

**HAMILTON UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING**

**AGENDA**

Wednesday, September 23, 2020

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5:00 p.m. Public session for purposes of opening the meeting only via Zoom:  
5:00 p.m. Closed session to discuss closed session items listed below via Zoom (For Board Only)  
6:00 p.m. Reconvene to open session no **later** than 6:30 p.m. via Facebook Live or Zoom (see below)

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*As authorized by the Governor's Emergency Executive Orders issued on March 12 and 17, 2020, the Hamilton Unified School District Board of Education will conduct Board of Education meetings by video conference until further notice. Please join the meeting by attending the livestream via Facebook Live on the District's Facebook page or through the below Zoom link or dial by phone as listed below:*

Join Zoom Meeting

<https://us02web.zoom.us/j/89413880755?pwd=djI1SEs0YXFjcE44KzQ5TUVRalRVQT09>

Meeting ID: 894 1388 0755

Passcode: 6hY6QF

Dial by Phone:

+1 929 436 2866

Meeting ID: 894 1388 0755

Passcode: 531897

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**1.0 OPENING BUSINESS:**

- a. Call to order and roll call

\_\_\_\_\_ Gabriel Leal, President  
\_\_\_\_\_ Genaro Reyes

\_\_\_\_\_ Hubert "Wendell" Lower, Clerk  
\_\_\_\_\_ Ray Odom

\_\_\_\_\_ Rod Boone

**2.0 IDENTIFY CLOSED SESSION ITEMS:**

- 3.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS:** Public comment will be heard on any closed session items. The board may limit comments to no more than three minutes per speaker and 15 minutes per item.

**4.0 ADJOURN TO CLOSED SESSION:** To consider qualified matters.

- a. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
- b. Public Employee Performance Evaluation. Government Code section 54957, subdivision (b)(1). Superintendent.
- c. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- d. Government Code Section 54956.9, Subdivision (a), Existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.
- e. Conference with Real Property Negotiators. Property: Westermann property north of Hamilton High School, approximately located at 500 Sixth Street, Hamilton City, CA 95951 (APN: 032-230-015-000). Agency Negotiator: Jeremy Powell, Superintendent; Matt Juhl-Darlington, Attorney for District. Negotiating Parties: Westermann Family and Hamilton Unified School District. Under negotiation: Price and terms of payment.
- f. Conference with labor Negotiator Gov. Code sec. 54957.6, subd. (a). Agency designated representative: Dr. Jeremy Powell; Employee Organization: Hamilton Teachers Association.

*Report out action taken in closed session.*

**5.0 PUBLIC SESSION/FLAG SALUTE:**

**6.0 ADOPT THE AGENDA: (M)**

## 7.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports.
- b. District Reports (written)
  - i. Technology Report by Frank James & Derek Hawley (p. 4)
  - ii. Nutrition Services Report by Sean Montgomery (p. 5)
  - iii. Operations Report by Alan Joksch (p.6)
- c. Principal and Dean of Student Reports (written)
  - i. Kathy Thomas, Hamilton Elementary School Principal (p. 7)
  - ii. Maria Reyes, District Dean of Students (p. 8)
  - iii. Cris Oseguera, Hamilton High School Principal (p. 9)
  - iv. Sylvia Robles, Adult School (p. 11)
- d. Chief Business Official Report by Kristen Hamman (p. 12)
- e. Superintendent Report by Jeremy Powell (p. 13)

## 8.0 PRESENTATIONS:

- a. None

## 9.0 CORRESPONDENCE:

- a. None

## 10.0 INFORMATION ITEMS:

- a. HUSD Enrollment History for 5 years (p. 14)
- b. Bond Satus (Fund 21) Update (p.15)
- c. Update on Roy Boone Memorial Barn Project – Mike Cannon (p. 18)
- d. HHS Site Expansion Permitting Status Update – Mike Cannon (p. 19)

## 11.0 DISCUSSION ITEMS:

- a. Rose Garden Update

12.0 **PUBLIC COMMENT:** Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

## 13.0 ACTION ITEMS:

- a. Adopt Learning Continuity and Attendance Plan for 2020-21 School year (p. 21)
- b. Approve HUSD Job Description for Special Education Paraprofessional (p. 60)
- c. Approve HUSD Job Description for Licensed Vocational Nurse (LVN) (p. 64)
- d. Approve MOU The Boys & Girls Club of the North Valley-GCOE-HUSD (p. 68)
- e. CSBA Policies Review and Adopt 2<sup>st</sup> Readings (p. 76)
  - i. Board Policy (updated) and **(new) Exhibit 3555: Nutrition Program Compliance** to reflect new state regulations
    1. Recommend Option
  - ii. Administrative Regulation 4030: Nondiscrimination in Employment updated to reflect new federal regulations
  - iii. Board Policy and Administrative Regulation 4119.11/4219.11/4319.11: Sexual Harassment updated to reflect new federal regulations
  - iv. **Administrative Regulation (new) 4119.12/4219.12/4319.12: Title IX Sexual Harassment Complaint Procedures**
  - v. Board Policy and Administrative Regulation 5141.22: Infection Diseases updated to reflect new law
  - vi. Administrative Regulation 5145.3: Nondiscrimination/Harassment updated to reflect new federal regulations
  - vii. Board Policy (updated) and Exhibit 5145.6: Parental Notifications updated to reflect new law (p. 104)
  - viii. Board Policy and Administrative Regulation 5145.7: Sexual Harassment updated to reflect new federal law
  - ix. **Administrative Regulation (new) 5145.71: Title IX Sexual Harassment Complaint Procedures** reflecting new federal regulations.

- x. Board Policy and Administrative Regulation 6142.7: Physical Education and Activity updated to reflect new law
- xi. Board Policy and Administrative Regulation 6159: Individualized Education Program updated to reflect new law
- xii. Board Policy and Administrative Regulation 6159.1: Procedural Safeguards for Special Education updated to reflect new state regulations
- xiii. Board Policy and Administrative Regulation 6159.2: Nonpublic, Nonsectarian School and Agency Services for Special Education updated to reflect new law
- f. Public disclosure of tentative agreement with Hamilton Teachers Association. The EERA requires Hamilton USD to disclose to the public at a Board meeting the major provisions of a negotiated agreement with an exclusive representative of its employees. (p. 82)

**14.0 CONSENT AGENDA:** Items in the consent agenda are considered routine and are acted upon by the Board in one motion. There is no discussion of these items prior to the Board vote and unless a member of the Board, staff, or public request specific items be discussed and/or removed from the consent agenda. Each item on the consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- a. Minutes from Regular Board Meeting on Wednesday, August 26, 2020 (p. 83)
- b. Minutes from Special Board Meeting on Wednesday, August 26, 2020 (p. 89)
- c. Hamilton Elementary School Site Council Agenda, September 8, 2020 (p. 91)
- d. Consolidated Application Spring 2020 (p. 101)
- e. Teacher Consent Forms for 2020-21 School Year: Hamilton Elementary School and Hamilton High School (p. 109)
- f. Warrants and Expenditures (p. 115)
- g. Interdistrict Transfers (new only; elementary students reapply annually).
  - i. Out
    - 1. Hamilton Elementary School
      - a. none
    - 2. Hamilton High School
      - a. none
  - ii. In
    - 1. Hamilton Elementary School
      - a. none
    - 2. Hamilton High School
      - a. 9<sup>th</sup> x 2
- h. Personnel Actions as Presented:
  - i. New hires:
    - 1. Jonathan Romano                      Short-Term, District Custodian      HUSD  
Position Ending December 2020
  - ii. Resignations/Retirement:
    - 1. Sophia Langevin                      Multiple Subject Teacher, Long      HUSD  
Term Substitute – Position  
Ending December 2020

**15.0 ADJOURNMENT:**

## Technology Report

Board Meeting on September 23, 2020

Frank James, Director of Technology

Derek Hawley, Information Systems Technician

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### Completed and in Progress Tasks – September 2020

1. **Palo Alto SSL Decryption:** SSL Decryption has been enabled for the Chromebook network. The second phase of this project will be to enable it to all of HUSD. SSL Decryption will allow us to better monitor network traffic and continue to tune our network.
2. **GoGuardian:** GoGuardian is full deployed and installed through out the HUSD domain. This will assist teachers with classroom management and instruction. This also acts as our remote content filter and self-harm reporting software.
3. **Attendance Notification:** Attendance calls have been enabled at HES. This system will call parents in the event of an absence. This will keep us compliant with the Distance Learning rules and also ease the burden on our office staff.
4. **Staff Support:** We have fielded over 50 tickets this month and countless informal requests. So far, we have been able to keep response times low and provide timely solutions.
5. **Staff Devices:** So far this month we have configured and deployed 45 new Dell Laptops to staff. These were given out based on need and age of previous device. At this time all Teachers and Long term COVID Teachers have a new Device. We have also started to provide staff devices to assist in Zoom meetings.
6. **GEAR Up Projects:** It would appear that we have been able to comply with GEAR Ups deadlines for 19-20 funds. If all projects end up being approved we will have utilized all available funds from the 19-20 year. Funds for 20-21 should be available within the coming months.
7. **Cachebox:** Cachebox has been fully tested and deployed within the HUSD network. This device should assist during distance learning by reducing strain on our available bandwidth.
8. **Palo Alto Firewall:** Frank has been assessing possible vulnerabilities in our firewall and taking steps to harden it to potential issues. This has been a long process and he is working hand and hand with Palo Alto Technicians.

## HUSD Food Service Report

### Board Meeting on September 23, 2020

#### Sean Montgomery, Director of Nutrition and Student Welfare

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September, like most months during the pandemic, has been challenging.

- It's been very complicated trying to figure how much food to order each week.
- To start the year, the USDA required schools participating in the National School Lunch Program to record all meals students receive as if the students were on campus.
  - We were required to have a student ID number for each meal going out.
- This was very challenging as the parents were picking up most of the meals. We fumbled through this for a few weeks trying different methods to get the ID's into the system.
- Many food service departments across the country let the USDA know how difficult this was.

The last week of August the USDA waived this requirement and let Food Services operate under the **Seamless Summer Option**.

- This allows us to simply record the amount of meals going out.
- These meals are free to all children, 18 and under.
- It allows meals to be served at school and non-school sites, and in a non-congregate setting.
- It also allows meals to be taken away from the site and consumed elsewhere, thereby allowing for social distancing.
- Our student participation increased immediately.
- We went from 160 meals on 8/28 to 278 meals on 8/31.

The following are the meal amounts for September.

Monday	Tuesday	Wednesday	Thursday	Friday
	September 1 270	September 2 300	September 3 302	September 4 314
September 7 Labor Day Holiday	September 8 318	September 9 328	September 10 344	September 11 300

The food service staff has been trying to make the lunches especially appetizing in this distance learning environment.

We've added:

- Melon/Fruit cups
- Homemade Whole-grain Cookies
- Yogurt and Blueberry Parfaits
- Fruit Smoothies

Our staff are working incredibly hard under tough conditions to make sure these student meals are not only nutritious and delicious but also a little bit of fun.

## HUSD Maintenance Report

### Board Meeting on September 23, 2020

#### Alan Joksch, Director of Maintenance and Transportation

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#### Personnel

- We have been struggling to keep a full crew lately. We have had some personal health issues as well as a couple who have had to isolate due to possible exposure.
- We have hired a new part-time custodian to help with cleaning. Welcome, Jonathan Romano!
- Monday, September 14<sup>th</sup>, we interviewed another potential custodian; the job offer is pending at this time.

#### Cleaning

- Dave, Chris, Dallas and Bertha have resumed the district (modified) cleaning duty's, with Austin covering where needed.
- We are cleaning the occupied rooms and offices daily, while disinfecting and sanitizing weekly or as needed.
- We are starting to 'ramp up' the schedule as we prepare for the return of students. This will include the cleaning of all flat (touchable) surfaces in the classrooms and other high traffic areas.
- Part-time personnel are being trained on their mid-day cleaning roles.

#### Other Projects

- Summer/Fall pruning has begun. Bertha has done an excellent job of trimming up the trees, bushes and shrubs at the Elementary. Jonathan has been trimming around the front of the High School. He is continuing on to Ella Barkley and the Rose Garden this week.
- We have helped with the cleanup of the old Roy Boone Memorial Barn area. A new water shutoff valve has been added as a connection point for the new barn. Footings are scheduled to start the week of September 21<sup>st</sup>.
- Dallas has been replacing the very dirty filters on the HVAC units as this dust and smoke have them quite plugged up.
- The crew are also working on several other projects.
  - Cleaning the work area at the Bus Barn
  - Addressing plumbing issues
  - Painting of doors and trim.
- I am also working on some of my year end reports as a few are due soon.

#### Buses

- All the buses have been taken to the county shop in Willows for a few needed repairs as well as getting current 45-day safety inspections.
- CHP will be here on Monday, September 21<sup>st</sup> to perform our yearly Bus Terminal Inspection and documentation in the Office.

**HAMILTON ELEMENTARY SCHOOL**

**Board Meeting on 9/23/2020**

*Submitted by*

**Kathryn Thomas, Principal**

**Enrollment:** 415

**Attendance:**

<b>Grade</b>	<b>Mode</b>	<b>Percentage</b>
TK	Asynchronous only (packets)	93.12%
K	Asynchronous only (packets)	98.98%
1	Asynchronous only (packets)	98.97%
2	Synchronous/Asynchronous	95.79%
3	Synchronous/Asynchronous	94.6%
4	Synchronous/Asynchronous	95.49%
5	Synchronous/Asynchronous	96.21%
6	Synchronous/Asynchronous	95.64%
7	Synchronous/Asynchronous	99.56%
8	Synchronous/Asynchronous	97.85%

**Campus News:**

- We had a very successful School Site Council (Zoom) meeting on 9/8/2020 with 16 participants, which included 8 parents.
- Progress Reports went out on 9/4/2020.
- Back to School Night has been a combination of zooming and teacher videos. Our last BTSN will be on 9/28/2020 with the TK-1 grade teachers.
- Youth Summit Assembly, on 9/15/2020, concentrated on suicide prevention for our 7th and 8th graders.
- A process is in place for the follow up on the few students who are not engaged in our distance learning. This includes teachers, office staff, and administrators working together and sharing responsibilities of contacts.
- Our Boys and Girls Club partners joined forces with HES support staff and administration for materials pick up on 9/4/2020. Instructional materials, at this point, have now all been received.
- Tk-1st grade teachers have continued to distribute weekly packets as devices are back ordered.

**Instructional News:**

- Teachers are now meeting with their intervention groups every Friday morning.
- RTI (response to intervention) groups are now being formed and will be in place in the next two weeks for targeted interventions in both ELA and Math for 7th and 8th graders.

**Coming Up:**

- Student Recognition: Respect (acknowledgement will be posted on social media and certificates mailed to each student)
- Grading Period ends 10/9/2020
- Parent Conferences: 6-8 (10/20) and Tk-5 (10/21-22)

## Alternative Education Report

Board Meeting on Wednesday September 23, 2020

Maria Reyes, Dean of Students

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Greetings from Alternative Ed.

