
Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 11135	Nondiscrimination; accessibility to state web sites
Gov. Code 12950	California Department of Fair Employment and Housing posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 6254.21	Publishing addresses and telephone numbers of officials
Gov. Code 6254.24	Definition of public safety official
Gov. Code 7920.000-7930.170	California Public Records Act
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents
Pub. Res. Code 21092	California Environmental Quality Act environmental review documents
Pub. Res. Code 21092.2	California Environmental Quality Act environmental review documents

District and School Websites

Federal	Description
16 CFR 312.1-312.12	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 12101-12213	Americans with Disabilities Act

Adopted:

Community Relations

Williams Uniform Complaint Procedures

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

   a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

   b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

   c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

   d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

   a. A semester begins and a teacher vacancy exists.

   b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

   c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

   Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course though not later than 20 business days afterwards.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

Williams Uniform Complaint Procedures (Cont.)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

   a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

      Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

   b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

      Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

      Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Williams Uniform Complaint Procedures (Cont.)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Williams Uniform Complaint Procedures (Cont.)

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4680-4687	Williams uniform complaint procedures
Ed. Code 1240	County superintendent of schools, duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal	Description
20 USC 6314	Title I school-wide program

Adopted: 2/2/05
Amended: 10/18/06, 5/16/07, 2/6/08, 2/2/11, 11/5/14, 4/24/19, 6/17/20

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

State	**Description**
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4680-4687	Williams uniform complaint procedures
Ed. Code 1240	County superintendent of schools, duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal	**Description**
20 USC 6314	Title I school-wide program

Adopted:

K-12 COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ___ Yes ___ No

Contact information: (if response is requested)
Name: _____
Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____
Course title/grade level and teacher name: _____
Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

   - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
   - A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
   - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
   - A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

   - A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
   - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

   - A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

   - A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

   - For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

   - The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

_____

_____

_____

_____

Please file this complaint at the following location:

_____

(principal or designee)

_____

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____ _____

(Signature) (Date)

Adopted: 6/23/21

Business and Non-instructional Operations

Transfer of Funds

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor. (Education Code 42600)

2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)

3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)

4. If any special reserve funds that are maintained for capital outlay or other purposes pursuant to Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a written request to the County Superintendent, Auditor, and Treasurer to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)

5. Transfer monies between other funds or accounts when authorized by law.

Transfer of Funds (Cont.)

State	Description
Ed. Code 16095	Transfer of district funds to district state school building fund
Ed. Code 41301	Section A state school fund allocation schedule
Ed. Code 42125	Designated and unappropriated fund balances
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42600	District budget limitation on expenditure
Ed. Code 42601	Transfers between funds to permit payment of obligations at close of year
Ed. Code 42603	Transfer of monies held in any fund or account to another fund; repayment
Ed. Code 42840-42843	Special reserve fund
Ed. Code 5200	Districts governed by boards of education
Ed. Code 52616.4	Expenditures from adult education fund
Ed. Code 78	Definition, governing board

Adopted: 11/4/09
Amended: 3/7/12, 12/18/13, 9/15/21

Business and Non-instructional Operations

Facilities Inspection

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Leaks: Gas systems and pipes appear and smell safe, functional, and free of leaks.

2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.

3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.

4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.

5. Interior Surfaces (walls, floors, ceilings): Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.

6. Hazardous Materials: Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.

7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.

8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.

9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.

10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.

Facilities Inspection (Cont.)

11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident.

12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.

13. Restrooms: Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

    In addition, any school serving any of grades 6-12 shall, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The district shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.

15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building

16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.

17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.

18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

Facilities Inspection (Cont.)

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the district's facility inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

State	Description
2 CCR 1859.300-1859.330	Emergency Repair Program
Ed. Code 1240	County superintendent of schools, duties
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair
Ed. Code 17070.10-17077.10	Leroy F. Greene School Facilities Act of 1998
Ed. Code 17565-17591	Property maintenance and control
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 33126	School accountability report card
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness

Federal	Description
20 USC 6314	School-wide programs
42 USC 300f-300j-27	Safe Drinking Water Act

Adopted: 5/4/05
Amended: 4/18/07, 11/19/08, 2/28/18

NOTICE REGARDING MENSTRUAL PRODUCTS

Education Code 35292.6 requires that:

a. On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom.

b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.

c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.

d. For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle.

e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

Jim LaGrone

(530) 538-2300, ext. 1108
(telephone number)

jlagrone@ouhsd.net
(email address)

Adopted:

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 3523

Business and Non-instructional Operations

Electronic Signatures

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

State	Description
2 CCR 22000-22005	Public entity use of electronic signatures
5 CCR 16020-16022	Records, general provisions
5 CCR 16023-16027	District records, retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
Civ. Code 1633.1-1633.17	Uniform Electronic Transactions Act
Civ. Code 1798.29	District records; breach of security
Ed. Code 35252-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49060-49079.7	Student records
Ed. Code 8234	Electronic signatures; child care and development programs
Gov. Code 16.5	Electronic signatures
Gov. Code 6252-6265	Inspection of public records
Gov. Code 811.2	Definition of public entity

Federal	Description
15 USC 7001-7006	Electronic Records and Signatures in Commerce Act
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
34 CFR 300-300.818	Assistance to states for the education of students with disabilities
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Adopted:

Business and Non-instructional Operations

Electronic Signatures

When authorized by law, electronic signatures may be used in the operation of district business and/or administration.

In any business transaction, an electrónic signature shall only be used when each party has agreed to conduct the transaction by electronic means. In other district operations, the Superintendent or designee may require the use of an electronic signature. (Civil Code 1633.5; 15 USC 7001)

A *digital signature* is defined as an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Government Code 16.5)

An *electronic signature* consists of an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. (Civil Code 1633.2)

In order for an electronic signature to be used, the electronic signature shall be: (Government Code 16.5; 2 CCR 22002)

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data is such a manner that if the data are changed the electronic signature is invalidated
5. Conform to 2 CCR 22000-22005

Prior to accepting an electronic signature, the Superintendent or designee shall ensure the following: (2 CCR 22005)

1. That the signature is created by acceptable technology pursuant to 2 CCR 22003
2. That the level of security used to identify the signer of the document and to transmit the signature is sufficient for the transaction being conducted
3. That, if a certificate is a required component of the electronic signature, the certificate format used by the signer is sufficient for the security and interoperability needs of the district.

If a notarized signature is required with respect to an electronic signature, the electronic signature of the notary public together with all of the other information required by law to be included in a notarization shall accompany the electronic signature. (Civil Code 1633.11)

Electronic Signatures (Cont.)

If a statement is required to be signed under penalty of perjury, the electronic signature shall include all of the information to which the declaration pertains together with a declaration under penalty of perjury by the person who submits the electronic signature that the information is true and correct. (Civil Code 1633.11)

State	Description
2 CCR 22000-22005	Public entity use of electronic signatures
5 CCR 16020-16022	Records, general provisions
5 CCR 16023-16027	District records, retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
Civ. Code 1633.1-1633.17	Uniform Electronic Transactions Act
Civ. Code 1798.29	District records; breach of security
Ed. Code 35252-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49060-49079.7	Student records
Ed. Code 8234	Electronic signatures; child care and development programs
Gov. Code 16.5	Electronic signatures
Gov. Code 6252-6265	Inspection of public records
Gov. Code 811.2	Definition of public entity

Federal	Description
15 USC 7001-7006	Electronic Records and Signatures in Commerce Act
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
34 CFR 300-300.818	Assistance to states for the education of students with disabilities
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Adopted:

Business and Non-instructional Operations

Food Service/Child Nutrition Program

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

2. Meet or exceed nutrition standards specified in law

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

4. Be served in age-appropriate portions

5. Be provided at no cost to students who request a meal

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

Food Service/Child Nutrition Program (Cont.)

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

State	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal	Description
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Approved: 11/28/90
Amended: 3/7/07, 8/6/08, 11/2/11

Business and Non-instructional Operations

Food Service/Child Nutrition Program

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49501.5, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable

2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Food Service/Child Nutrition Program (Cont.)

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

State	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal	Description
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Approved: 3/7/07
Amended: 8/6/08, 11/2/11, 11/7/12

Business and Non-instructional Operations

Food Service Operations/Cafeteria Fund

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other non-program foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

Food Service Operations/Cafeteria Fund (Cont.)

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Food Service Operations/Cafeteria Fund (Cont.)

State	Description
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias, funds and accounts
Ed. Code 38100-38103	Cafeterias, allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over $50,000; contracts for construction; award to lowest responsible bidder

Federal	Description
2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

Adopted: 11/28/90
Amended: 8/15/01, 8/6/08, 11/2/11, 5/7/14, 7/19/17, 5/16/18, 9/18/19, 11/18/20

Business and Non-instructional Operations

Food Service Operations/Cafeteria Fund

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year

2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually

3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year

4. Posting the policy on the district's web site

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free and reduced-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, non-potentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Food Service Operations/Cafeteria Fund (Cont.)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

State	Description
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias, funds and accounts
Ed. Code 38100-38103	Cafeterias, allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over $50,000; contracts for construction; award to lowest responsible bidder

Food Service Operations/Cafeteria Fund (Cont.)

Federal	Description
2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

Approved: 4/18/07
Amended: 8/6/08, 11/2/11, 4/18/12, 5/7/14, 7/19/17, 5/16/18, 9/18/19, 11/18/20

Business and Non-instructional Operations

Free and Reduced Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall provide, free of charge, a nutritionally adequate breakfast and lunch for any student who requests a meal. (Education Code 49501.5)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data

2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

Free and Reduced Price Meals (Cont.)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

State	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49564.3	High-poverty schools; universal meal service

FederalDescription	
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1791	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.10-220.21	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Adopted: 11/5/97
Amended: 5/6/98, 12/18/02, 8/6/03, 4/18/07, 8/6/08, 11/2/11, 3/7/12, 11/16/16, 5/16/18

Free and Reduced Price Meals

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

Free and Reduced Price Meals (Cont.)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits

2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below

3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If as a result of verification activities, the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for the household's ineligibility. At least 10 days prior to the actual reduction or termination, the Superintendent or designee shall send a notice of adverse action to the household. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change

2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal

3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the Food Service Director to disclose a student's name and eligibility status from individual meal records only for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

In permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.

2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.

3. All other confidentiality provisions required by law are met.

4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Free and Reduced Price Meals (Cont.)

Nondiscrimination Plan

In implementing the district's food service programs for students who are eligible to receive free or reduced-price meals, the district shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

3. The students shall not be required to work for their meals.

4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals at a different time.

State	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49564.3	High-poverty schools; universal meal service

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1791	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.10-220.21	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Adopted: 5/6/98
Amended: 8/6/03, 4/18/07, 8/6/08, 11/2/11, 11/16/16, 5/16/18

Business and Non-instructional Operations

Consultants

The Governing Board authorizes the use of consultants and other independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience, or knowledge. Individuals, firms, or organizations employed as independent contractors may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional, or other matters.

As part of the contract process, the Superintendent or designee shall determine that the individual, firm, or organization is properly classified as an independent contractor.

A person providing labor or services for remuneration shall be considered an employee rather than an independent contractor unless the district is able to demonstrate that all of the following conditions have been met: (Labor Code 2775)

1. The person is free from the control and direction of the district in connection with the performance of the work.

2. The person is performing work that is outside the usual course of the district providing educational services.

3. The person is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.

The determination of whether an individual acting as a sole proprietor or a firm or other business organization is an independent contractor shall be made in accordance with Labor Code 2775-2785, as applicable.

All consultant contracts shall be brought to the Board for approval.

All qualified independent contractors shall be accorded equal opportunity for contracts regardless of actual or perceived race, ethnicity, color, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 220; Government Code 12940)

Independent contractors shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend approval of the contract.

Any consultant hired by the district who is subject to the filing requirements in the district's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

Consultants (Cont.)

When employees of a public university, county office of education, or other public agency serve as consultants or independent contractors in other capacities for the district, they shall certify as part of the agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for the district.

The Board prohibits the harassment of an independent contractor by any district employee or by any other person with whom the independent contractor comes in contact during the course of employment with the district. Additionally, the Board prohibits the harassment of a district employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable district complaint procedures. (Government Code 12940)

State	Description
2 CCR 18700-18760	Conflicts of Interest
Ed. Code 10400-10407	Cooperative improvement programs
Ed. Code 17596	Limit on continuing contracts
Ed. Code 220	Prohibition of discrimination
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35172	Promotional activities
Ed. Code 35204	Contract with attorney in private practice
Ed. Code 44925	Part-time readers employed as independent contractors
Ed. Code 45103	Classified service in districts not incorporating the merit system
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 45134-45135	Employment of retired classified employee
Ed. Code 45256	Merit system districts; classified service; positions established for professional experts on a temporary basis
Gov. Code 12940-12952	Unlawful employment practices
Gov. Code 53060	Special services and advice
Gov. Code 82019	Definition, designated employee
Gov. Code 87300-87313	Conflict of interest code
Lab. Code 2775-2787	Worker status: employees
Unemp. Ins. Code 606.5	Determination of employment status
Unemp. Ins. Code 621	Employee defined

Adopted: 5/2/07
Amended: 2/12/20, 10/20/21

Personnel

Certification

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

The Superintendent or designee shall verify that any person who is employed by the district while CTC is processing the application for certification possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)
2. Passage of the California Subject Examinations for Teachers plus Writing Skills Examination
3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
5. Achieving a qualifying score on College Board Advanced Placement Examinations
6. Passage of a basic skills examination from another state
7. Qualifying coursework (Education Code 44252)
8. Qualifying coursework and exams (Education Code 44252)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if the employee has not yet been afforded the opportunity to take the test, provided that the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of the test results. (Education Code 44830)

Certification (Cont.)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by CTC unless the teacher has completed a basic skills proficiency test in another state, passed a basic skills proficiency test developed and administered by the district, by cooperating districts or by the county office of education (COE), or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested

Certification (Cont.)