As we finish the first five weeks of the new school, we are overcoming challenges and celebrating successes. Our students are resilient and are adjusting to this new norm as best as they can. We continue to conduct home visits and phone calls to stay in contact with families and students. As students get into the swing of having classes online via Zoom, the transition gets smoother with each passing day. We will have a combination of homework packets and online assignments for students to complete at home.

All our students have chrome books and for families with connectivity issues, hotspots. Teachers have setup google classrooms and Zoom meetings for students to access online.

We have staff members teaching English, Math, History, at Ella Barkley and combined courses of Science, P.E., and electives with high school.

Enrollment:

12 grade = 5 (two of the seven are in Independent Study)

11 grade = 3 (one of seven is in Independent Study)



**Hamilton High School**  
**HUSD Board Report**  
**September 2020**  
(created 9/14/20)

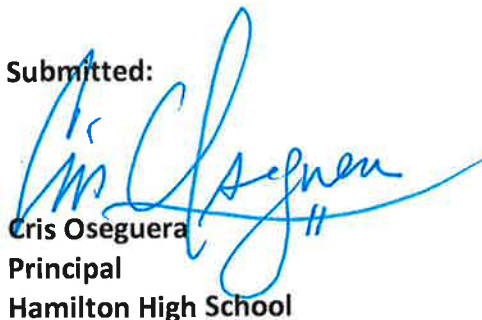
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1. **Enrollment:** HHS Grades 9-12= 285; EBHS=10. Total 9-12= 295 students.
  - a. 43% of students from out-of-district schools.
  - b. **Original Projected 9th-12th 2020-21 Enrollment= 299 (increase of +22 for HHS). HHS is still at a +22 currently.**
  - c. **We have had 5 students transfer to finch school due to our online learning.**
  - d. **As September 23, we have now been in session for 30 full days.**
2. **Current Learning Methods- Distance Learning, going forward.**
  - a. Prologue-As of September 14, 2020, myself and Maria Reyes have personally distributed over 200 chromebooks to our 9-12 students, all by August 8 in order to ensure all students were technologically prepared for the 2020-21 school year prior to the Day 1. Along with Maria Reyes, and support and deliveries from Kelly Langan and Cristina Rios, I visited HHS families/students for delivery and conversation. By first day of school, we had assured that every 9-12 student (100%) had a device, school info, and support ahead of Day 1. We have also had to switch our, or replace nearly 40 chromebooks issues to HHS students due to tech issues. We eagerly await the new chromebooks that I will then personally deliver to every Frosh student as replacements for the older ones they currently have.
    - i. As of September 11, 2020, we have now **personally visited over 500 homes and families** since July 31! These are essential visits that will continue, especially for our Frosh and new families. These home visits provide valuable in-person communication and gives the parents the direct one-to-one discussion essential to building trust and rapport with my families. These home visits also often include google/zoom/aeries/homework tutorials for the student.
    - ii. I have also joined in on over **100 classroom zooms** in the first 5 weeks of school and have seen strong, concise lessons as well as students engaged and participating.
    - iii. For August-Early September, Teachers identified **Students of the Month** and I delivered a \$10 gift card to each recipient- at no cost to district as I paid for the cards. Students were selected based on their **effort, participation, and good spirits** during our dynamic distance learning endeavor. (Please visit the HHS website under "News" for pictures of each student).
    - iv. **HHS Teachers are continuing their amazing hard work** and continue to develop expert skills and capacity as online lesson delivery agents, utilizing tech skills, some new, some enhanced, in order to provide students with the quality education expected of us. PD has been utilized, but most direct credit goes to the Teachers for their professionalism and to the dedication of providing the best educational experience for our students.
    - v. **The Teachers and Students continue to be a most motivating factor to me with their utmost dedication, professionalism, attentiveness to our students' academic and social/emotional needs- at all hours of the day and into weekends. I am extremely proud of both for their continued effort and dutifulness.**
    - vi. **Teachers continue to adapt/learn** the video conferencing techniques as well as sharing tips and ideas and best practices for serving the educational needs of our students. Protocols for face to face student-to-teacher media (i.e. zoom) are being utilized for daily, synchronous academic interaction as well as setting the foundation for the necessary asynchronous learning essential in this dynamic.
    - vii. Our school schedule is aimed at providing an impactful learning routine for our students and families while we remain on distance learning. This is vital for students in preparation for eventual return to on-site instruction. Attendance is being emphasized as required and beneficial, with attendance thus far being stellar.
    - viii. **HHS modified the Friday instruction** to strictly asynchronous for students and adapted the daily Teacher schedule to allow for direct reach out communication (via zoom/phone calls/emails/google classrooms) to our identified struggling students. As well, with district permission, we are **inviting IEP students and EL students** on to our campus for direct in-person instruction. These groups are no more than five-eight students, and we conduct verbal/visual screening with a temperature check prior to utilizing social distant seating for the students and

staff with each wearing a mask. Teachers on campus, and off by zoom, have chosen to assist of their own volition.

- ix. As an issue of **fairness, equity, equality**, I believe it imperative to continue and complete the 1<sup>st</sup> quarter of studies with the same academic delivery method. This would provide both Students and Teachers with the continuity of information without a need to change, adapt, adjust to a new delivery system.
  - x. **Top Priority** emphasized to our teachers for our HHS students continues to be the health and well-being of all of our students and their families. Teachers are asked to check-in, via various methods, with the students to see how they are doing emotionally, socially, and physically. Grace, compassion, and heart are to be exhibited to our students during this time. This is the primary concern emphasized as we try to reduce the stress and anxiety of our students- all else is secondary and I am adhering our staff to "do no harm" either socially, emotionally, or educationally. How we continue to treat and react to our students during this historic and health-concerning event will be an important factor in their development. I will continue to make home visits to our families to ensure students are attendant, engaged, and active participants as we remain online.
  - xi. **School Athletics**. State CIF has recommended Seasons of Sport be moved to the Spring Semester (January to June 2021). Northern Section CIF is working on creating Seasons of Sport specific and geared towards our section geography and school demographics and may look, in the end, different from State CIF. This recommendation should be out by mid-September though the primary concern and priority remains student health and well-being. Currently, we continue to follow the strict Glenn County Public Health guidelines that prohibit in-person workouts, tryouts, interactions with our students while we remain on the state watch list. I will be participating in a NSCIF BOM meeting on Wednesday September 16 where discussion and eventually a vote will be taken to determine the exact placement of the seasons of sport for the 2021 Second Semester. It should be noted that due to our current league structures with mostly mountain schools, we may have to be in a valley league with larger schools for this particular school year- though not desired. However, we are advocating for valley schools to be in leagues with other valley schools of their school size for various competitive and safety reasons.
3. **Upcoming Dates/Events:**
- a. **Parent/Teacher Conference Sept 17**- modified to invitation for our most struggling students.
  - b. **District wide PD Day Sept 21**- non student attendance day for use by Teachers and Classified for training, collaboration, continued lesson development.
  - c. Continued with parent information related to college and scholarships and counselors will be setting up a virtual link for small group informationals.
  - d. **End of 1<sup>st</sup> Quarter is Friday October 9.**
4. **Future Concerns:**
- a. **2020-21 HHS Schedule**- staffing and class sizes will remain serious and impactful concerns for when we return to full or hybrid on- site instruction. Under online and even with a hybrid model to some extent, class sizes will not be as problematic as full in-person. This will take precedent in decision making and would have been an issue even with no pandemic existing due to staff cuts.

Submitted:



Cris Oseguera  
Principal  
Hamilton High School

**Hamilton Adult Education**  
**Board Meeting Report-September, 2020**  
**Silvia Robles/Director**

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**Completed and in Progress Tasks – September, 2020**

1. Enrollment and students served to date for all programs:
  - Citizenship.....8
  - Computer Literacy Spring 2020 .....1 (6 Waitlist)
  - CPR/First Aid .....0
  - ESL.....16
  - Floral Design.....1 (21 Waitlist)
  - Forklift Training for .....7 (October)
  - High School Diploma .....12
  - Intensive ELD/Childcare Provider .....0
  - Job Reentry 2020 .....1 (Waitlist)
  - TOTAL: .....46**
  
2. Assist participants with the barriers and challenges of distance learning.
3. Identify Civic educational needs by setting educational/personal goals with participants.
4. Mandatory Adult Ed Trainings for Implementation and Accountability 50% complete.
5. CASAS, WIOA II Network Meetings-up to date information on program matters.
6. Outreach and Recruit with nonprofit organizations, local businesses, and employers.
7. Prepare publicity material to give to nonprofit organizations to distribute at their planned events.
8. Finish Target Solutions.

**Hamilton Unified School District  
General Fund - Unrestricted and Restricted  
September Board Report**

	<b>2020-21 Approved Budget</b>	<b>2020-21 Year To Date As of 9/15/20</b>	<b>2019-20 Approved Budget</b>	<b>2019-20 Year To Date As of 9/15/19</b>
<b>Revenues</b>				
LCFF Sources	\$ 7,197,888	\$ 480,882	\$ 7,980,647	\$ 514,100
All Other Federal Revenue	\$ 252,770	\$ 9,661	\$ 254,861	\$ -
Other State Revenue	\$ 483,279	\$ 127,990	\$ 195,102	\$ 237,780
Other Local Revenue	\$ 74,840	\$ 40,240	\$ 69,840	\$ 1,408
Other Financing Sources	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 8,008,777</b>	<b>\$ 658,773</b>	<b>\$ 8,500,450</b>	<b>\$ 753,288</b>
<b>Expenditures</b>				
Certificated Personnel Salaries	\$ 2,944,886	\$ 334,127	\$ 3,452,793	\$ 355,919
Classified Personnel Salaries	\$ 947,558	\$ 157,724	\$ 1,193,213	\$ 178,498
Employee Benefits	\$ 1,658,150	\$ 268,944	\$ 1,985,568	\$ 264,923
Books and Supplies	\$ 414,755	\$ 169,363	\$ 498,893	\$ 111,054
Travel and Conferences	\$ 113,556	\$ 499	\$ 120,287	\$ 7,708
Dues and Memberships	\$ 14,850	\$ 8,546	\$ 9,500	\$ 2,995
Other Insurance	\$ 93,766	\$ 93,766	\$ 89,819	\$ 100,695
All Other Utilities	\$ 275,450	\$ 43,647	\$ 205,500	\$ 62,304
Rents/Leases/Repairs	\$ 64,745	\$ 9,416	\$ 77,299	\$ 17,237
Other Operating Expenditures	\$ 333,766	\$ 92,951	\$ 293,881	\$ 104,093
Capital Outlay	\$ 306,728	\$ -	\$ -	\$ -
Other Outgo	\$ 907,586	\$ 5,314	\$ 808,946	\$ -
<b>Total Expenditures</b>	<b>\$ 8,075,796</b>	<b>\$ 1,184,297</b>	<b>\$ 8,735,699</b>	<b>\$ 1,205,426</b>
<b>Net Increase (Decrease) in Fund</b>	<b>\$ (67,019)</b>	<b>\$ (525,524)</b>	<b>\$ (235,249)</b>	<b>\$ (452,138)</b>
Beg. Fund Bal. (2019-20 Estimated Actuals)	\$ 687,779			
Projected End. Fund Bal.	\$ 620,760			

## HUSD Superintendent Report

Board Meeting on September 23, 2020

Jeremy Powell, Ed. D.

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A rhythm and flow to the school year has begun to set in. Although virtual, our teachers are connecting with students and students are figuring out their teachers and working hard. Our parents and students have attended back to school nights, parent conferences are on the horizon, and the end of the 1<sup>st</sup> Quarter (October 9<sup>th</sup>) is right around the corner.

### **District Highlights for August & September:**

- Throughout August, our teachers hosted Back-to-School Nights via Zoom. These were well planned and thought out events that were very well attended by our parents.
- COVID-19 Numbers continue to fluctuate throughout Glenn County. We are working closely with our County Health Director in allowing small cohorts of students on campus to receive small group and individual intervention on Friday mornings. We are working to build our procedures to safely expand these numbers of students on both campuses.
- We are continuing to add Staff Members to support our Distance Learning and Return to School Efforts. To date, we have been able to add four long term substitutes; 1 nutrition specialist; 3 custodians, two paraprofessionals and are looking to hire several other positions using COVID-19 Learning Loss Mitigation Funds. These positions are currently only funded through December.
- PPE and Safety: In addition to the hiring of staff, we are continuing to purchase supplies that will ensure the safety of our students and staff. We recently purchased 350 plexiglass desk shields that will help protect our students when they return to school. We are also in the process of purchasing air filtrations systems for each classroom to not only reduce the number of viruses in the air, but also clean the air of pollen, mold, and smoke.
- Make sure to Follow us on:
  - HUSD App: Download from App Store or our website
  - Instagram: HamiltonUnified
  - Twitter: @hamiltonunified
  - Facebook: HamiltonUnifiedSchool District

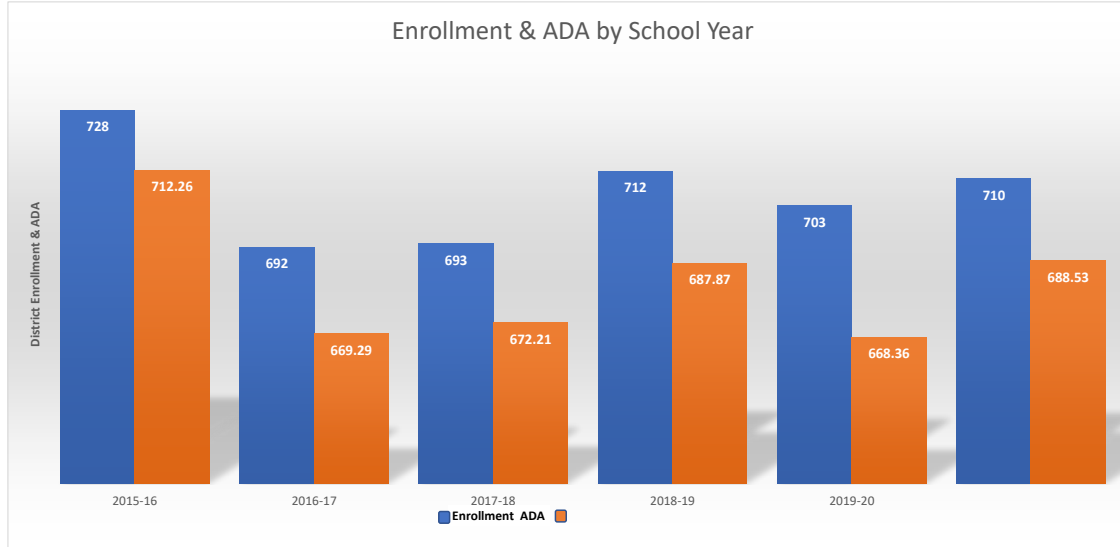
### **Upcoming Events:**

- October 7<sup>th</sup>: Special Board Meeting @ 6:00 pm
- October 9th: End of the 1st Quarter
- October 12th: DELAC/ELAC @ 6:00
- October 20th-22nd: K-8 Parent Conferences
- October 21st: Board Meeting at 5:30 in HHS Library
- October 30th: Halloween Carnival