2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

   The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.

4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.

   A notice of intent to employ the applicant in the identified position has been made public.

Certification (Cont.)

The district shall submit a copy of the agenda item presented at an open Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

5. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment

2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment

3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022 and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

Certification (Cont.)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency cross-cultural language and academic development permit (CLAD), or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year or as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)

2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)

3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)

4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Certification (Cont.)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Approved: 9/17/03
Amended: 5/5/04, 2/2/05, 3/21/07, 8/5/09, 1/4/12, 6/13/16, 11/15/17

Personnel

Family Care and Medical Leave

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion

2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Family Care and Medical Leave (Cont.)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

   A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

   Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:

   a. A period of incapacity of more than three consecutive full days

   b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition

   c. Any period of incapacity due to pregnancy or for prenatal care under FMLA

   d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective

   e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)

2. The care of an eligible family member with a serious health condition

3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position

Family Care and Medical Leave (Cont.)

4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)

5. The care of a covered service member with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered service member

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered service member as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

The 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

Family Care and Medical Leave (Cont.)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.

2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.

3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

Family Care and Medical Leave (Cont.)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began

2. The probable duration of the condition

3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:

    a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision

    b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member

Family Care and Medical Leave (Cont.)

4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position

5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

Family Care and Medical Leave (Cont.)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Family Care and Medical Leave (Cont.)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment

2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status

3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings

4. Make or update financial and legal arrangements to address a military member's absence

5. Attend counseling provided by someone other than a health care provider

6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment

7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings

8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty

9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

Family Care and Medical Leave (Cont.)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered service member with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered service member. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered service member may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness

2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered service member means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered service member stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered service member means the covered service member's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered service member (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered service member, other than the spouse, parent, or child, unless designated in writing by the covered service member. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Family Care and Medical Leave (Cont.)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:

    a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating

    b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition

    c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the service member's military service or that would do so but for treatment received by the veteran

    d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered service member with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the service member that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Family Care and Medical Leave (Cont.)

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)

3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)

4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)

    a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying

    b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification

    c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave

    d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis

    e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave

    f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Family Care and Medical Leave (Cont.)

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

   If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

   Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

State	Description
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions
2 CCR 11087-11098	California Family Rights Act
Ed. Code 44965	Granting of leaves of absence for pregnancy and childbirth
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Fam. Code 300	Definition of marriage
Gov. Code 12926	Definitions
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 12945	Unlawful discrimination based on pregnancy, childbirth, or related medical conditions
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Parental leave
Gov. Code 12946	Fair employment and Housing Act: discrimination prohibited

Family Care and Medical Leave (Cont.)

Federal	Description
1 USC 7	Definition of marriage and spouse
29 CFR 825.100-825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008

Adopted: 11/1/06
Amended: 8/20/08, 1/16/13, 8/15/18

Instruction

World Language Instruction

In order to prepare students for global citizenship and to broaden their intercultural understanding and career opportunities, the Governing Board shall provide students with opportunities to develop communicative and cultural proficiency and literacy in one or more world languages.

The Superintendent or designee shall recommend a variety of world languages to be taught in the district's educational program based on student interest, community needs, and available resources.

For any program designed to provide students with instruction in a language other than English to a degree sufficient to produce proficiency in that language, the Superintendent or designee shall establish a process for schools to receive and respond to input from parents/guardians and other stakeholders regarding the non-English language in which instruction will be provided. (5 CCR 11300, 11312)

If American Sign Language courses are offered, they shall be open to all students regardless of hearing status.

The district shall offer a sequential curriculum aligned with the state content standards, state curriculum framework, and, as applicable, California university admission requirements for languages other than English.

Instruction in world languages shall be offered to secondary school students beginning no later than grade 7 and shall be designed to develop students' skills in understanding, speaking, reading, and writing the language. (Education Code 51220)

The district may establish a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. (Education Code 305-306)

The Board shall ensure that students have access to high-quality instructional materials in world languages. In accordance with Board policy, teachers shall be encouraged to identify and use supplemental resources, such as literature, technology, newspapers and other media, dictionaries, and volunteers from the community to enhance the world language instructional program.

The Superintendent or designee shall provide professional development as necessary to ensure that teachers of world languages have the knowledge and skills they need to implement an effective instructional program that helps students attain academic standards, including communicative and cultural proficiency and understanding.

Students shall obtain credit toward high school graduation requirements for completing one year of a world language or American Sign Language course during grades 9-12.

The district shall determine appropriate measures to assess student proficiency in world languages offered by district schools. Students who have attained a high level of proficiency may receive recognition for their achievement, including the State Seal of Biliteracy for students graduating from high school.

World Language Instruction (Cont.)

The Superintendent or designee shall provide periodic reports to the Board regarding the effectiveness of the district's world language program which may include, but not be limited to, whether the district's world language program is serving the grade levels required by law, a description of the district's curriculum and the extent to which it is aligned with the state's content standards and curriculum framework, student achievement of district standards for world language instruction, and student participation rates in each language course. Program evaluation shall be used to identify needed improvements and may be considered in determining the world languages to be taught in the district.

State	Description
5 CCR 1632	Alternative credits toward graduation for foreign language instruction in private school
Ed. Code 300-310	Education for English learners
Ed. Code 42238.02	Local control funding formula
Ed. Code 44253.1-44253.11	Qualifications of teachers of English learners
Ed. Code 44256-44257	Credential requirements, including teachers of foreign language
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 51225.3	High school graduation
Ed. Code 51243-51245	Alternative credits toward graduation for foreign language instruction in private school
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60605.3	Content standards for world language instruction
Ed. Code 60605.5	Revision of state standards for world language instruction

Approved: 6/19/19
Amended:

Instruction

World Language Instruction

Content of Instruction

The district's instructional program for world languages shall be designed to help students gain knowledge about new language systems and use that knowledge to communicate. Students shall receive instruction which is aligned with state academic standards appropriate to their age and stage of linguistic and cultural proficiency in the following categories:

1. Content: Students shall be presented with a wide variety of content that is age and stage appropriate and increases in complexity.

2. Communication: Students shall be taught to effectively convey and receive messages by engaging in or interpreting written, spoken, and/or signed languages.

3. Cultures: Students shall receive instruction that allows them to make connections and comparisons between language and culture.

4. Structures: The curriculum shall address components of grammar, syntax, and language patterns appropriate to the language being taught.

5. Settings: To help students comprehend meaning and use language that is culturally appropriate, students shall develop knowledge of the context or setting in which language is used, such as common daily settings, interpersonal settings, and informal and formal settings.

State	Description
5 CCR 1632	Alternative credits toward graduation for foreign language instruction in private school
Ed. Code 300-310	Education for English learners
Ed. Code 42238.02	Local control funding formula
Ed. Code 44253.1-44253.11	Qualifications of teachers of English learners
Ed. Code 44256-44257	Credential requirements, including teachers of foreign language
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 51212	Legislative intent to encourage foreign language instruction in grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 51225.3	High school graduation
Ed. Code 51243-51245	Alternative credits toward graduation for foreign language instruction in private school
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60605.3	Content standards for world language instruction
Ed. Code 60605.5	Revision of state standards for world language instruction

Approved: 6/19/19
Amended:

Instruction

Courses of Study

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Courses of Study (Cont.)

State	Description
5 CCR 10020-10043	Automobile driver education and training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	History of California; contributions of men, women, and ethnic groups
Ed. Code 51220-51230	Course of study for grades 7-12
Ed. Code 51241	Temporary, two-year or permanent exemption from physical education
Ed. Code 51911-51921	Comprehensive health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Gov. Code 11135	Nondiscrimination; accessibility to state web sites
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Adopted: 3/7/84
Amended: 8/6/03, 10/17/07, 5/7/08, 10/21/15, 3/17/21

Instruction

Courses of Study

Grades 7-12

Courses of study for grades 7-12 shall include the following:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

   a. The history, resources, development, and government of California and the United States, including instruction in:

      i. The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

      ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

      iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

      iv. The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

   b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

      This course may include participation in a teen court or peer court program. (Education Code 51220.2)

   c. The development of the American economic system, including the role of the entrepreneur and labor

   d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

Courses of Study (Cont.)

e. Eastern and western cultures and civilizations

f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust

g. Contemporary issues

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

    a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

       Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

    b. Fire prevention

    c. The protection and conservation of resources, including the necessity for the protection of the environment

Courses of Study (Cont.)

d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

f. Prenatal care for pregnant individuals

g. Violence as a public health issue

12. Violence awareness and prevention

13. Ethnic studies

    Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies as specified in Education Code 51225.3.

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

Certification of College Preparatory Courses

The Superintendent or designee shall identify district courses that may qualify for designation as "a-g" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "a-g" designation.

Notification and Information to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

Courses of Study **(Cont.)**

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU

3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)

4. The Internet address for the portion of the CDE web site where students can learn more about career technical education

5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

Financial Aid Requirements for Students in Grade 12

Commencing in the 2022-23 school year, the Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district

2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

Courses of Study (Cont.)

State	Description
5 CCR 10020-10043	Automobile driver education and training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	History of California; contributions of men, women, and ethnic groups
Ed. Code 51220-51230	Course of study for grades 7-12
Ed. Code 51241	Temporary, two-year or permanent exemption from physical education
Ed. Code 51911-51921	Comprehensive health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Gov. Code 11135	Nondiscrimination; accessibility to state web sites
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime

FederalDescription	
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Adopted: 10/17/07
Amended: 12/18/19, 3/17/21

Oroville Union High School District

Memorandum

TO: Board of Trustees

From: Jim LaGrone, Transportation Director

Date: August 31, 2022

Subject: Approval of Professional Services

I am requesting that the Oroville Union High School District approve the contract between Semingson Architecture and Engineering, Inc. and the Oroville Union High School District. This contract is for the replacement of portables at Las Plumas High School which includes the following scope of work.

1. Assist district with selection of product to be used to replace the existing portable classroom wing adjacent and to the south of wing 600.
2. Once product is selected, prepare construction documents for review and approval by DSA.
3. Upon receiving DSA approval, assist district with bidding the work to qualified contractors.
4. Provide construction administration as needed to ensure project is completed per plans and specifications and a Closed with Certification letter is received from DSA.

Thank you,

Jim LaGrone

SEMINGSON
ARCHITECTURE
&
ENGINEERING

AUTHORIZATION FOR PROFESSIONAL SERVICES

Oroville Union High School District
ATTN: Dr. Corey Willenberg
2211 Washington Avenue
Oroville, CA 95966

HEREBY REQUESTS AND AUTHORIZES SEMINGSON ARCHITECTURE & ENGINEERING, INC. (SAE), TO PERFORM THE FOLLOWING SERVICES:

SITE: Las Plumas High School

SCOPE OF WORK:

1. Assist district with selection of product to be used to replace the existing portable classroom wing adjacent and to the south of Wing 600.
2. Once product is selected, prepare construction documents for review and approval by DSA.
3. Upon receiving DSA approval, assist district with bidding the work to qualified contractors.
4. Provide construction administration as needed to ensure project is completed per plans and specifications and a 'Closed with Certification' letter is received from DSA.

FEE FOR SERVICES:

Hourly, Not-to-Exceed: 12% of total final cost of construction (per OPSC standards)
SAE's hourly rate and reimbursable schedule is attached.

OWNER'S RESPONSIBLILTY:

Client shall provide all necessary information regarding existing site conditions.

Accepted:

Dr. Corey Willenberg, Superintendent Date	Judy Pate Semingson, Architect Date
Oroville Union High School District	Semingson A&E, Inc.

SAE Project #: 22211

SEMINGSON ARCHITECTURE & ENGINEERING, Inc.
STANDARD TERMS AND CONDITIONS

1. **Authorization to Proceed**
   Signing this form shall be construed as authorization by CLIENT to proceed with the work, unless otherwise provided for in the Authorization.

2. **Direct Expenses**
   SEMINGSON ARCHITECTURE & ENGINEERING, INC. Direct Expenses shall be those costs incurred on or directly for the CLIENT'S Project, including but not limited to tests and analyses, computer services, and printing services. Expenses shall be on the basis of actual charges when furnished by commercial sources, and on the basis of usual commercial charges when furnished by SEMINGSON ARCHITECTURE & ENGINEERING, INC.

3. **Professional Standards**
   SEMINGSON ARCHITECTURE & ENGINEERING, INC. shall be responsible, to the level of competency presently maintained by other practicing professional architects in the same type of work in CLIENT'S community, for the accuracy, and adequacy of designs, drawings, specifications, and other work and materials furnished under this Authorization. SEMINGSON ARCHITECTURE & ENGINEERING, INC. makes no other warranty, express or implied.

4. **Limitation of Liability**
   The CLIENT agrees to limit the liability of SEMINGSON ARCHITECTURE & ENGINEERING, INC. to the CLIENT, the project Owner, due to SEMINGSON ARCHITECTURE & ENGINEERING, INC., or its consultants negligent acts, errors, or omissions, such that the total aggregate liability of SEMINGSON ARCHITECTURE & ENGINEERING, INC. to all those named shall not exceed the final fee of this Authorization.

5. **Cost Estimates**
   Any cost estimates provided by SEMINGSON ARCHITECTURE & ENGINEERING, INC. will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures, SEMINGSON ARCHITECTURE & ENGINEERING, INC. cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.

6. **Termination**
   Either CLIENT or SEMINGSON ARCHITECTURE & ENGINEERING, INC. may terminate this Authorization by giving 30 days written notice to the other party. In such event, CLIENT shall forthwith pay SEMINGSON ARCHITECTURE & ENGINEERING, INC. in full for all work previously authorized and performed prior to effective date of termination. If no notice of termination is given, relationships and obligations created by this Authorization shall be terminated upon completion of all applicable requirements of the Authorization.