## HUSD ENROLLMENT OVER FIVE YEARS 2015-2020

1	2	3	4	5	5
<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
304 HHS	264 HHS	269 HHS	286 HHS	265 HHS	285 HHS
9 EBHS	14 EBHS	12 EBHS	9 EBHS	13 EBHS	10 EBHS
415 K-5	414 K-5	279 K-5	292 K-5	272 K-5	271 K-5
6-8	6-8	133 6-8	125 6-8	153 6-8	144 6-8
<b>728 ENROLLMENT</b>	<b>692 ENROLLMENT</b>	<b>693 ENROLLMENT</b>	<b>712 ENROLLMENT</b>	<b>703 ENROLLMENT</b>	<b>710 ENROLLMENT</b>
<b>712.26 ADA</b>	<b>669.29 ADA</b>	<b>672.21 ADA</b>	<b>687.87 ADA</b>	<b>668.36 ADA</b>	<b>688.53 ADA</b>

Enrollment and ADA totals above are based on P2 Data Reporting except current year based on current reporting  
2020-21 ADA based on Month 1 report



2020-21 8/11-8/17/20	
#STU	GRADE
13	TK
42	K
41	1
47	2
40	3
42	4
50	5
41	6
60	7
44	8
74	9
65	10
80	11
74	12
<b>713 TOTAL</b>	

2020-21 8/05-8/30/20		ADA
#STU	GRADE	
13	TK	12.11
42	K	41.11
40	1	40.53
45	2	43.11
40	3	37.84
42	4	40.11
49	5	48.05
41	6	39.21
59	7	59.68
44	8	43.05
76	9	73.68
66	10	62.63
79	11	76.85
74	12	70.57
<b>710 TOTAL</b>		<b>688.53</b>

**Building Fund 21 (Bond) Expenditures for 2020-21  
For HUSD Board Meeting September 23, 2020**

<b>PO #</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PV 1	7/22/2020	Bank of New York Mellon	Paying Agent Fee; RE: Election of 2018, GO Bonds, Series A	\$ 750.00
21-150	8/19/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 3,360.00
21-152	8/19/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 1,650.00
<b>Total expenditures through 9/15/20</b>				<b><u>\$ 5,760.00</u></b>

**Building Fund 21 (Bond) Expenditures for 2019-20  
For HUSD Board Meeting August 26, 2020**

PO #	Date	Vendor	Description	Amount
423	9/27/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 802.00
423	10/30/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,126.00
423	11/13/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 165.00
423	12/11/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 2,969.00
423	1/8/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518/1103	\$ 807.00
423	5/6/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 754.50
423	5/20/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,833.50
423	6/24/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,194.50
423	6/30/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 2,179.50
423	6/30/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 9,317.00
19397	9/27/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,057.63
19397	9/27/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,445.00
19397	10/16/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 2,960.00
19397	10/23/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 171.62
19397	12/11/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 12,940.58
19397	2/5/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 12,895.93
19397	2/5/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 560.00
19397	3/18/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 4,475.12
19397	3/18/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,252.38
19397	6/17/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,366.98
19515	9/27/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 4,692.02
19515	10/2/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 5,009.48
19515	11/20/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 9,667.98
19515	11/20/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 14,715.59
19515	6/17/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 15,933.69
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 430.49
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 9,341.19
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 2,588.26
20202	9/27/2019	Department of Toxic Substances Control - DTSC	Property Purchase Testing	\$ 14,480.00
20219	9/27/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,040.00
20219	9/27/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,200.00
20219	11/13/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,480.00
20219	12/11/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 3,080.00
20219	1/15/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 2,520.00
20219	2/12/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 2,380.00
20219	3/11/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,480.00
20219	4/15/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,320.00
20219	5/20/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 3,920.00
20219	6/17/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,200.00
20219	6/30/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,180.00
20247	11/20/2019	Timios Title	Title Report for new property	\$ 400.00
20287	10/9/2019	Robertson Erickson Inc.	Survey for land	\$ 3,250.00
20287	6/30/2020	Robertson Erickson Inc.	Survey for land	\$ 3,250.00
20495	6/30/2020	Integrated Educational Planning & Programming	Building/Expansion Project	\$ 4,800.00
PV 98	3/11/2020	Sacramento Valley Mirror	Legal Ad - Notice of Prep. of a Prelim. Environmental Assess.	\$ 90.20
PV 119	6/17/2020	Sacramento Valley Mirror	Legal Ad - Expansion Project	\$ 139.40
<b>Total expenditures through 6/30/2020</b>				<b>\$ 193,861.54</b>



## 2018-2019 Bond and Property Related Expenses

PO #	Vendor	Description	Amount	Reimbursable
19-567	California Appraisals	Appraisal for future site	\$ 4,000.00	Yes
19-134	Educational Facilities Program Management LLC	Bond Development & Election	\$ 34,440.00	Yes
PV#69	Glenn County Elections	Bond Election Fees	\$ 3,466.00	No
19-309	Holdrege & Kull (NV5)	Environmental Site Assessment	\$ 4,600.00	Yes
19-397	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 4,060.62	Yes
19-524	HUSD Revolving Fund	New property project	\$ 1,500.00	Yes
19-514	Placeworks Inc.	Title 5 Risk Assessment	\$ 15,210.00	Yes
19-515	Placeworks Inc.	CEQA Review; Expansion Project	\$ 5,877.75	Yes
18-639	School Works Inc.	Development Fee Study	\$ 6,000.00	No
19-596	Western Valuation Professional	Appraisal - new property	\$ 3,500.00	Yes
423	Dannis Woliver Kelley	matter # 10518 Property Purchase Negotiation	\$ 6,470	Yes
423	Dannis Woliver Kelley	matter # 10418 2018 Bond Discussions	\$ 1,017	No

**Total Amount Expended** \$ 90,140.87

**Reimbursable Total** \$ 79,657.87

**MEMORIAL BARN CTE PROJECT:  
APPROVED CONSTRUCTION COST BUDGET & SCHEDULE**

<b>CONSTRUCTION COST</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>NOTES</b>
GENERAL CONTRACTOR North Valley Building Systems	\$ 212,920	\$ 180,110	Deductive Alternate: Delete enclosed buiding area of 4" washed chip sand -\$5900. Approved 7-22-2020
SITE CONTRACTOR	\$ 0	\$ 0	Included in NVBS Bid
OTHER SPECIALITY CONTRACTOR(S) Sheep Pens-NE Gate	\$ 45,000	\$ -	Pending project completion-\$20,110 Quote rec'd 6/17/2020
CONTINGENCY (15.0%)	\$ 25,792	\$ 27,017	15% Contingency
<b>CONSTRUCTION TOTAL</b>	<b>\$ 283,712</b>	<b>\$ 207,127</b>	
<b>SUPPORT COST</b>			
A & E FEES (9.0%) Robertson Erikson	\$ 25,534	\$ 8,000	Not to Exceed Amount-Approved 7-22-2020
SITE INSPECTOR (1.25%)	\$ 3,546	\$ 0	N/A
DSA & CDE FEES (0.75%)	\$ 2,128	\$ 0	N/A
TESTING LAB (0.75%) M.T. Hall	\$ 2,128	\$ 1,200	Not to Exceed Amount-Approved 8-26-2020
CONSTRUCTION MANAGEMENT (3.5%) EFPM/LLC	\$ 9,930	\$ 5,600	Not to Exceed Amount-Approved 7-22-2020
CONTINGENCY (15.0%)	\$ 4,327	\$ 2,220	15% Contingency
<b>SUPPORT TOTAL</b>	<b>\$ 47,593</b>	<b>\$ 17,020</b>	
<b>PROJECT TOTAL</b>	<b>\$ 331,305</b>	<b>\$ 224,147</b>	
<b>FUNDING AVAILABLE</b>	<b>\$ 250,503</b>		
<b>FUND BALANCE</b>	<b>\$ 26,356</b>		

**SCHEDULE**

DEMOLITION	COMPLETED AUGUST 25, 2020
SITWORK	START WEEK OF SEPTEMBER 21, 2020
FOUNDATIONS	START WEEK OF SEPTEMBER 21, 2020
BUILDING	START WEEK OF OCTOBER 26, 2020
COMPLETION	WEEK OF DECEMBER 14, 2020

**HAMILTON UNIFIED SCHOOL DISTRICT**  
**HAMILTON HIGH SCHOOL SITE EXPANSION-PERMITTING STATUS**  
**BOARD INFORMATION ITEM**

**September 23, 2020**

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**CURRENT SITE PURCHASE STATUS & TIMELINE-** (Defer to Supt. & Legal Counsel)

**CDE SITE PERMITTING REQUIREMENTS**

**DEPARTMENT OF TOXIC SUBSTANCES CONTROL (NV5)**

- Final PEA completed; submitted to DTSC 2/11/2020. Required 30-day Public Comment Period opened 2/17/2020; closed 3/20/2020. Public Comment Hearing completed at Board Meeting 2/26/2020. No adverse comments from DTSC received; No Further Action (Final Approval Letter) from DTSC (see attached) received 4/29/2020. No further action required by the District; requirements completed.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (PLACEWORKS)**

- CEQA Final Report now completed; Initial Study/Mitigated Negative Declaration on District Agenda for review 4/22/2020 (see separate Agenda item). Notice of Intent to Adopt and 30 Public Comment period from 4/20/2020 through 5/20/2020; no public comments received to date. Board adoption and final Notice of Determination on August 26, 2020 Board Agenda for approval. Final Notices of Determination filed with Glenn County Planning Commission and California Office of Planning and Research. CEQA requirements completed.

**TITLE 5 REPORTS (PLACEWORKS)-**

- Pipeline Safety Study: Research & Report Complete. SUMMARY-No mitigation measures required.
- Railway Safety Study: Research & Report Complete. SUMMARY: No special risks or mitigation required.
- Dam Inundation Study: Research & Report Complete. SUMMARY: Dam Inundation: No special risks or mitigation required.

**EDUCATIONAL SPECIFICATIONS (iep2)**

- Initial Steering Committee Meeting held 2/11/2020; meetings now being scheduled for site faculty, support staff, administrators, parents, students and community members. Teleconference meetings scheduled for September-October 2020.

**GEOLOGICAL HAZARDS STUDIES (EFPM/LLC)**

- Geological Hazards Study completed by EFPM/LLC after consultation with Department of Education/Facilities Division; on Board Agenda of August 26, 2020 for review and approval. Now in review at CDE.

**HAMILTON UNIFIED SCHOOL DISTRICT**  
**HAMILTON HIGH SCHOOL SITE EXPANSION-PERMITTING STATUS**  
**BOARD INFORMATION ITEM**

**September 23, 2020**

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**FINAL SITE SURVEY**

- Fieldwork for final site survey for escrow closure and recording completed by Robertson Erickson Surveying & Engineering in August 2020; final report on hold pending other issue resolution.

**PLANNING COMMISSION SUBMITTAL (EFPM/LLC)**

- Request for Glenn County Planning Commission review (per Section 21151.2. Public Resources Code) submitted on 6/10/2020, with a requested return within 45 days. Public hearing and comments by Planning Commission at its August 19, 2020 Commission Meeting (see attached Glenn County Planning Commission Staff Report). Planning Commission submission requirement completed.

**WILLIAMSON ACT FILINGS (EFPM/LLC)**

- Initial Williamson Act abatement filings to County Planning Office and State Department of Conservation reviewed by District Legal Counsel and submitted to the State Department of Conservation and the Glenn County Planning Commission on 6/15/2020. Approval by Department of Conservation on 7/23/2020; review and comment by Glenn County Planning Commission at its August 19, 2020 Commission Meeting (see above). Department must file copy of final executed purchase agreement with Department of Conservation.

**HAMILTON UNIFIED SCHOOL DISTRICT**

<b>Agenda Item Number: 13a</b>	<b>Date: 9/23/2020</b>
<b>Agenda Item Description:</b> Adopt Learning Continuity and Attendance Plan for 2020-21 School Year	
<b>Background:</b> Adoption required by 9/30/2020 in lieu of the 2020-21 LCAP	
<b>Status:</b> The plan was reviewed and open for comment at the Public Hearing on August 26, 2020	
<b>Fiscal Impact:</b>	
<b>Educational Impact:</b> Outlines how learning continuity will be addressed during COVID by HUSD	
<b>Recommendation:</b> Adopt	



# Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Hamilton Unified School District	Jeremy Powell, Ed.D. Superintendent	jpowell@husdschools.org 530 826 3261

## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

Hamilton Unified School District (HUSD) is located in Hamilton City, a rural agricultural community in northern California; approximately 15 miles east of Chico. We consist of 6 schools serving approximately 780 students, Hamilton Elementary School (HES), Hamilton High School (HHS), Ella Barkley alternative education, Hamilton State Pre-School, and Hamilton Adult School. HUSD serves the town of Hamilton City, population of 1,759 and the outlying farming community.

All schools in the HUSD family strive to close the achievement gap, beginning with the consistent commitment to the professional learning communities' model. Teachers are all highly qualified within their specific content areas. Specialists include ELD coach and embedded counseling services at HES and HS. A systemic intervention plan is in place for K-12 with additional support before, during and after school. This year resources were utilized to implement Academic Parent Teacher Teams in order to increase parent academic skills as they assist their children. In addition, HHS prides itself on it's academics, athletics, and agriculture programs. There are six different AP courses offered to students, and a full complement of classes that meet the A-G requirements for UC/CSU. Athletics are highly supported by the community. Each year we typically send athletes to championship competitions. Agriculture is one of the premier CTE pathways in Glenn County. We are the only high school in Glenn county that has a school farm where students can raise animals to show at the Glenn County Fair.

On March 16, 2020 District Administration met with all teachers to inform them that starting the next day, March 17, 2020, we would be closing our school district due to the COVID-19 outbreak. From that day forward, HUSD did not hold in-person classes for the remainder of the 2019-2020 school year. Our teachers worked tirelessly to provide social/emotional support, as well as, academic support.

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

After our school closure, there was an initial effort to engage our community in understanding how COVID-19 was spread throughout our community, how we would work to further educate and feed our students, what steps the District was taking to help educate their children, and how the District was working to ensure a safe return to school. Stakeholder feedback was made through multiple modalities including: School Board Meetings utilizing Zoom; ongoing teacher classes using Zoom and other online platforms; surveys sent to parents that collected both electronic information (through Google Forms) and paper surveys that were distributed during our Grab-and-Go lunches; surveys sent to all staff (utilizing Google Forms); Hamilton Unified Leadership Committee meetings using Zoom; and Social Media Platforms including: the HUSD App, Web page, Twitter, Facebook, and Instagram. Parents have been encouraged to email or call Administration with any questions, concerns and to provide input. Administration responded to all of these forms of communication.

[A description of the options provided for remote participation in public meetings and public hearings.]