7. **Arbitration**
   All claims, disputes, and other matters in question, other than disputes over payment of fees for work performed, arising out of, or relating to, this Authorization, or the breach thereof, shall first be submitted to mediation in a form as agreed by parties prior to any other form if dispute resolution, unless delay in initiating arbitration or litigation would irrevocably prejudice one of the parties. If mediation is unsuccessful, either CLIENT or SEMINGSON ARCHITECTURE & ENGINEERING, INC. may initiate a request for arbitration in accordance with the rules of the American Arbitration Association then obtaining, but consent of the other party to such a procedure is mandatory. No arbitration arising out of, or relating to, this Authorization may include consolidation, joinder, or in any other manner, any additional party, not a party to this Authorization.

8. **Legal Expenses**
   In the event legal action is brought by CLIENT or SEMINGSON ARCHITECTURE & ENGINEERING, INC. against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs and expenses as may be set by the court, mediation or arbitration, or on appeal.

9. **Payment to SEMINGSON ARCHITECTURE AND ENGINEERING, INC.**
   Unless payment terms are described otherwise under FEE FOR SERVICES, monthly invoices will be issued by SEMINGSON ARCHITECTURE & ENGINEERING, INC. for all work performed under the terms of this Authorization. Invoices are due and payable 30 days from receipt. Interest at the rate of 1-1/2% per month will be charges on all past due amounts.

10. **Enforceability**
    In case any one or more of the provisions contained in this Agreement shall be held illegal, the enforceability of the remaining provisions contained herein shall not be impaired thereby.

SEMINGSON ARCHITECTURE & ENGINEERING, Inc.
HOURLY RATES AND REIMBURSABLE CHARGES

Principal Architect:	$156
Project Architect:	$135
Project Manager:	$102
AutoCAD Production	$ 86
Clerical Support:	$ 55

24"x36" bond copies:	$2.50/sheet
8.5" x 11" copies:	$0.20/sheet
Mileage:	$0.65/mile
Consultants:	Cost + 10%
Per Diem Rate:	$60/day/person

Interest on unpaid balances over 30 days shall be 1.5% per month (18% annually)

CALIFORNIA PROFESSIONAL LICENSES

ARCHITECT	THOMAS R. SEMINGSON	C13296
ARCHITECT	JUDY P. SEMINGSON	C24582

Oroville Union High School District

Memorandum

TO: Board of Trustees

From: Jim LaGrone, Transportation Director

Date: August 31, 2022

Subject: Approval of Professional Services

I am requesting that the Oroville Union High School District approve the contract between Semingson Architecture and Engineering, Inc. and the Oroville Union High School District. This contract is for the culinary lab at Oroville High School which includes the following scope of work.

1. Review existing facility to determine if structurally acceptable to remove interior walls as desired to create one large open culinary lab.
2. Upon determination of structural limitations, if any, develop three design options for the culinary lab for the district review and selection of preferred approach.
3. Upon selection of final layout, prepare construction documents with engineering as required for review and approval by DSA.
4. Upon receiving DSA approval, assist district with bidding the work to qualified contractors.
5. Provide construction administration as needed to ensure project is completed per plans and specifications and a Closed with Certification letter is received from DSA.

Thank you,

Jim LaGrone

SEMINGSON
ARCHITECTURE
&
ENGINEERING

AUTHORIZATION FOR PROFESSIONAL SERVICES

Oroville Union High School District
ATTN: Dr. Corey Willenberg
2211 Washington Avenue
Oroville, CA 95966

HEREBY REQUESTS AND AUTHORIZES SEMINGSON ARCHITECTURE & ENGINEERING, INC. (SAE), TO PERFORM THE FOLLOWING SERVICES:

SITE: Oroville High School; Culinary Lab

SCOPE OF WORK:

1. Review existing facility to determine if structurally acceptable to remove interior walls as desired to create one large, open culinary lab.
2. Upon determination of structural limitations, if any, develop three design options for the culinary lab for district review and selection of preferred approach.
3. Upon selection of final layout, prepare construction documents with engineering as required for review and approval by DSA.
4. Upon receiving DSA approval, assist district with bidding the work to qualified contractors.
5. Provide construction administration as needed to ensure project is completed per plans and specifications and a 'Closed with Certification' letter is received from DSA.

FEE FOR SERVICES:

Hourly, per the attached rate schedule.
Consultant fees will be passed through to district. These fees will not be marked up.

OWNER'S RESPONSIBLILTY:

Client shall provide all necessary information regarding existing site conditions.

Accepted:

Dr. Corey Willenberg, Superintendent Date Oroville Union High School District	Judy Pate Semingson, Architect Date Semingson A&E, Inc.

SAE Project #: 22232

SEMINGSON ARCHITECTURE & ENGINEERING, Inc.
STANDARD TERMS AND CONDITIONS

1. **Authorization to Proceed**
   Signing this form shall be construed as authorization by CLIENT to proceed with the work, unless otherwise provided for in the Authorization.

2. **Direct Expenses**
   SEMINGSON ARCHITECTURE & ENGINEERING, INC. Direct Expenses shall be those costs incurred on or directly for the CLIENT'S Project, including but not limited to tests and analyses, computer services, and printing services. Expenses shall be on the basis of actual charges when furnished by commercial sources, and on the basis of usual commercial charges when furnished by SEMINGSON ARCHITECTURE & ENGINEERING, INC.

3. **Professional Standards**
   SEMINGSON ARCHITECTURE & ENGINEERING, INC. shall be responsible, to the level of competency presently maintained by other practicing professional architects in the same type of work in CLIENT'S community, for the accuracy, and adequacy of designs, drawings, specifications, and other work and materials furnished under this Authorization. SEMINGSON ARCHITECTURE & ENGINEERING, INC. makes no other warranty, express or implied.

4. **Limitation of Liability**
   The CLIENT agrees to limit the liability of SEMINGSON ARCHITECTURE & ENGINEERING, INC. to the CLIENT, the project Owner, due to SEMINGSON ARCHITECTURE & ENGINEERING, INC., or its consultants negligent acts, errors, or omissions, such that the total aggregate liability of SEMINGSON ARCHITECTURE & ENGINEERING, INC. to all those named shall not exceed the final fee of this Authorization.

5. **Cost Estimates**
   Any cost estimates provided by SEMINGSON ARCHITECTURE & ENGINEERING, INC. will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures, SEMINGSON ARCHITECTURE & ENGINEERING, INC. cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.

6. **Termination**
   Either CLIENT or SEMINGSON ARCHITECTURE & ENGINEERING, INC. may terminate this Authorization by giving 30 days written notice to the other party. In such event, CLIENT shall forthwith pay SEMINGSON ARCHITECTURE & ENGINEERING, INC. in full for all work previously authorized and performed prior to effective date of termination. If no notice of termination is given, relationships and obligations created by this Authorization shall be terminated upon completion of all applicable requirements of the Authorization.

7. **Arbitration**
   All claims, disputes, and other matters in question, other than disputes over payment of fees for work performed, arising out of, or relating to, this Authorization, or the breach thereof, shall first be submitted to mediation in a form as agreed by parties prior to any other form if dispute resolution, unless delay in initiating arbitration or litigation would irrevocably prejudice one of the parties. If mediation is unsuccessful, either CLIENT or SEMINGSON ARCHITECTURE & ENGINEERING, INC. may initiate a request for arbitration in accordance with the rules of the American Arbitration Association then obtaining, but consent of the other party to such a procedure is mandatory. No arbitration arising out of, or relating to, this Authorization may include consolidation, joinder, or in any other manner, any additional party, not a party to this Authorization.

8. **Legal Expenses**
   In the event legal action is brought by CLIENT or SEMINGSON ARCHITECTURE & ENGINEERING, INC. against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs and expenses as may be set by the court, mediation or arbitration, or on appeal.

9. **Payment to SEMINGSON ARCHITECTURE AND ENGINEERING, INC.**
   Unless payment terms are described otherwise under FEE FOR SERVICES, monthly invoices will be issued by SEMINGSON ARCHITECTURE & ENGINEERING, INC. for all work performed under the terms of this Authorization. Invoices are due and payable 30 days from receipt. Interest at the rate of 1-1/2% per month will be charges on all past due amounts.

10. **Enforceability**
    In case any one or more of the provisions contained in this Agreement shall be held illegal, the enforceability of the remaining provisions contained herein shall not be impaired thereby.

SEMINGSON ARCHITECTURE & ENGINEERING, Inc.
HOURLY RATES AND REIMBURSABLE CHARGES

Principal Architect:	$156
Project Architect:	$135
Project Manager:	$102
AutoCAD Production	$ 86
Clerical Support:	$ 55

24"x36" bond copies:	$2.50/sheet
8.5" x 11" copies:	$0.20/sheet
Mileage:	$0.65/mile
Consultants:	Cost + 10%
Per Diem Rate:	$60/day/person

Interest on unpaid balances over 30 days shall be 1.5% per month (18% annually)

CALIFORNIA PROFESSIONAL LICENSES

ARCHITECT	THOMAS R. SEMINGSON	C13296
ARCHITECT	JUDY P. SEMINGSON	C24582

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: Assistant Director of Facilities, Information Technology and Transportation

SALARY LEVEL:	Confidential/Sup Schedule	DIVISION:	Confidential/Supervisory
DEPARTMENT:	Superintendent	LOCATION:	District Office
REPORTS TO	Facilities, IT & Transportation Director		
APPROVED BY:	Board of Trustees	DATE:	

SUMMARY: Under general direction of the Facilities, IT & Transportation Director supervises the daily operations of the maintenance, grounds, technology, custodial and universal departments; supervises the District technology and telecommunications systems and staff; supervises transportation staff and the daily operations of transportation; performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- To plan, organize, coordinate and direct the District's building maintenance, custodial and grounds keeping services and operations and transportation.
- To administer and recommend policies and procedures for the facilities, Information Technology and Transportation programs
- To inspect and evaluate regularly all District facilities.
- To prepare long-and-short-range plans for repair, maintenance and site-improvement projects.
- To plan, coordinate, and direct the system to transport pupils to/from school and on all extra trips.
- To supervise and evaluate skilled personnel in building maintenance, universals, operations, information technology and transportation staff.
- Regularly evaluates Facilities, and Information Technology plant conditions and needs, and determines priority of work to be done.
- Develops long and short-range maintenance and Information Technology plans/programs to ensure that District resources are effectively utilized.
- Plans, develops, implements, and directs the District preventative maintenance program
- Assists in ensuring the highest levels of safety and efficiency of student transportation, good maintenance and repair of bus and van fleet, best practices, oversight and training of drivers and mechanics, and ongoing safety certifications with the California Highway Patrol.
- Assists with the establishment of all bus routes, field and extracurricular trips, all bus drivers' records related to transportation and transportation personnel to ensure safe and efficient bus operations.
- Confers with site administration to resolve disciplinary problems of student passengers.
- Assists with managing and monitoring the work order system, and holds staff accountable for swift attention to and full completion of needed repairs and improvements.

- Assists with the direction of projects (e.g. site repairs/construction, preventative maintenance, technology, etc.) to ensure completion with established timeframes, project design, and budget.
- Inspects new construction repair work, projects, equipment, work orders, daily maintenance, and supplies to ensure that jobs are completed efficiently; specifications for major capitol improvements are within local/state/federal regulations.
- Assists with the planning, designing, maintenance of the District's landscaping and irrigation systems and establishes seasonal and weekly schedules for grounds to ensure that the grounds are well kept.
- Regularly inspects conditions of playing fields, playgrounds, and outdoor areas and ensures the highest degree of safety, quality, functionality and aesthetics.
- Performs personnel supervision and evaluation functions (e.g. interviewing, evaluating, supervising, selecting employees, disciplinary actions, etc.) to maintain adequate staffing, enhance productivity of personnel, and achieve district objectives.
- Assists with the coordination of all custodial/facilities activities in the district, working with site administrators to provide proper overall technical guidance and direction regarding custodial operations. Establishes schedules, routines, practices, processes, and regular inspections of the work to ensure the highest level of cleanliness, safety and sanitation for students and employees.
- Assists with the oversight of the technological improvements and applications and their management to enhance productivity, efficiency, and service.
- Assists with the coordination of universal support staff to effectively and efficiently meet site needs.
- Participates in meetings, workshops, and seminars to convey and/or gather information required to perform functions.
- Presents information to communicate information, gain feedback and ensure adherence to established internal controls. Provides clear, consistent, and effective oral and written communications.
- Presents information to the Director of Facilities, IT and Transportation regarding maintenance, operations, facilities, information technology, and transportation plans, projects, and needs, providing pertinent information, and requesting approval from the Director as needed.
- Researches new products, laws, regulations, etc. to recommend purchases, contracts, and maintaining District wide services. Stays current on methods, products, practices, laws, and regulations relevant to the work of the department.
- Coordinates schedules and special event operations to ensure required facilities preparation.
- Assists in preparation of proposals, coordinates and schedules acquisition and constructions of permanent and relocatable facilities.
- Assists in competitive bidding and proposal process.
- Represents the district in communications with architects, engineers, and contractors. Assists in the coordination of construction projects, working with (as needed) architects, engineers, project managers, contractors, constructions personnel, inspectors, and the Department of the State Architect (DSA)
- May act as liaison with local government agencies for District development projects as well as community development activities.
- Attends and participates in Board of Trustees, Cabinet, staff, state agency, site, county, and community meetings as required.
- Answers emergency calls outside of scheduled work hours and takes appropriate actions to

protect and preserve property.
- Collaborate with Maintenance and Operations Lead, District Lead Custodian, and Transportation Department Leads to develop training programs for each department.
- Responsible for the appropriate training of employees in assigned areas of responsibility. Plans and conducts in-service training programs
- Acts as the Integrated Pest Management Coordinator and ensures compliance with the health schools act.
- Other duties and responsibilities as directly related to the functions of this position as assigned.