To help all stakeholders participate remotely in public meetings and public hearings, and in compliance with the Governor's Executive Order N-25-20 issued on March 12, 2020, all board members and members of the public were allowed to attend the Hamilton Unified School Board Meetings through Zoom and Facebook live (hosted on the Hamilton Unified School District Facebook page). These arrangements were made to allow both viewing of the school board meetings and to allow public comment. Meeting dates utilizing Zoom and Facebook Live include: March 25, 2020; April 22, 2020; April 28, 2020; May 20, 2020; June 10, 2020; June 24, 2020; July 22, 2020; August 26, 2020 and will continue being hosted on Zoom and Facebook Live until the Executive Order is removed.

[A summary of the feedback provided by specific stakeholder groups.]

Below are responses received via Google Forms and paper surveys that were conducted May and June of 2020. In total, we had 80 responses with 42 parent responses and 38 staff responses:

Concern for Student Learning Loss due to COVID-19:

Staff Response: Not at all (0); Slightly Concerned (3), Concerned (12), Extremely Concerned (13)

Parent Response: Not at all (7); Slightly Concerned (16), Concerned (12), Extremely Concerned (5)

Concern for Student Social/Emotional Well Being due to COVID-19:

Staff Response: Not at all (0); Slightly Concerned (6), Concerned (6), Extremely Concerned (15)

Parent Response: Not at all (19); Slightly Concerned (12), Concerned (9), Extremely Concerned (1)

Student Participation in Learning during COVID-19 Closure:

Staff Response: Almost none of the day (2); A little bit of the day (15); Some of the day (10); Most of the day (1); Almost all of the day (2)

Parent Response: Almost none of the day (4); A little bit of the day (9); Some of the day (18); Most of the day (3); Almost all of the day (5)  
Type of Home Internet Access:  
Staff Response: No reliable internet (2); Most have reliable internet, but through Smartphone (8); Most have reliable internet, but slow (9); Most access to high speed internet (8)  
Parent Response: No reliable internet (0); Have reliable internet, but through Smartphone (0); Have reliable internet, but slow (12); Have access to high speed internet (29)  
Return to School Preferred Model:  
Staff Response: Traditional School Model with Safety Precautions (20); Blended Model (31); Distance Learning (0)  
Parent Response: Traditional School Model with Safety Precautions (19); Blended Model (21); Distance Learning (2)  
Concern for Personal Safety:  
Staff: Not at all Concerned (6); Slightly Concerned (20); Concerned (13); Extremely Concerned (12)

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

All aspects of the Learning Continuity and Attendance Plan were influenced by stakeholder input. This included the Hamilton Unified Return to School Framework. During the public board meeting that was held live via Zoom and on Facebook Live the board reviewed the plan during the regularly scheduled Board Meeting on June 24, 2020 and approved the HUSD Return to School Framework during their regularly scheduled meeting on July 22, 2020 and is attached to this document.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

HUSD will offer In-Person instruction when the Health Department and the Governor deems it to be safe to do so. When this opportunity arises, Hamilton Unified will follow all safety precautions with disinfecting all common surface areas frequently, distancing students at all times and in all areas, providing face masks/shields to students and staff, staggered arrival and dismissal times, and limited outdoor play time. All schools within the Hamilton Unified School District will be starting with Distance Learning. Teachers will have a live interaction daily with their students as well as with their peers. Teachers, classified staff, administration, school psychologist, GCOE clinicians, and the special education team will be working together to ensure students needs (both academically and social emotionally) are being addressed. This will be accomplished through zoom meetings, emails, home visits (utilizing safety precautions and with parent approval), small group or individualized instruction and personal phone calls made. Students will be assessed at the start of school and continued ever two weeks to



ensure the students learning and areas of needs are being addressed and supported for each student. Students who are new to Hamilton Unified and are English Language Learners will also be assessed with the Initial ELPAC State Assessment. This assessment will be given virtually. Extra support will be provided to students by the teacher as well as Para Professionals. Hamilton Unified School District will utilize the following schedule when we return to school (as presented in our HUSD Return to School Framework:

**K-5 Blended Model Return to School:**

Will be utilized only IF required to reduce campus capacity by 50%.

TK-5th grade students will be split in AM/PM sessions by households to the best of the districts ability.

Monday-Thursday:

AM Synchronous Session: 8:10-11:10

Cleaning: 11:10-12:10

PM Synchronous Session: 12:10-3:10

Asynchronous Session will run 50 minutes daily for 1st-3rd and 60 minutes for 4th & 5th

Friday will be used for Intervention/Enrichment and Teacher Preparation.

Student attendance will be monitored.

All classrooms and school facilities will be cleaned between sessions.

**6-12 Grade Blended Model Return to School:**

Will be utilized only IF required to reduce campus capacity by 50%.

6th-12th grade students will be split by households to the best of the districts ability.

“A” Session:

Week 1: Monday/Wednesday/Friday

Week 2: Tuesday/Thursday

“B” Session:

Week 1: Tuesday/Thursday

Week 2: Monday/Wednesday/Friday

Students will attend all classes when at school

Student grades and attendance will be monitored.

All Health and Safety precautions will be followed.

All classrooms will be cleaned between periods and school facilities will be cleaned nightly

**Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
Hiring Additional Certificated Staff (4 long term substitutes)	67,000	Yes

Description	Total Funds	Contributing
Hiring of Additional Classified Staff (2 Para Professionals, 4 Custodial Services, 1 Special Education Aide, 1 Cafeteria Support, LVN)	\$70,000	Yes
Extended Learning for Additional instructional time for academic support at Hamilton High and Elementary	\$20,000	Yes
Extended Support from Boys and Girls Club for child care.	\$40,000	Yes
Purchase of PPE for Staff and Student Safety	\$51,682	Yes

## Distance Learning Program

### Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

To provide continuity of instruction for our students, HUSD has worked purchased online versions and resources for all adopted curriculum and textbooks and additional programs that allow seamless communication and information exchange between our teachers, students, and their parents. We are continuing to utilize CLEVER as a one-stop-shop for students to login to a single webpage and access all online resources. To help monitor student progress, the District has purchased Illuminate data systems and will be implementing this program throughout the Fall semester. The District has also purchased devices for teachers to provide distance learning. Zoom used to deliver daily lessons live to students with their peers and allow for social interaction between teaching staff and students and students with their peers. Grade Level Standards will be covered with emphasis on Essential Standards to ensure a deeper level of learning. Various forms of checking for understanding and progress assessments will be administered frequently. Intervention support for students will be provided by staff through Zoom and/or by phone (one on one or small group) Integrated and Designated supports for English Learners. Special Education accommodations and supports for students with IEPs. Translation support to families will be provided through our Spanish speaking staff for communication to our parents.

## Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

To provide equitable access to both devices and curriculum, the District has delivered Chromebooks to students in grades TK-12. The District will be distributing 75 hotspots that will provide internet services to students who currently do not have internet. In addition to the 75 hotspots, the District has also requested additional 200 Chromebooks and 75 hotspots from the California Department of Education. HUSD will distribute Chrome books, headphones (as needed) and hot spots to students and staff to ensure all have equal access and the opportunities to deliver quality education. If and when the students are back on campus, great emphasis and time will be dedicated to sanitizing recess equipment, bathrooms, common surface areas and classrooms throughout the day. Staff will be trained on how to sanitize and expectations for educating their students on social distancing, hand washing, face masks usage, procedures for coughing / sneezing. Hand sanitizing stations have been installed in all classrooms and common areas. Educational platforms will be streamlined by teachers utilizing, Zoom, Google Classroom and others.

## Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

The District is currently implementing the following combination of Synchronous and Asynchronous schedule to ensure accurate measurement of instructional time and to meet the state mandated minute requirements:

TK-Kinder: 180 daily instructional minutes

180 minutes: Synchronous Learning via Zoom in ELA/Math/Science/Social Studies/ELD

1st-3rd Grade: 230 daily instructional minutes

180 minutes: Synchronous Learning via Zoom in ELA/Math/Science/Social Studies/ELD

50 minutes: Asynchronous Learning via various teacher approved platforms

4th-5th Grade: 240 daily instructional minutes

180 minutes: Synchronous Learning via Zoom in ELA/Math/Science/Social Studies/ELD

60 minutes: Asynchronous Learning via various teacher approved platforms

6th-12th Grade: 240 daily instructional minutes

240+ Synchronous instructional minutes

\*Our 6th-12th Grade students are required to follow their regular daily schedule while Distance Learning. Upon our return to school, the Blended Model return to school plan will be implemented.

Google Classroom will be utilized to post assessments for students as well as the online STAR assessment Program utilized by the District and once active, we will use the Illuminate Assessment Platform. Teachers will have initial assessments given to students to check their academic level at the start of the school year. Students' academic understanding will also be monitored through one-on-one conversations between student and teacher, progress monitoring, exit tickets, rubric scores, both formative and summative assessments and daily work review. Some assessments may be submitted by the student as well as assessments given live via the computer with the student. Staff will be given time to collaborate to analyze student results and work together to support the student's needs and intervene with additional intervention supports. Students will be issued grades this fall. Teachers will maintain a log documenting daily participation of each students

attendance to the live contact times and their daily work completion. This will be submitted to the administration on a weekly basis. Both teacher and administration will be following up with students/parents if there is a concern in any of these areas.

## **Distance Learning Professional Development**

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

To help promote and support effective distance learning, the following Professional Development has been provided to our staff:  
August 6th and 7th: Glenn County Office of Education instructional services team provided two-hour training on each which focused on synchronous and asynchronous learning for all of our staff members. To continue to support our staff and their professional development, we will have an additional professional development day on September 21 to review and refine our current practices and/or provide additional support to the effectiveness of these programs.

## **Staff Roles and Responsibilities**

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

As a result of COVID-19, our staff are being required to not only monitor student learning and attendance, they are also required to monitor active engagement with in their classrooms setting. This has been accomplished with attendance tracking through our SMS system (Aeries) with the addition of specific codes that differentiate attendance and active participation. Teachers are required to enter these daily and they are reviewed by office staff and administration for attendance and participation.

## **Supports for Pupils with Unique Needs**

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

Students with unique needs have been identified through various modalities and are closely monitored by their teachers and our support staff. Additional staffing has been hired to ensure that these students continue to receive access to the necessary services required of their unique needs. HUSD also received support from the Glenn County Office of Education. As part of their support for foster youth and homeless students, a Glenn County Foster Youth liaison will collaborate and coordinate services as needed with each school site, Department of Social Services, and the Glenn County Behavioral Health. Systems will be in place to communicate with school administration and student teachers on supporting student needs in academics, behavior, and social emotional learning. For serving homeless, foster youth who are on an IEP will be provided the supports that are legally established within that plan. These supports often include: housing support, social work and mental health clinician time and connection to resources for the family. For English language learners on IEPs, Glenn County SELPA team, in partnership with HUSD staff and administration, will provide the same supports provided during a regular school year including English language development, vocabulary support and development, reading comprehension support, primary language instruction, translations, interpretation services, and other specialized academic interventions.

All teachers, including those working with GCOE in Hamilton Unified will have daily contact for all students, including students with these needs ensure regular and consistent contact with the learner and can pivot, change or add services depending on their need. Special education services will be provided as outlined in each student's IEP. All IEPs are discussed and agreed upon by a team including parents, sometimes the student, service providers, education specialist, general education teacher(s), and administrators. While we have overarching goals for distance learning, each student's individual program will look unique to their needs, present levels, goals and services.

**Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
Upgrade/Purchase Core Curriculum to provide both print and digital resources.	\$65,000	Yes
Certificated and Classified Staff Professional Development Days (3 in total-August 6th, 7th, and Sept 21st)	\$82,000	Yes
Upgrade of instructional technology including devices and accessories for staff and staff connectivity.	\$55,000	Yes
Upgrade of instructional technology including devices and accessories for students including internet security.	\$65,000	Yes
Additional Materials and Supplies	\$90,000	Yes

## Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

HUSD is closely monitoring the learning progress, and potential loss of learning, our students are facing in several ways. With a focus on English Language Arts, Math, and our English Learners. In addition to teacher support, the students will be utilizing software programs (STAR, Illuminate, and others) to accelerate and remediate their learning. Instructional support staff's time will be focused on supporting the students within the learning groups (English Learners, Foster, Homeless, Special Needs students, Socio-Economically Disadvantage) in both Math and English Language Arts during their dedicated time supporting the classroom teacher. The certificated reading intervention support will monitor student growth regularly. The intervention teacher will work in small groups with students to accelerate their learning and recoup learning loss.

### Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

To help minimize student learning loss during our Spring shutdown, the Hamilton Unified School District first offered packets within the first week of our closure (beginning March 17). As we were comfortable that student's technology needs were met, including the distribution of Chromebooks and working with parents on internet access, we then transitioned to a online distance learning mode. Our teachers were trained in Zoom, Google Classroom, and other platforms to provide instructional support. In continuing with our Distance Learning model for the beginning of the 2020-2021 school year, we are continuing with those same platforms, but also looking closely at intervention and support beyond the regular daily instruction. Our staff is reviewing IEPs, various assessment data, and looking at to build intervention and support, first, for our English Learners, Low-income students, foster youth, and students with exceptional needs, and homeless students.

### Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

These services will be implemented through an already strong PLC model throughout the Hamilton Unified School District. Teachers, in their PLC's (or PODS) will examine comparative data, cohort match, and student growth data to examine the needs and to reflect upon the effectiveness of our instructional practices. This information will be shared with parents and students through our Standards Based Report Cards, progress reports, parent conferences, and data reviews.

### Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
030	15,000	Yes

## Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Hamilton Unified School District is extremely concerned about the mental health of our students, staff, and community. To support all three stakeholder groups, we have extended our contracted hours for Mental Health Clinicians for both the High School and Elementary School. We have a clinician from Glenn County Office of Education at the High School five days a week for four hours and at the Elementary School three days a week for four hours. We have also purchased the “Second Step” social/emotional training program for grades K-8 to help students cope with both issues associated with the COVID-19 outbreak, but also how to cope with other difficult times or obstacles they may face. The District has also enabled an anonymous reporting system through their website and app to help staff, students, parents, and community members report struggling students or families. Trauma informed practices will be shared with the staff and procedures to follow for our students and parents. Staff will also be trained on how they can be aware of their own well-being and mental stability. Administration will ensure to continue staff relations and supports during this time.

## Pupil Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

The District has worked to continually update our parents and students in several different ways. We are using our Aeries Communication to sent out frequent updates and messages via phone, email, and text to our families to ensure they are aware of services being provided by the district and to have the most recent information on the changing plans for our opening of school. Our staff are also routinely making home visits to have direct communication with our families on a regular basis. Beyond Aeries communication and home visits, we are also active on Facebook, Instagram, and Twitter to broaden our communication platform and reach. We also have an app that allows parents to view information on their smart phone or home device. Teachers will track daily connections with students and academic engagement. Teachers will work to communicate through email, Aeries connect, by phone or other preferred method to parents whose students are not in attendance on a daily basis. For students who teachers are not able to connect with, those names will be shared with the Principal to follow up with the parents. The District Deans of Students, site administrators, and Glenn County Clinicians will also support this by making home



visits with the Principal as needed. The District's parent liaison will assist in communicating with parents who speak Spanish. In District families could be at risk of being SARB'ed

## School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

All guidelines from the National School Lunch Program and the California Department of Education Nutrition Services are being followed closely. We are offering a Grab-and-Go pick up daily at our Elementary school for all students from 11:00 am through 12:30 pm that offers both breakfast and lunch meals. Students who receive free lunch received their meals free of charge, while students who are at the reduced rate or full pay rate will be billed accordingly.

## Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Mental Health and Social and Emotional Well-Being	Additional Mental Health Clinician time at both the Elementary and High School	\$65,000	Yes
Pupil Engagement and Outreach	Community Liaison	\$15,000	Yes



# Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
28.32%	\$1,657,376

## Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

The District has hired additional teachers and classified staff to support student needs across the District in the area of English Language Arts and Math. These additional teachers are not assigned to one classroom but instead are assigned to support students who are foster youth, homeless, English Learners, and/or socio-economically disadvantaged students as a priority to support these students in meeting their academic goals. Additional Clinicians from GCOE will be checking in with these students as a priority to ensure they're social-emotionally stable and attending to their virtual class lessons. Through support from the Boys and Girls Club staff after school engagement and extra curricular opportunities will be offered virtually with these students in mind first in order to provide them with an outlet and positive opportunity outside of the academic rigor. Para professionals will be utilized to meet with the students who have experienced learning loss in Math and/or English Language Arts.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Additional technological devices (Chromebooks, headphones and hot spots) have been purchased to accommodate virtual learning and provide all students with equal access to the curriculum and lesson delivery. Additional time for English Learner support to focus on the needs of these students. Increased services in the area of Social Emotional support with an additional Community Liaison on campus as well as contracted additional days with the County Psychologist to support students and families during this time that so many families are experiencing difficulty.

# HAMILTON UNIFIED SCHOOL DISTRICT RETURN TO SCHOOL FRAMEWORK

DRAFT PRESENTED TO HUSD SCHOOL BOARD: JUNE 24, 2020;  
APPROVAL BY HUSD SCHOOL BOARD: JULY 22, 2020



## HUSD RETURN TO SCHOOL ESSENTIAL POINTS:

- ✓ **CALENDARS** School will begin on August 11<sup>th</sup> with Distance Learning.
- ✓ **RETURN TO SCHOOL** Once allowed by Governor Order, based on County Health Data, decision will be made the 3<sup>rd</sup> Monday of each month with expectation to initially return with Blended Model or (upon parent requests) Independent Study.
- ✓ **HEALTH AND SAFETY** Parents will monitor their child for Flu symptoms before leaving home; School will visually and verbally screen once student arrive on campus or are picked up by school transportation.
- ✓ **MASKS** Masks are mandated by Governor Order to be worn by all staff and students upon entry to school facilities.
- ✓ **NUTRITION** Breakfast and Lunch nutrition services will be provided through Grab-and-Go sack meals.
- ✓ **CLEANING & DISINFECTING** Significant efforts are underway to increase custodial staff and increase daily cleaning and disinfecting.
- ✓ **ILLNESS PROCEDURES** Explicit procedures are in place following California Department of Public Health COVID-19 Framework.
- ✓ **TRANSPORTATION** Seating will be established to provide maximum distance between students. Students should social distance while waiting for bus.
- ✓ **NO SCHOOL VISITORS** Anyone required to enter the school building must remain in a dedicated location and sign in. Masks will be required at all times by visitors.

# GUIDING DOCUMENTS:

- Hamilton Staff and Parent Survey Results
- Hamilton Unified Leadership Committee (HULC)
- Pandemic Plan for Learning and Safe Schools
- Glenn County COVID-19 Recovery & Reopening Plan
- California Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs
- California Department of Education: Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
- California School Board Association: Uncertain Road Ahead--Reopening Schools in the Time of COVID 19

# REOPENING SCHOOL AT A GLANCE

FACILITY & TRANSPORTATION PREPARATIONS	STUDENT HEALTH & SAFETY PLAN:	STAFF, STUDENT, & PARENT EDUCATION	STAFF & STUDENT HEALTH MONITORING	LEARNING SUPPORTS
<ul style="list-style-type: none"> <li>All CDE and Health Department Guidelines will be followed.</li> <li>All school facilities will be cleaned and disinfected daily.</li> <li>Physical barriers may be installed where social distancing not possible.</li> <li>Social distancing will be required for all school transportation.</li> <li>Additional staff will be hired to clean/disinfect and support social distancing/supervision of students.</li> </ul>	<ul style="list-style-type: none"> <li>Survey data and district meetings allowed families and staff to provide input on return to school plans, policies, and concerns.</li> <li>All students will be provided a cloth face covering and <u>3-12 grade students will be required to wear it throughout the school day.</u></li> <li>All staff will be provided a face covering and <u>will be required to wear it</u> when interacting with students and groups.</li> <li>All school lunches will be pre-packaged.</li> <li>Future guidance will be based on forthcoming</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning and disinfecting supplies will be provided in all classrooms and common areas to all staff members.</li> <li>Staff and students will be trained on proper hand washing and other hygiene techniques.</li> <li>Parents will be provided information on hygiene recommendations and symptoms of illness.</li> </ul>	<ul style="list-style-type: none"> <li>Verbal/visual check of all staff and students will be conducted upon entering school daily.</li> <li>Temperature checks will be conducted on individuals students showing signs of illness.</li> <li>Staff will be trained to recognize signs of illness.</li> <li>Families will be notified when a student or staff member has tested positive for COVID-19.</li> <li>Office staff will designate separate space for students who are ill.</li> <li>Access to school volunteers and visitors will be limited.</li> </ul>	<ul style="list-style-type: none"> <li>Multiple Learning environments will be offered.</li> <li>All 6<sup>th</sup>-12<sup>th</sup> Grade students will have Chromebooks checked out for school and home use.</li> <li>All TK-5<sup>th</sup> grade students will have classroom sets of devices</li> <li>Families in need of reliable, high speed internet, will be provided wireless hotspots.</li> <li>Site based counseling services will be provided.</li> </ul>

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# RETURN TO SCHOOL CORE PRINCIPLES

- Principle #1: Health and Safety of Staff, Students, and Parents
- Principle #2: Adaptable and High Quality Instruction
- Principle #3: Equitable Academic Supports for All Students
- Principle #4: Ongoing Social-Emotional & Mental Health Support

# PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

## Overarching Considerations:

- Staff and Student Health and Well being are at the forefront of our decision making.
- The State Pandemic Plan for Learning and Safe Schools will be followed.
- The Glenn County COVID-19 Recovery & Reopening Plan will be followed.
- The District needs to take appropriate proactive and precautionary measures to protect students, staff, and the community of Hamilton City.
- Glenn County will be consulted throughout our return to school process.
- Professional Development for teachers is a focus to support student health and safety.
- Parents need to play an important role in pre-screening for illness.
- Students need the tools to understand how virus are spread and steps they can take to lessen their likelihood of becoming ill.

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# PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

## Staff

Focus on training and additional student supports:

- Provide disinfecting supplies in classroom and training on proper use before first student attendance day.
- Provide screening criteria for staff to use for verbal/visual check of students as they enter campus and classroom.
- Hire of additional staff focused on disinfection of surfaces, common areas, and classrooms.
- Schedule cleaning in throughout the day in classroom and work spaces.
- Develop plan that ensures physical distancing in their work environment.
- Provide facial covering for all staff members.



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# PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

## Students

### Focus on Personal and Classroom Hygiene:

- Instruction on proper hygiene, social distancing, and understanding symptoms of illness.
- Provide hand sanitizer in all classrooms.
- Provide cloth mask for all students and have masks available for all students.
- Post reminders throughout campus (inside and outside) of proper hygiene practices.
- Schedule for regular use of hand sanitizer or hand washing:
  - Entering campus or school bus
  - Entering and leaving shared areas

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# PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

## Parents

### Focus on Pre-Screening and Education:

- Provide active and passive screening criteria to use before sending their child to school.
- Provide training on symptoms of illness, what to do if child ill, and resources for support.
- Create list of hygiene and classroom items students should have when coming back to school.
- Ongoing and timely communication from school and district regarding health and safety matters.

# PRINCIPLE #2: ADAPTABLE AND HIGH QUALITY INSTRUCTION

## Overarching Considerations:

- HUSD will follow all State and Federal Guidelines to ensure the highest quality education for our students.
- Direct contact with teachers and classmates as often as safely possible.
- Provision of high quality educational resources regardless of mode of instruction.
- Accountability for completion of work, specifically at the Jr. High and High School Levels.
- Ongoing teacher, parent, and student collaboration and communication to support student learning.
- Ability to quickly adapt to changing health and safety needs of whole school, single classroom, or individual student.

## PRINCIPLE #2: ADAPTABLE AND HIGH QUALITY INSTRUCTION

- Full Return to School (with health and safety measures):
- Blended Model Return to School (with health and safety measures):
  - Will be utilized if required to reduce daily students on campus by 50%.
- Distance Learning Model:
  - Will be utilized only **IF** required to continue to have campus closed.
- Independent Study Model:
  - Voluntary for students who do not wish to attend in person classes.

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## PRINCIPLE #2: ADAPTABLE AND HIGH QUALITY INSTRUCTION

### **Full Return to School:**

- All students will attend school daily.
- All health and safety precautions will be followed.
- All 6th-12th grade students will have Chromebooks checked out to take home daily.
- All TK-5th grade students will have assigned devices in the classroom that will only be used by individual student.
- T-mobile internet hotspots will be provided to households that do not have reliable access to high speed internet.

## PRINCIPLE #2: ADAPTABLE AND HIGH QUALITY INSTRUCTION

### K-5 Blended Model Return to School:

- Will be utilized only **IF** required to reduce campus capacity by 50%.
- TK-5th grade students will be split in AM/PM sessions by households to the best of the districts ability.
- Monday-Thursday:
  - AM Session: 8:10-11:00
  - Cleaning: 11:00-12:10
  - PM Session: 12:10-3:05
- Friday will be used for Intervention/Enrichment and Teacher Preparation.
- Student attendance will be monitored.
- All Health and Safety precautions will be followed.
- All classrooms and school facilities will be cleaned between sessions.

## PRINCIPLE #2: ADAPTABLE AND HIGH QUALITY INSTRUCTION

### 6-12 Grade Blended Model Return to School:

- Will be utilized only **IF** required to reduce campus capacity by 50%.
  - 6th-12th grade students will be split by households to the best of the districts ability.
    - “A” Session:
      - Week 1: Monday/Wednesday/Friday
      - Week 2: Tuesday/Thursday
    - “B” Session:
      - Week 1: Tuesday/Thursday
      - Week 2: Monday/Wednesday/Friday
  - Students will attend all classes when at school
  - Student grades and attendance will be monitored.
  - All Health and Safety precautions will be followed.
- All classrooms will be cleaned between periods and school facilities will be cleaned nightly

## PRINCIPLE #2: ADAPTABLE AND HIGH QUALITY INSTRUCTION

### Distance Learning Model:

- K-5 will follow the Blended Learning Model
- 6<sup>th</sup>-12<sup>th</sup> grade students will follow their full return to school schedule, but through Zoom and other educational technology platforms.
- Will be utilized only **IF** required to continue to have campus closed.
- Friday will be used for Intervention/Enrichment and Teacher Preparation.
- Student accountability measures will be in place including the ability to earn A-F grades, Credit, and No Credit for failing course expectations.
- Student attendance will be monitored.
- In-person small group instruction may be allowed.
- All health and safety precautions will be followed.



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## PRINCIPLE #2: ADAPTABLE AND HIGH QUALITY INSTRUCTION

### **Independent Study Model:**

- Voluntary for students who do not wish to attend in person classes.
- Parent will be responsible for primary instruction under supervision of certificated teacher.
- Student **MUST** show ongoing growth in all academic areas.
- Weekly/Monthly check-in with a certificated teacher will be mandatory.
- In-person Small Group Instruction may occur.

# PRINCIPLE #3: EQUITABLE ACADEMIC SUPPORT FOR ALL STUDENTS

## Overarching Considerations:

- Equitability of resources for ALL students
- Equitability of services for ALL students:

## Support Plan:

- All 6th-12th grade students will have Chromebooks checked out to take home daily.
- All TK-5th grade students will have assigned devices in the classroom that will only be used by student.
- Internet hotspots will be provided to families that do not have reliable access to high speed internet.
- Students with disabilities, learning differences, or are struggling academically, small group and one-on-one support will be provided virtually or, if allowed by Glenn County Public Health, in small groups.
- Students, parents, and teachers will continue to use, and be instructed on how to use, various digital platforms including: Google Classroom, Zoom, Aeries Online, and the HUSD mobile app.

## PRINCIPLE #4: ONGOING SOCIAL-EMOTIONAL & MENTAL HEALTH SUPPORT

### Overarching Considerations:

- Trauma support needs to be in place and available for all students, families, and staff.
- District should provide site-based and individualized support as needed.

### Support Plan:

- Site Based Counseling Services will be available daily to all students.
- Mental Health Resource Guide will be published providing district, county, and regional support programs for individuals and families.
- Teacher Training on Social-Emotional and Mental Health supports.
- Frequent “check-ins” with students and appropriate follow-up.