KNOWLEDGE OF:
- Building construction and materials
- Preparation of cost estimates and specifications
- Methods, materials, tools, and terminology used in the building trade
- Applicable codes, ordinances, and regulations related to California school construction
- Local and state agencies and the applicable regulations.
- Methods, techniques, procedures and strategies pertaining to educational technology and telecommunications systems.

ABILITY TO:
- Read and interpret specifications, architectural drawings, diagrams, and schematics
- Prepare technical reports and specifications
- Coordinate and inspect construction and maintenance projects
- Analyze situations and develop appropriate recommendations for action
- Drive a vehicle in the course of performing duties
- Effectively serve as a liaison to contractors and vendors performing District services
- Accurately estimate cost of cleaning, maintenance, repair and construction of facilities
- Establish and maintain effective organizational relationships
- Analyze and assess needs and offer recommendations relating to technology and telecommunications systems

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma; AA degree or BA preferred and 5 years of related professional or management level experience in facilities planning, building construction, general maintenance, grounds keeping or a related field, including supervisory and management experience. In addition, experience in planning and organizing technology and telecommunications systems is preferable.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of organization. Ability to learn and interpret specific rules, laws, and policies and apply them to a variety of situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES: Valid California Driver's License. California Commercial Driver's Class B License with special School Bus Certificate (which requires a current Medical Certificate) is preferred. A contractor's license, HAZMAT certificate, pest control applicator certificate and AHERA accreditation in asbestos management is desirable.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit use hands to manipulate, handle or feel objects, tools or controls, stand for extended periods, talk and hear. The employee will be required to ascend and descend stairs, ladders, stairs, scaffolding and ramps. The employee is occasionally required to climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 75 pounds. If lifting more than 75 pounds, a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

OROVILLE UNION HIGH SCHOOL DISTRICT
CONFIDENTIAL/SUPERVISORY UNIT SALARY SCHEDULE
FISCAL YEAR 2022/23

Position (Monthly Salary)	Paid Days	A	B	C	D	E	7th	10th	13th	16th	19th	22nd	25th	28th	31st
Director of Faclilities, Information Technology and Transportation	260	7,188	7,547	7,924	8,320	8,736	8,998	9,269	9,546	9,832	10,128	10,432	10,744	11,067	11,399
Asst. Director of Facilities, Information Technology, and Transportation	260	5,192	5,453	5,722	6,010	6,308	6,497	6,691	6,891	7,100	7,312	7,532	7,758	7,991	8,232
Executive Assistant	260	4,647	4,879	5,123	5,379	5,648	5,818	5,993	6,173	6,358	6,547	6,745	6,948	7,156	7,369
Senior Personnel Technician	260	4,476	4,698	4,935	5,180	5,440	5,603	5,770	5,944	6,123	6,305	6,494	6,690	6,890	7,096
Sr. Budget & Accounting Technician Payroll Technician															
Acct Payable & Purchasing Technician Budget & Accounting Technician	260	3,571	3,939	4,134	4,342	4,557	4,694	4,834	4,981	5,128	5,284	5,442	5,605	5,773	5,946
Position (Hourly Rate)	Paid Days	A	B	C	D	E	7th	10th	13th	16th	19th	22nd	25th	28th	31st
Food Service Director	240	29.19	30.66	32.20	33.84	35.49	36.55	37.66	38.79	39.97	41.15	42.39	43.66	44.97	46.32
Educational Services Technician	240	19.15	20.12	21.09	22.19	23.27	23.98	24.70	25.43	26.21	26.99	27.81	28.64	29.51	30.40
Administrative Technician	240	18.25	19.19	20.13	21.16	22.19	22.85	23.54	24.24	24.97	25.72	26.49	27.29	28.11	28.95

***Director of Facilities, Information Technology, and Ttansportation receives 20 Vacation days per year**

Hourly equivalent rates are computed on the basis of a 40 hour week and 173.33 hours per month

Effective: July 1, 2022
Approved:

No. _____

PROFESSIONAL SERVICES AGREEMENT

By this agreement made and entered into on the Aug 30th,2022 between the Oroville Unified School District (hereinafter referred to as OUSD) located at 2211 Washington Avenue, Oroville, CA, 95966 and ***360 Degree Customer Inc*** (hereinafter referred to as Consultant) located at 473 Sapena Court # 7 Santa Clara, CA 95054, in consideration of their mutual covenants, the parties hereto agree as follows:

A. DUTIES OF CONSULTANT The Consultant shall provide the following Professional services, studies and/or reports. The Education Specialist will also need to hold IEP meetings, complete IEPs, track and monitor all services, and attend meetings and trainings

Provide direct instruction, recommend equipment to carry out education program in consultation with director, principals, teacher/school staff and parents. Continuous service unless contractor gives 30 day notice or superintendent gives 30 day notice to terminate or amend.

B. CONTRACT PERIOD: The Consultant's work as specified in this agreement shall commence on Date as specified in Addendum A

C. COMPENSATION For the full performance of this agreement, the OUSD shall pay the Consultant as follows: Consultant's Fee :

a.) For Consultant : Name of the Consultant and Rate as Specified in Addendum A
b.) Consultants will work for 5 days per week (40 billable hours) as per school year calendar

Payment to be made as follows: Payments to be made every month within 45 days of receipt of invoice.

D. GENERAL TERMS AND CONDITIONS

2. INDEMNIFICATION:

a.) Except with regard to professional negligence, as provided in paragraph (b) below, the
b.) Consultant shall indemnify, hold harmless and defend the (OUSD) and each of its, officers, officials, employees, volunteers and agents from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, the Consultant or any other person and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expense), arising or alleged to have arisen directly or indirectly out of the active or passive negligence of the Consultant or any of its employees or agents in the performance of this contract. The Consultant's obligations under the preceding sentence shall apply regardless of whether the OUSD or any of its, officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of the OUSD.

c.) Specifically regarding professional negligent errors or omissions, the Consultant shall indemnify, hold harmless, and defend the OUSD, its officers, officials, employees, volunteers or agents, from any and all loss, liability, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the OUSD, the Consultant or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expenses) incurred by OUSD, the Consultant, or any other person, to the proportionate extent that it arises out of or in connection with the professional negligent errors or omissions of the Consultant in the performance of this contract.

d.) If the Consultant should subcontract all or any portion of the work to be performed under this agreement, the Consultant shall require each Sub-Consultant to indemnify, hold harmless and defend the OUSD, its officers, officials, employees and agents in accordance with the terms of the preceding paragraphs.

2. NON-DISCRIMINATION No discrimination shall be made in the employment of persons under this agreement because of the race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.

3. CONFLICT OF INTEREST Before executing this agreement, the Consultant shall disclose to the OUSD the identities of any board member, officer, or employee of the OUSD, or relatives thereof, who the Consultant knows of should know will have any financial interest resulting from this agreement.