# COVID-19 SURVEY RESPONSE DATA

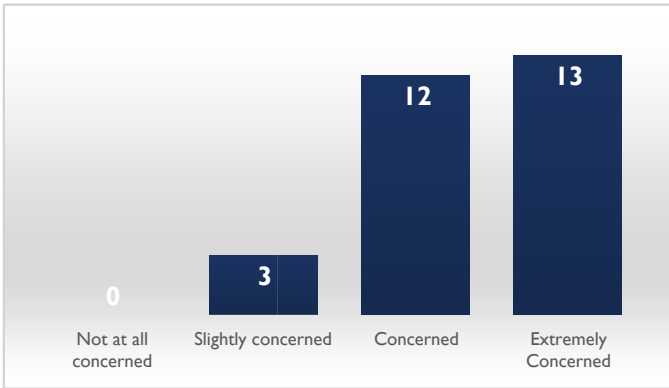
## Survey Data Collection Method:

- Survey data was collected in May and June of 2020:
- Online entry via Google Forms, paper survey, and face to face data collection.
- Staff Survey Responses: 38 responses
- Parent Survey Responses: 42 individual responses

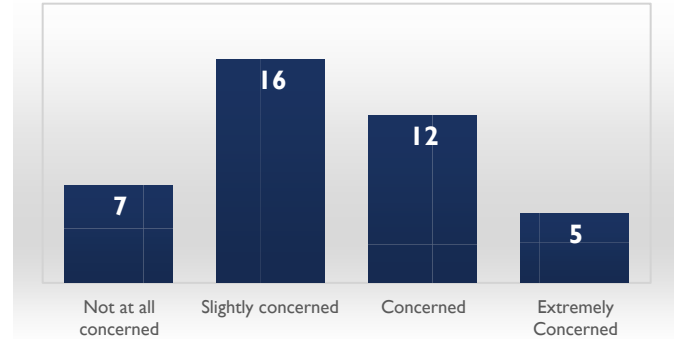
# COVID-19 SURVEY RESPONSE DATA

## Concern for Student Learning Loss due to COVID-19:

### Staff Response



### Parent Response



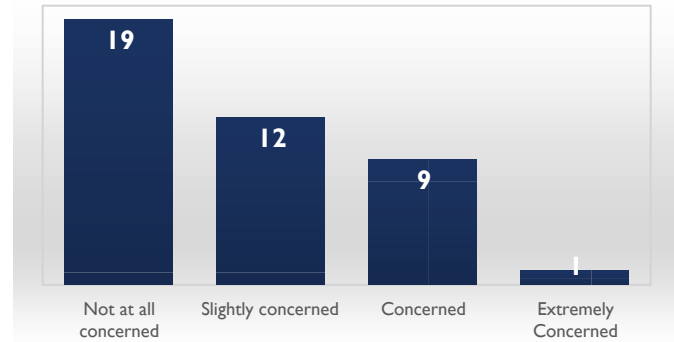
# COVID-19 SURVEY RESPONSE DATA

## Concern for Student Social/Emotional Well Being due to COVID-19:

### Staff Response



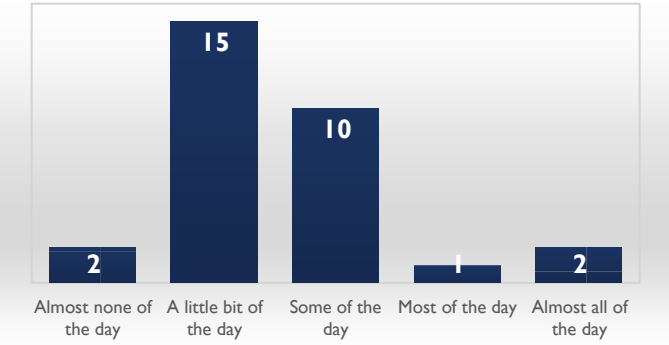
### Parent Response



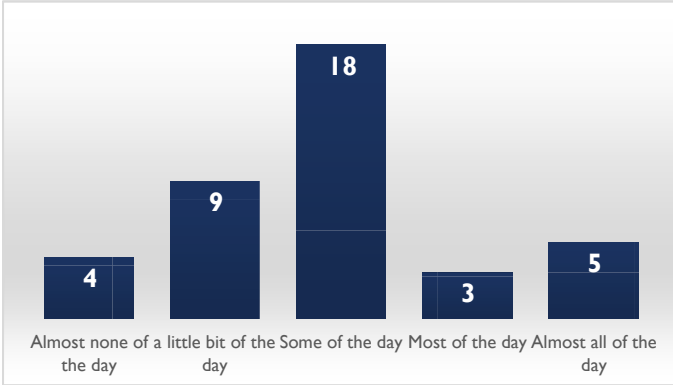
# COVID-19 SURVEY RESPONSE DATA

## Student Participation in Learning during COVID-19 Closure:

### Staff Response



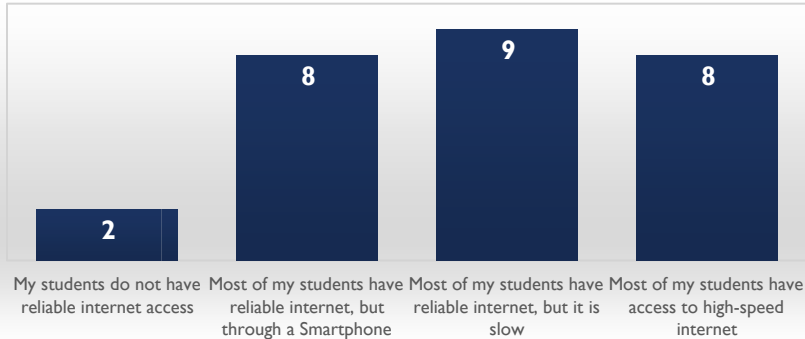
### Parent Response



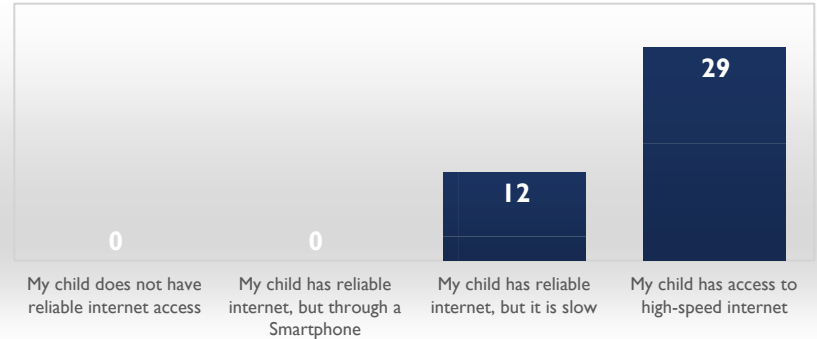
# COVID-19 SURVEY RESPONSE DATA

## Type of Home Internet Access:

### Staff Response



### Parent Response

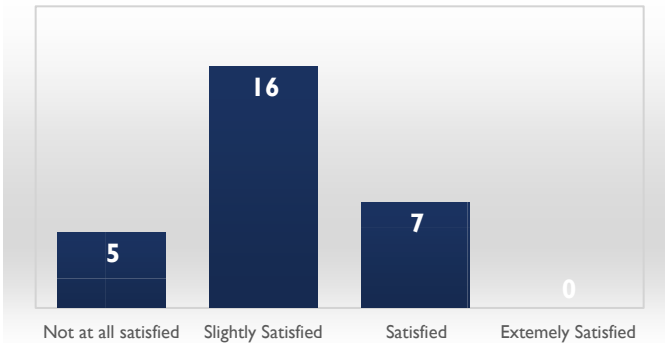




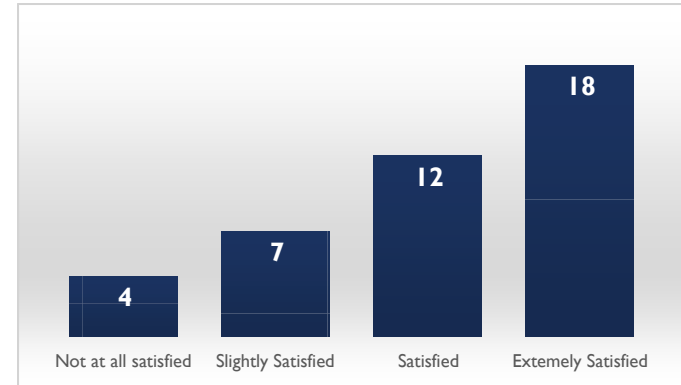
# COVID-19 SURVEY RESPONSE DATA

## Communication during COVID-19 Closure:

### From Parent to Staff



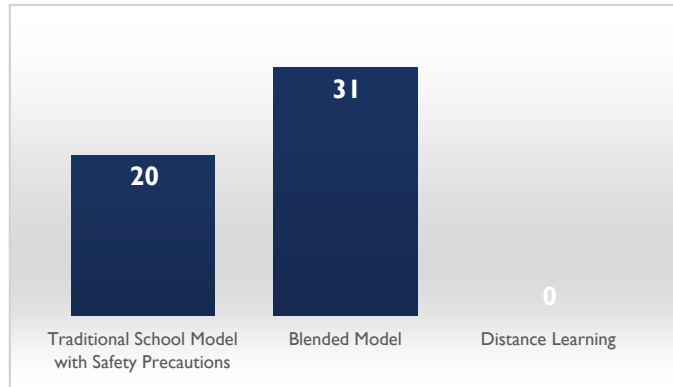
### From Staff to Parent



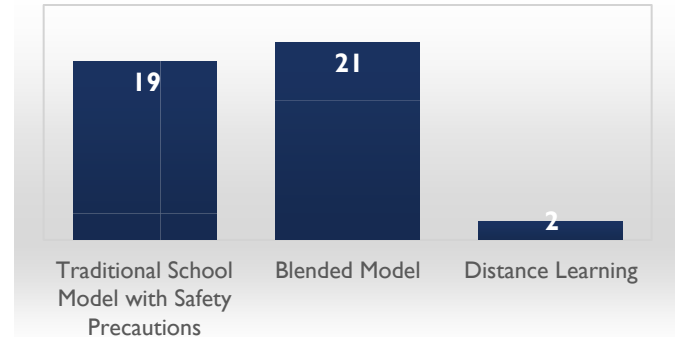
# COVID-19 SURVEY RESPONSE DATA

## Return to School Preferred Model:

### Staff Response

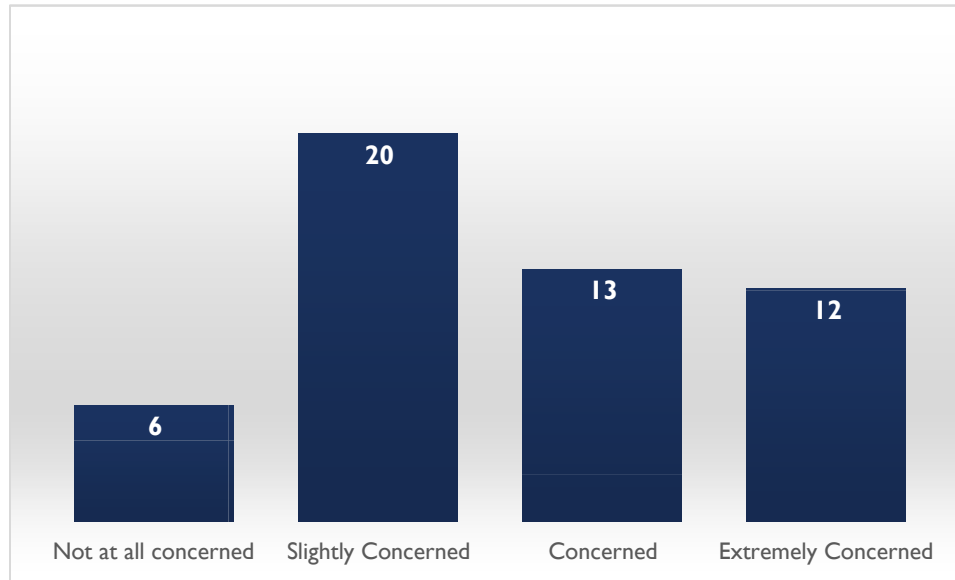


### Parent Response



# COVID-19 SURVEY RESPONSE DATA

## Staff Concern for Personal Safety:



**HAMILTON UNIFIED SCHOOL DISTRICT**

<b>Agenda Item Number: 13b</b>	<b>Date: 9/23/2020</b>
<b>Agenda Item Description:</b> Approve HUSD Job Description for Special Education Paraprofessional	
<b>Background:</b> Learning Loss Mitigation Funds being provided to cover additional student support.	
<b>Status:</b> Review and approve job description	
<b>Fiscal Impact:</b> Will be covered by Learning Loss Mitigation funds.	
<b>Educational Impact:</b> Will add support for our students most in need of assistance.	
<b>Recommendation:</b> Approval	

**HAMILTON UNIFIED SCHOOL DISTRICT  
Job Description**

**JOB TITLE: Special Education Paraprofessional**

<b>SALARY RANGE:</b>	Range 9	<b>DIVISION:</b>	Classified
<b>DEPARTMENT:</b>	Site Administration	<b>LOCATION:</b>	Various School Sites
<b>REPORTS TO:</b>	Site Principal	<b>WORK YEAR:</b>	School Days Only + 2 in-service days
<b>APPROVED BY:</b>	Governing Board	<b>DATE:</b>	August 14, 2020

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**SUMMARY:**

Under general supervision of site administrator, assists certificated staff in monitoring of student activities, maintenance of a suitable learning environment and learning experiences, preparation of appropriate materials, and providing a safe and healthy environment. Assists in the planning and implementation of an educational program for children; and performs a variety of general clerical duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF ALL POSITIONS:** (May include, but is not limited to the following)

1. Assist in planning and implementing learning experiences for students.
2. Assist students in academic subjects such as reading, writing and math; work effectively with students in classrooms and assist them in academic, vocational and/or living skills.
3. Tutor students in developing interpersonal relationships with peers and adults; promote the safety of the students by helping them develop self-confidence.
4. Under the direction of a teacher, train and assist students in behavior management; provide education for appropriate interpersonal actions; respond to discipline problems; model appropriate behavior for students and staff.
5. Promote the well-being of the students by helping them develop a positive attitude/self-image, personal hygiene habits and an ability to cooperatively play and interact with other children and adults.
6. Monitor students during classroom, outdoor or community activities.
7. Correct homework assignments and in-class exercises as assigned.
8. Recognize and respond to health and safety situations.
9. Perform clerical duties as assigned.
10. Assist in maintaining records and charts on individual students.
11. Maintain orderliness & cleanliness of student work station and areas; may set up and move chairs & tables; assist in caring for & maintaining materials, equipment, supplies or toys.
12. Attend staff and parent meetings and in-service training.
13. Perform related duties as assigned by supervisor or classroom teacher.
14. Assist and train student in the maintenance of personal needs including feeding, combing hair and dressing appropriately.
15. Assist students with basic physical movement; work with students to develop motor coordination.
16. Instruct students in skills such as dressing, eating and personal hygiene.
17. Provide physical assistance to student who cannot care for themselves including feeding, diapering, turning and physical movement.
18. Provide physical lifting when performing duties such as changing diapers, posturing students and dealing with discipline problems in the classroom.
19. May transport students for field trips and other activities.

**JOB RELATED**

**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.

**Knowledge of:**

1. Proper child care techniques.
2. Techniques and methods of child supervision.
3. Cultural and physical differences and needs of children in assigned program.
4. English usage, spelling, grammar and punctuation.
5. Modern office methods, practices, procedures and equipment.

**Ability to:**

1. Learn growth and development principles of children
2. Patiently and effectively work with students of differing backgrounds
3. Learn basic first aid and safety requirements
4. Physically perform job tasks
5. Communicate clearly and concisely, both orally and in writing
6. Establish and maintain effective working relationships with those contacted in the course of work
7. Follow directions and function within program policies and procedures

**EDUCATION AND/OR EXPERIENCE:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be completion of specialized training in child development, special education or a related field.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and to effectively present information in one-on-one and small group situations to students, parents, and other employees. Spanish Speaking desired.

**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.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

**CERTIFICATES AND LICENSES:** Possession or ability to obtain a valid CPR certificate, possession or ability to obtain a valid Standard First Aid certificate, must possess 48 semester units from an accredited college or university; or 2) Associate's degree or higher; or 3) CBEST or 4) Passage of other district approved Local Assessment Test.

**PHYSAL DEMANDS:**

Occasional (less than 25%)

1. Ability to bend and twist, stoop, and kneel
2. Ability to lift 40 pounds
  - a. Under special circumstances, employee may be required to lift or move more than 40 pounds, with the assistance of other District or County employees.
3. Ability to carry 25 pounds
4. Ability to stand for extended periods of time

Often (25 – 50%)

1. Sufficient mobility to move about a classroom

Very Frequent (76%)

1. Ability to stand and move around a classroom
2. Ability to work at a desk, conference table, or in meetings of various configurations
3. Ability to see for purposes of reading printed matter and observing students and staff
4. Ability to hear and understand speech at normal levels
5. Ability to communicate so others will be able to clearly understand
6. Ability to operate office equipment
7. Ability to reach in all directions

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**WORK ENVIRONMENT:** The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under conditions with some exposure to risk of injury and/or illness; may require moving from school to school during the day. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people.

**HAMILTON UNIFIED SCHOOL DISTRICT**

<b>Agenda Item Number: 13c</b>	<b>Date: 9/23/2020</b>
<b>Agenda Item Description:</b> Approve HUSD Job Description for Licensed Vocational Nurse (LVN)	
<b>Background:</b> Learning Loss Mitigation Funds being provided to cover additional student support.	
<b>Status:</b> Review and approve job description	
<b>Fiscal Impact:</b> Will be covered by Learning Loss Mitigation funds.	
<b>Educational Impact:</b> Will add support for our students most in need of assistance.	
<b>Recommendation:</b> Approval	



**HAMILTON UNIFIED SCHOOL DISTRICT  
Job Description**

**JOB TITLE: LICENSED VOCATIONAL NURSE (LVN)**

<b>SALARY RANGE:</b>	Range 14	<b>DIVISION:</b>	Classified
<b>DEPARTMENT:</b>	Site Administration	<b>LOCATION:</b>	Various School Sites
<b>REPORTS TO:</b>	Site Principal	<b>WORK YEAR:</b>	School Days Only + 2 in-service days
<b>APPROVED BY:</b>	Governing Board	<b>DATE:</b>	August 13, 2020

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**SUMMARY:**

Under general authority of a Glenn County Office of Education Registered Nurse, and supervised and/or evaluated by Superintendent, Designee, or Site Administrator. Performs specialized health care procedures as needed for designated students in the classroom and other school areas; assists teacher(s), and other certificated and classified employee(s) in providing aide to children and adult students; performs related duties as required. The duties of this classification include instruction related to health care. When not attending to the specialized health care needs of students, assists certificated and classified employees in providing aide inside and outside the classroom with health care needs, trainings and other duties as assigned. This classification requires certification as a Licensed Vocational Nurse or a Registered Nurse (or equivalent). Ability to provide first aid and life saving techniques to students without direct nursing supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF ALL POSITIONS:** (May include, but is not limited to the following)

1. Provide specialized health care procedures as the needs of students dictate and as appropriate.
2. Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: limitation care, seizures, cardiac problems, menstrual cycle needs and safe handling of students with chronic infectious diseases.
3. Move students to/from the floor, changing tables and wheelchairs.
4. Assist in lifting students from wheelchairs and/or adaptive equipment.
5. Place and position/reposition students in therapeutic equipment; push wheelchairs and assist with walkers.
6. Assist students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.
7. Sanitize and clean portable toilets and supplies.
8. Complete accident and follow up reports.
9. Dispense prescribed medication and record medication and treatment given.
10. May provide medical supervision to student being transported on school bus.
11. Provide services and related duties of the health program; i.e., clerical, ordering materials, maintain medical records and informing parents of health status of students.
12. Provide health related instruction to individual or small groups of students and/or staff.
13. Use a variety of study aids and techniques to reinforce skills.
14. Design and prepare bulletin boards, displays of student work, charts, forms or other teaching aids.
15. Participate in behavior management plans.
16. Prepare a variety of instructional materials.
17. Assist with or operate a variety of audio-visual equipment such as DVD players, VCR's, tape recorders, or other learning machines.
18. Organize work areas and assemble learning materials, study aids, supplies, or assignment folders.

19. May order supplies, forms, instructional and audiovisual materials; may participate in field trips; may supervise students in cafeteria, playground or bus loading.
20. Provide transportation of students, as needed in District and/or County vehicle.
21. Necessary participation in field trips may require additional hours for the employee as directed by supervisor.

**JOB RELATED**

**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.

**Knowledge of/Skill to:**

1. Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases.
2. Modern office practices, methods and computer equipment.
3. Principles and procedures of record keeping and reporting.
4. Alphabetical, numerical and subject matter filing systems.
5. English usage, spelling, vocabulary, grammar and punctuation.
6. Safe driving principles and practices.
7. Reading, language development, and mathematics equivalent to high school competencies.
8. Operate modern office equipment including computer equipment.
9. Operate a motor vehicle safely.
10. Communicate clearly and accurately, both orally and in writing.

**Ability to:**

1. Respond appropriately in emergency situations.
2. Read and comprehend medical terms.
3. Remain calm in stressful situations.
4. Understand, manage and relate to students who have behavioral problems, learning and physical disabilities.
5. Adapt to individual needs of teachers and students and work with interruptions.
6. Work harmoniously with students, staff, parents and guardians.
7. Be dependable and punctual.
8. Recognize the first aid and health needs of students and make decisions as to appropriate solutions.

**EDUCATION AND/OR EXPERIENCE:** Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: One year experience with students or groups of children or work experience in a medically related field. Equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, first aid, CPR, emergency medical services, or a related field.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and to effectively present information in one-on-one and small group situations to students, parents, and other employees. Spanish Speaking desired.

**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.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain

cooperative working conditions with students, teachers, administrators, and co-workers.

**CERTIFICATES AND LICENSES:** Possession of a valid and current LVN or RN license, possession of current certification in first aid and CPR, possession of a valid California driver's license and safe driving record.

**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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds. Under special circumstances, employee may be required to lift or move more than 50 pounds, with the assistance of other District or County employees. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing this job functions.

**WORK ENVIRONMENT:** The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under conditions with some exposure to risk of injury and/or illness; may require moving from school to school during the day. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people.

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13d</b>	<b>Date: 9/23/2020</b>
<b>Agenda Item Description:</b> Approve MOU Boys & Girls Club of the North Valley-GCOE-HUSD	
<b>Background:</b> We have an annual contract with our after-school service provider.	
<b>Status:</b> Time to review and approve MOU.	
<b>Fiscal Impact:</b> All funds and payments are covered through the ASES Grant.	
<b>Educational Impact:</b> Provides after school service for K-8 students most in need.	
<b>Recommendation:</b> Approval	

**MEMORANDUM OF UNDERSTANDING  
GLENN COUNTY OFFICE OF EDUCATION AND  
THE HAMILTON UNIFIED SCHOOL DISTRICT AND  
THE BOYS & GIRLS CLUBS OF THE NORTH VALLEY**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered by and between the GLENN COUNTY OFFICE OF EDUCATION ("OFFICE") HAMILTON UNIFIED SCHOOL DISTRICT ("DISTRICT") and THE BOYS & GIRLS CLUBS OF THE NORTH VALLEY ("CLUB").

WHEREAS, OFFICE, DISTRICT and CLUB are intent on creating and maintaining a partnership to provide expanded learning and enrichment programs under the guidelines of the After School Education and Safety ("ASES") Grant at designated sites; and

WHEREAS, OFFICE, DISTRICT and CLUB believe there is a need for high quality, innovative and affordable expanded learning programs ("PROGRAM") and agree to work in partnership to create and sustain such PROGRAMS each school year and during the summer; and

WHEREAS, OFFICE, as the lead educational agency, will apply and continue to reapply for ASES grant monies from the California Department of Education (CDE) for this PROGRAM, will complete and submit all grant reports, and act as Fiscal Agent once grant monies are received;

WHEREAS, DISTRICT, as the educational provider, will provide the PROGRAM space, infrastructure and technology, and general PROGRAM support to ensure the overall success of the program;

WHEREAS, CLUB, as the contracted service provider, will provide OFFICE and DISTRICT with the operation and maintenance of PROGRAM, student enrollment and attendance, and administration of staffing for PROGRAM; and

NOW, THEREFORE, OFFICE, DISTRICT and CLUB agree as follows:

- 1) PROGRAM SITES. OFFICE, DISTRICT and CLUB agree that the following be identified as PROGRAM site(s):
  - a) Hamilton Elementary School  
277 Capay Avenue  
Hamilton City, CA 95951
  
- 2) BILLING SITE. OFFICE, DISTRICT and CLUB agree that the following be identified as BILLING site(s):
  - a) Glenn County Office of Education  
311 South Villa Avenue  
Willows, CA 95988
  - b) Hamilton Unified School District

620 Canal Street  
Hamilton City, CA 95951

- 3) OFFICE OBLIGATIONS. OFFICE will meet the following responsibilities and ensure that all requirements of the ASES grant will be met.
- a) OFFICE will provide a PROGRAM grant liaison.
  - b) OFFICE will meet all reporting deadlines related to the ASES grant, including submission of annual state report, submission of quarterly expenditure reports, and submission of bi-annual attendance reports.
  - c) OFFICE will maintain contact with Learning Support Region 2 as well as the California Department of Education.
  - d) OFFICE Liaison will serve as an advocate for PROGRAM within OFFICE and DISTRICT.
  - e) OFFICE will attend necessary meetings, trainings, or conferences related to ASES grant and state-mandated grant requirements.
  - f) OFFICE will provide collaboration and support in curriculum planning and site coordination in relation to the Commitment to Quality Improvement (CQI) evaluation and reporting.
  - g) OFFICE, in collaboration with CLUB, will provide professional development opportunities up to three days during the school year.
  - h) OFFICE will provide monthly site visits for ongoing feedback and support.
  - i) OFFICE will provide access and support to Glenn County Office of Education (GCOE) expanded learning curriculum, supplies and services.
  - j) OFFICE will provide access to (2) storage sheds on the Hamilton Elementary campus.

- 3) DISTRICT OBLIGATIONS. DISTRICT will meet the following responsibilities and ensure that all requirements of the ASES grant will be met.
- a) DISTRICT will provide space for the PROGRAM to operate every day when school is in session from the end of the school day until at least 6 pm, for a minimum of 15 hours per week for up to 100 students per school site as described in Paragraph 1, above.
  - b) DISTRICT will provide the CLUB at each PROGRAM site, daily access and priority, during expanded learning hours, to six classrooms, the cafeteria, computer lab, outdoor areas, restrooms and kitchen.
  - c) DISTRICT will provide dedicated expanded learning space, and if none is available, plan for dedicated expanded learning space in their strategic facility master plan to be reviewed annually.
  - d) DISTRICT will provide administrative office support for data collection (grades, absences, testing data) for grant administration.
  - e) DISTRICT will support the technology infrastructure necessary to meet program goals and objectives for the expanded learning program.
  - f) DISTRICT will provide CLUB with a phone line, Wi-Fi access and DSL line for each PROGRAM site, as described in Paragraph 1, above.

- g) DISTRICT will supply CLUB with a nutritious snack and supper to provide each enrolled child in attendance daily that conforms to the nutrition standards in the California Education Code Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
  - h) DISTRICT will provide monthly meal calendars to CLUB and the expanded learning participants and families.
  - i) DISTRICT will staff the meal program and be responsible for menus, application, billing, reimbursement, meal disbursement and monitoring of the program.
  - j) DISTRICT will provide emergency transportation to CLUB.
- 4) CLUB OBLIGATIONS. CLUB will meet the following responsibilities and provide parent information, registration and communication, including an orientation.
- a) CLUB will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
  - b) CLUB will have an educational enrichment element that may include, but is not limited to: fine arts, career technical education, character and citizenship, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
  - c) CLUB will provide a safe physical and emotional environment and opportunities for relationship building to promote active student engagement.
  - d) CLUB will collaborate and integrate with the regular school day program and other extended learning opportunities.
  - e) CLUB will provide opportunities for physical activity.
  - f) CLUB will provide a well-rounded program that meets the needs and interests of it participants and will be planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
  - g) CLUB will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place this includes minimum school days.)
  - h) CLUB will track daily attendance and report actual attendance to GCOE on a monthly basis while maintaining compliance at a minimal 85% of required average daily attendance.
  - i) CLUB will operate for a minimum of 15 hours per week.
  - j) CLUB will operate until at least 6:00 p.m., on every regular school day.
  - k) CLUB will establish a reasonable early release policy for students attending the after school component.
  - l) CLUB will encourage students to participate every day in the expanded learning program.
  - m) CLUB will ensure that every student attending is eligible to participate in the PROGRAM, subject to PROGRAM capacity.

- n) CLUB will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language if 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.
- o) CLUB will be responsible for hiring, training, supervising and evaluating personnel. On-site PROGRAM staff who directly supervise youth within the approved 20 to 1 (youth to staff) ratio will have 48 college units or have successfully passed the test administered by the Cooperative Organization for the Development of Employee Selection Procedures (CODESP TEST).
- p) CLUB will be responsible for FBI & DOJ background checks of CLUB employees and volunteers.
- q) CLUB will provide staff training and development.
- r) CLUB will meet all evaluation requirements, including participation in a statewide evaluation process as determined by the CDE, and provide all required information on a timely basis.
- s) CLUB will respond to any additional surveys or other methods of data collection that may be required throughout the life of the PROGRAM.
- t) CLUB will expend at least 85 percent of overall grant funding on direct services to students.
- u) CLUB will follow DISTRICT protocol when activating emergency transportation.
- v) CLUB employees will participate and attend school meetings and trainings.
- w) CLUB will provide an annual report and update to the Hamilton Unified School District board.

5) SUMMER PROGRAM

- a. In collaboration with DISTRICT's summer school schedule, CLUB with the guidance and support of the DISTRICT, will facilitate Expect Success program for the 2020-21 summer.
- b. DISTRICT will provide CLUB with space, technology infrastructure and meals for the SUMMER PROGRAM to operate every day when school out of session from the last day of the school day until one week prior to school beginning.

6) OFFICE, DISTRICT AND CLUB - MUTUAL OBLIGATIONS.

- a) OFFICE, DISTRICT and CLUB will work together on emergency procedures, risk management and crisis management.
- b) OFFICE, DISTRICT and CLUB will evaluate annually program services and costs and work collaboratively to find additional resources, partnerships and/or funding needed to support PROGRAM and to enhance services.
- c) OFFICE, DISTRICT and CLUB personnel will meet four times per year, in advance of statewide quarterly ASES reporting deadlines.

7) DISTRICT AND CLUB – MUTUAL OBLIGATIONS.