4. LICENSE AND AUTHORITY: The Consultant will maintain all necessary licenses during the term of this agreement. If other than a natural person, Consultant is duly authorized to enter into this agreement by its governing or controlling body. Evidence or copies of all necessary licenses must accompany this agreement.

5. EQUIPMENT AND FACILITIES OUSD and The Consultant will agree on all necessary equipment and facilities to render services pursuant to this agreement.

6. ASSIGNMENT Without the written consent of the OUSD, this agreement is not assignable by the Consultant.

7. NON-SOLICITATION OF EMPLOYEES: OUSD agrees to not solicit for hire employees of Contractor for a period of not less than 1 (One) Year following the last date of that employee's services to OUSD. After completion of 1 full billable year, OUSD may hire the said employee after paying a referral fee of $18000 to contractor. This fee will be agreed between OUSD and the contractor.

8. SUCCESSORS AND ASSIGNS. This agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.

9. GOVERNING LAW. The validity of this agreement and any of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the state of California law.

10. WITHHOLDING. The OUSD shall not withhold or set aside any money on behalf of the Consultant for Federal Income Tax, State Income Tax, Social Security Tax, Unemployment Insurance, Disability Insurance, or any other federal or state fund whatsoever.

11. CHANGES OR ALTERATIONS. No changes, alterations, or variations of any kind to this agreement are authorized without the written consent of the OUSD.

12. HEADINGS. All section headings contained herein are for clarification and convenience of reference only and are not intended to limit the scope of any provision of the agreement.

13. TERMINATION. The OUSD may terminate this agreement and be relieved of the payment of any consideration to the Consultant should the Consultant fail to perform under this agreement. Either party may also terminate this agreement upon 30 days written notice to other party with or without cause. In the event of elective termination (without cause), OUSD agrees to pay Consultant for work completed to date of termination.
14. AMBIGUITY. The language herein shall be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.

15. COPYRIGHT. Any written or electronic media product produced as a result of this contract shall be a work for hire and shall be the property of the OUSD.

E. VENDOR IS A CONSULTANT AND NOT AN EMPLOYEE

This agreement is not a contract of employment. At all times the Consultant shall be deemed to be an independent Consultant and is not authorized to bind the OUSD to any contracts or other obligations, or to state or imply that he or she is an employee or authorized representative of the OUSD, or to utilize the OUSD's letterhead or logo without the prior consent of the OUSD. Each of the following factors, in addition to other provisions of this Agreement, confirms the Consultant's status as an independent Consultant and not an employee. Except as otherwise set forth herein or agreed to by the parties in writing, the Consultant and OUSD agree to comply with each of the following factors as is necessary to maintain independent Consultant status, each of which shall form a part of this Agreement:

INSTRUCTIONS	The OUSD shall provide job specifications and instructions.
TRAINING	The OUSD would provide training and meetings that the consultant needs to attend
RIGHT TO HIRE OTHERS	The consultant (mentioned below in Addendum - A) would not be allowed to hire others to do their work.
WORK ESSENTIAL TO OUSD	The consultant's work is essential to OUSD in relation to them providing all of the services provided in section
TIME TO PURSUE OTHER WORK	The Consultant may pursue other work during our agreement but not if it interferes with the hours and days worked at OUSD or any other provisions listed in part A.
JOB LOCATION	OUSD controls the job location.
BASIS OF PAYMENT	Payment shall be by the time expended.
WORK FOR MULTIPLE FIRMS	The Consultant may work for multiple firms simultaneously.
MATERIALS, TOOLS & EQUIPMENTS	All Materials, Tools and equipment for the job shall be provided by OUSD.
RIGHT TO TERMINATE	The Consultant may not be terminated except as allowed for under the agreement.
PROGRESS REPORTS	The consultant would have to make progress reports for the students which is a monitoring issue of the goals and services for the student.

F. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES This Agreement constitutes the entire understanding of the parties. The Contract Initiator's and Consultant's signatures below signify both an understanding and acceptance of the contract provisions.

G. CONTRACT INITIATOR (OUSD Representative)

Signature:

Date Signed:

Branch / Dept.:_____

Address (or Mail Code): _____

_____

Phone / Fax:Ph:_____

E-Mail Address:

CONSULTANT

Signature:

Date Signed:

Title: CEO

Company Name & Address:360 Degree Customer Inc
473 Sapena Court # 7 Santa Clara, CA 95054

Phone / Fax: Ph 408-406-7253,Fx 408-719-9900

E-Mail Address: gulneesh@360customer.com

ADDENDUM – A

Term: 2022-23

Name : Zarina Yusufov

Title: Virtual Slp

Rate: $107/ hour

Hours: 40 hours/ week

OROVILLE UNION HIGH SCHOOL DISTRICT
Resolution #3-22/23

SUFFICIENCY OF INSTRUCTIONAL MATERIALS

WHEREAS, the governing board of Oroville Union High School District, in order to comply with the requirements of Education Code section 60119 held a public hearing on September 21, 2022, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least ten days notice of the public hearing posted in at least three public places within the district that stated the time, place and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-social science
- Reading/English/language arts, including the English language development component of an adopted program
- Foreign Language
- Health

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

NOW, THEREFORE, BE IT resolved that for the 2022/2023 school year, the Oroville Union High School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

ADOPTED this 21st day of September, 2022, by the governing board of the Oroville Union High School District by the following vote:

AYES :

NOES :

ABSTAIN :

ABSENT :

_____
Governing Board Official

OROVILLE UNION HIGH SCHOOL DISTRICT
2211 WASHINGTON AVE
OROVILLE, CA 95966

REQUEST FOR FIELD TRIP

Please refer to BP 6153 for deadline to submit this form for approval. Do not take your students away from school without getting prior permission from the office. Parents or guardian permissions is required for all students.

Activity: Western Fall Classic Livestock Judging Contest

Date(s): 10/7 &10/8 Hours: 3:30pm to 8pm

Location: Jackson County Expo Central Point, OR

Funding Source(s): Agriculture

Teacher Responsible for Supervision/First Aid: Coach Loren Benedict

Name Students Attending Activity (attach list if large group): TBD

Chaperones: Loren Benedict , Andrea Thomas - Ag Teacher at Palermo

Pre-Trip Activities: Ag Curriculum

Trip Activities: Career Development Event (Livestock Judging Contest)

Post-Trip Activities: Ag Curriculum

Additional Information: Hotel : Super 8
4999 Biddle Rd, Central Point, OR 97502 (541) 664-5888

Permission Slip Completed for Each Student? ☒ Yes ☐ No

Transportation: ☐ School Bus* ☒ Van/Suburban* Ag ☐ Charter Bus**
☐ Employee Vehicle*** ☐ Volunteer Vehicle*** ☐ Rental Vehicle***

Teacher's Signature: A Earley Date: 9/1/22

Principal's Signature: Date: 9/1/22

Superintendent's Signature: Date:

Note: The principal's signature verifies that all district requirements for the field trip have been met.

*Submit appropriate form to the transportation department
**Company must be on board approved list
***Attach Employee/Volunteer Personal Vehicle Use Form