- a) DISTRICT and CLUB will work cooperatively to provide custodial services for Program facilities as described in Paragraph 1, above.
  - b) DISTRICT and CLUB will work cooperatively to provide summer programming in the PROGRAM sites identified in Paragraph 1, above, depending on the need.
  - c) DISTRICT and CLUB will work together on the integration of the PROGRAM with the regular school day program.
- 8) COMPENSATION. Based on ASES grant requirements, OFFICE will be compensated with eight percent (8%) of the grant award for administrative services, and CLUB will be compensated with ninety two percent (92%) of the grant award for all services related to the PROGRAM. OFFICE on a flat quarterly basis will reimburse CLUB for ASES expenses in conjunction with the grant award notification. OFFICE will pay the CLUB on a quarterly basis in advance of program services starting July 1, of each year. DISTRICT will pay CLUB with ASES supplemental pass through funding from OFFICE for summer services provided. DISTRICT will provide CLUB with annual matching program funds for the term of this agreement per the agreed upon budget. (See Budget Attachment 1) DISTRICT on a flat quarterly basis will pay CLUB matching program funds per the term of this agreement.
- 9) AUTONOMY. It is expressly agreed that CLUB shall have no authority to make any contract or binding promise of any nature on behalf of OFFICE and/or DISTRICT, whether oral or written, without the express written consent of OFFICE and/or DISTRICT. All supplies purchased with ASES funds are the sole property of OFFICE. Likewise, it is expressly agreed that CLUB shall have no authority to make any contract or binding promise of any nature on behalf of OFFICE and/or DISTRICT, whether oral or written, without the express written consent of OFFICE and/or DISTRICT. All supplies purchased with CLUB funds are the sole property of CLUB.
- 10) TERM. This MOU is in effect for the 2020-2021 school year. Termination shall be in accordance with Paragraph 11, below.
- 11) TERMINATION. If either OFFICE, DISTRICT or CLUB fail to perform any of their respective obligations set forth in this MOU, within the time and manner set forth herein or otherwise violates any of the terms of this MOU, either party may terminate this MOU prior to the end of the school year, on the final year of this agreement, by giving a 90 day written notice. The notice must include the reason for the termination of this MOU and be sent to the addresses provided in Paragraph 12, below.
- 12) NOTICE. Notifications for any purposes, including but not limited to payment and termination, shall be made as follows:

Boys & Girls Club of North Valley  
 Attn: CEO  
 601 Wall Street  
 Chico, CA 95928

Hamilton Unified School District  
 Attn: Superintendent  
 620 Canal Street  
 Hamilton City, CA 95951

Glenn County Office of Education  
Attn: Superintendent  
311 South Villa Avenue  
Willows, CA 95988

- 13) MODIFICATIONS. This MOU may be reviewed and/or amended on an annual basis upon request from either party. This MOU constitutes the complete understanding between OFFICE, DISTRICT and CLUB, respectively. Oral changes and modifications shall have no effect. This MOU may only be amended by a subsequent written instrument signed by both parties.
- 14) INDEMNIFICATION. OFFICE and DISTRICT agrees to defend, indemnify, and hold harmless CLUB, its employees and agents, from any and all liability arising in any way out of OFFICE and/or DISTRICT's negligence in the performance of this MOU, including, but not limited to, any claim due to injury and/or damage sustained by OFFICE and/or DISTRICT, OFFICE's and/or DISTRICT's employees or agents. CLUB agrees to defend, indemnify, and hold harmless OFFICE and/or DISTRICT, its employees and agents, from any and all liability arising in any way out of CLUB's negligence in the performance of this MOU, including, but not limited to, any claim due to injury and/or damage sustained by CLUB and/or CLUB's employees or agents.
- 15) INSURANCE. CLUB, OFFICE and DISTRICT will each provide a certificate of insurance with a minimum of \$2,000,000 combined single limits of general liability. CLUB, OFFICE and DISTRICT will, respectively, be listed on the policies as additional insureds.
- 16) GOVERNING LAW. This MOU shall be construed, interpreted, and enforced in accordance with the laws of the State of California.
- 17) MEDIATION. Any dispute that arises out of or relates to this MOU, or the breach of it, shall be resolved by mediation between the parties. A mutually agreed upon mediator shall be used. However, if agreement cannot be reached, each party shall select one mediator and those mediators shall select a third, which shall select a mediator for the parties. Costs of mediation shall be shared equally between the parties.
- 18) SEVERABILITY. If, for any reason, any provision of this MOU is held invalid, all other provisions of this MOU shall remain in full force and effect.
- 19) APPROVAL. This MOU is subject to approval of DISTRICT's and CLUB's Board of Directors.

IN WITNESS WHEREOF, OFFICE, DISTRICT and CLUB have executed this MOU on the dates set forth below.

OFFICE:

\_\_\_\_\_  
Tracy Quarne, Superintendent (Date)  
Glenn County Office of Education

DISTRICT:

\_\_\_\_\_  
Jeremy Powell, Superintendent (Date)  
Hamilton Unified School District

CLUB:

\_\_\_\_\_  
Rashell Brobst, Chief Executive Officer (Date)  
Boys & Girls Clubs of the North Valley

# 13e CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – July 2020

District Name: Hamilton Unified School District

Contact Name: Tiffany Wilhelm Phone: 530-826-3261 Email: twilhelm@husdschools.org

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 3555	Nutrition Program Compliance <b>-New State Regulation</b>	<b>OPTION 1:</b> <input type="checkbox"/>  <b>OPTION 2:</b> <input type="checkbox"/>	
E 3555	Nutrition Program Compliance	<b>NEW EXHIBIT</b>	
<b>AR 4030</b>	<b>Nondiscrimination in Employment</b> -Update to existing AR	<b>Fill in Blanks</b>  Superintendent PO Box 488 Hamilton City, CA 95951	
BP 4119.11 4219.11 4319.11	Sexual Harassment <b>-New Federal Regulation/Mandate</b>		
AR 4119.11 4219.11 4319.11	Sexual Harassment <b>-Mandate/New Law</b>	<b>Fill in Blanks</b>  Superintendent PO Box 488 Hamilton City, CA 95951	
AR 4119.12 4219.12 4319.12	Title IX Sexual Harassment Complaint Procedures <b>-New Federal Regulation</b>	<b>NEW REGULATION</b>	
BP 5141.22	Infectious Diseases <b>-New Law</b>		
AR 5141.22	Infectious Diseases -Update to existing AR		
AR 5145.3	Nondiscrimination/Harassment <b>-New Federal Regulation</b>	<b>Fill in Blanks</b>  Superintendent PO Box 488 Hamilton City, CA 95951	
BP 5145.6	Parental Notifications <b>-New Law/Federal Regulation</b>		
E 5145.6	Parental Notifications <b>-New Law/New Federal Regulation</b>		

## CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – July 2020

District Name: Hamilton Unified School District

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POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 5145.7	Sexual Harassment - <b>New Law/New Federal Regulation</b>		
AR 5145.7	Sexual Harassment - <b>New Law/New Federal Regulation</b>	<b>Fill in Blanks</b>  Superintendent PO Box 488 Hamilton City, CA 95951	
AR 5145.71	Title IX Sexual Harassment Complaint Procedures - <b>New Federal Regulation</b>	<b>NEW REGULATION</b>	
BP 6142.7	Physical Education and Activity -Update to existing BP		
AR 6142.7	Physical Education and Activity - <b>New Law</b>		
BP 6159	Individualized Education Program -Update to existing BP		
AR 6159	Individualized Education Program - <b>New Law</b>		
BP 6159.1	Procedural Safeguards for Special Education - <b>New State Regulation</b>		
AR 6159.1	Procedural Safeguards for Special Education - <b>New Regulation</b>		
BP 6159.2	Nonpublic, Nonsectarian School and Agency Services for Special Education		
AR 6159.2	Nonpublic, Nonsectarian School and Agency Services for Special Education		

# CSBA POLICY GUIDE SHEET

July 2020

Second Reading 9/23/2020

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

## **Board Policy 3555 - Nutrition Program Compliance**

Policy updated to reflect **NEW STATE REGULATIONS** (Register 2020, No. 21) which provide that complaints regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses should be submitted directly to the California Department of Education (CDE), and complaints alleging discrimination on the basis of race, color, national origin, sex, age, or disability should be submitted to the U.S. Department of Agriculture (USDA). Complaints regarding other program requirements or other bases for discrimination are to be investigated and resolved at the district level. Policy also deletes the USDA nondiscrimination statement that must be included on all forms of communication regarding program availability, which is now presented in the accompanying exhibit.

## **NEW - Exhibit 3555 - Nutrition Program Compliance**

New exhibit presents the USDA statement, formerly in BP 3555, which must be included on all forms of communication available to the public regarding the availability of child nutrition programs in order to advise the public of the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints against the district.

## **Administrative Regulation 4030 - Nondiscrimination in Employment**

Regulation updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which require that allegations of sexual harassment that meet the federal definition be investigated through Title IX complaint procedures, as described in AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, rather than the complaint procedures detailed in this regulation.

## **Board Policy 4119.11/4219.11/4319.11 - Sexual Harassment**

Policy updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which require that complaints of behavior that meets the federal definition of sexual harassment be addressed through new Title IX complaint procedures. Title of compliance officer changed to Title IX Coordinator pursuant to federal regulations, and responsibility assigned to Title IX Coordinator to receive complaints and determine the appropriate complaint procedure to use.

## **Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment**

Regulation updated to reflect **NEW LAW (SB 778, 2019)** which (1) requires a district with five or more employees to provide two hours of sexual harassment training to supervisory employees and one hour of sexual harassment training to nonsupervisory employees by January 1, 2021 and every two years thereafter, and (2) requires new nonsupervisory employees and employees promoted to supervisory positions to receive the training within six months of hire or promotion. Regulation also reflects **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which require the district to designate a Title IX Coordinator and disseminate the Coordinator's contact information.

## **NEW - Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures**

New regulation reflects **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which establish a Title IX complaint procedure for addressing complaints of behavior that meets the federal definition of sexual harassment. Regulation describes the types of behavior subject to these complaint procedures, the process for filing a complaint with the Title IX Coordinator, the requirement to offer supportive measures to the complainant, the option for the parties to participate in an informal resolution process, required notifications, the investigation process, issuance of a written decision, the right to appeal the decision, and the requirement to maintain records of sexual harassment complaints and training materials for seven years.

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## **Board Policy 5141.22 - Infectious Diseases**

Policy reflects **NEW LAW (AB 262, 2019)** which requires local health officers to notify and update districts of an outbreak, or imminent outbreak, of a communicable disease and requires districts to comply with any orders issued by the health officers and all applicable privacy laws. Policy also clarifies that any allowable exclusions apply only to on-campus instruction and provides that the superintendent or designee will, when necessary, inform the local health official of any potential outbreak.

## **Administrative Regulation 5141.22 - Infectious Diseases**

Regulation updated to add section on "Prevention and Mitigation Plan" reflecting general best practices based on COVID-19 guidance. Regulation also adds recommendations from CDE's Science Safety Handbook pertaining to experiments involving human blood sampling.

## **Administrative Regulation 5145.3 - Nondiscrimination/Harassment**

Regulation updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which require that allegations of sexual harassment that meet the federal definition be investigated through Title IX complaint procedures, as described in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, rather than the district's uniform complaint procedures.

## **Board Policy 5145.6 - Parental Notifications**

Policy updated for gender neutrality and to update legal references based on new laws reflected in the accompanying exhibit.

## **Exhibit 5145.6 - Parental Notifications**

Exhibit updated to reflect **NEW LAW (SB 74, 2020)** which extends the suspension of certain mandated activities through the 2020-21 school year; reflect **NEW FEDERAL REGULATION (85 Fed. Reg. 30026)** which requires notice of the contact information of the district's Title IX Coordinator; delete legal cites for the Open Enrollment Act, which is no longer operational; delete reference to BP 5141.33 which is no longer applicable to exclusions from school; reflect **NEW LAW (SB 1109, 2018)** which requires dissemination of an opioid fact sheet to parents/guardians of student athletes; reflect **NEW LAW (AB 2370, 2018)** which requires child care centers with buildings constructed before 2010 to test drinking water for lead and notify parents/guardians of the results of that test; add notice requirements for districts receiving Impact Aid for children residing on Indian lands; reflect **NEW FEDERAL REGULATION (85 Fed. Reg. 30026)** which requires notifications to the parents/guardians of a student who complains of sexual harassment regarding rights, the complaint process, and the availability of supportive measures; and move the classroom notice requirement pertaining to complaints about health and safety in California State Preschool Programs to AR/E 1312.3 - Uniform Complaint Procedures consistent with CDE's Federal Program Monitoring instrument.

## **Board Policy 5145.7 - Sexual Harassment**

Policy updated to include examples of actions to reinforce the district's sexual harassment policy, consistent with **NEW LAW (AB 34, 2019)** which requires posting the sexual harassment policy on the district's web site and **NEW LAW (AB 543, 2019)** which requires displaying a poster and providing the sexual harassment policy in student orientations. Policy also reflects **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which require that complaints of behavior that meets the federal definition of sexual harassment be addressed through new Title IX complaint procedures. Title of compliance officer changed to Title IX Coordinator throughout policy pursuant to federal regulations.

## **Administrative Regulation 5145.7 - Sexual Harassment**

Regulation updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which amend the process for resolving complaints of sexual harassment, including, but not limited to, requirements to designate a Title IX Coordinator and disseminate the Coordinator's contact information. Regulation also reflects **NEW LAW (AB 543, 2019)** which requires the district to create a poster notifying students of the district's sexual harassment policy and to display the poster in specified locations, and requires the district to

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provide a copy of the policy to students as part of any orientation program for new and continuing students. Regulation reflects **NEW LAW (AB 34, 2019)** which requires the district to post the district's sexual harassment policy and the definition of sexual harassment in a prominent location on the district's web site.

## **NEW - Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures**

New regulation reflects **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** which establish a Title IX complaint procedure for addressing complaints of behavior that meets the federal definition of sexual harassment. Regulation describes the types of behavior subject to these complaint procedures, the process for filing a complaint with the Title IX Coordinator, the offer of supportive measures to the complainant, the option for the parties to participate in an informal resolution process, required notifications, the investigation process, issuance of a written decision, the right to appeal the decision, and the requirement to maintain records of sexual harassment complaints and training materials for seven years.

## **Board Policy 6142.7 - Physical Education and Activity**

Policy updated to add statement on equal access and equal opportunities for participation in physical education regardless of gender, gender expression, sexual orientation, and mental or physical disability, as included in CDE's Federal Program Monitoring instrument. Policy also reflects U.S. Department of Health and Human Services recommendations for moderate to vigorous physical activity in children, clarifies credential requirements for teachers of physical education, and reflects the requirement that students who have been granted a permanent exemption from physical education must still be offered physical education courses of at least 400 minutes each 10 school days.

## **Administrative Regulation 6142.7 - Physical Education and Activity**

Regulation updated to reflect **NEW LAW (SB 75, 2019)** which extends the use of uniform complaint procedures (UCP) to include complaints alleging noncompliance with physical education instructional minutes in grades 7-12. Regulation also reflects U.S. Department of Health and Human Services recommendations for moderate to vigorous physical activity in children and expands the list of duties of the physical fitness test coordinator as described in state regulations.

## **Board Policy 6159 - Individualized Education Program**

Policy updated to include the requirement, formerly in BP/AR 0430 - Comprehensive Local Plan for Special Education, to provide a free appropriate public education (FAPE) to students who have been suspended or expelled from school or who are placed by the district in a nonpublic, nonsectarian school. Policy adds the requirement to provide FAPE to individuals age 18-21 who are incarcerated in an adult correctional facility if they had been identified as students with disabilities or had an individualized education program (IEP) in their prior educational placement. Paragraph on the rights of foster parents moved to AR.

## **Administrative Regulation 6159 - Individualized Education Program**

Regulation updates the section on "Contents of the IEP" to consolidate lists of IEP requirements for clarity. Regulation reflects **NEW LAW (SB 98, 2020)** which requires the IEP to describe the means by which the IEP will be provided under emergency conditions in which instruction and/or services cannot be provided to the student at school or in person for more than 10 school days. Regulation also reflects **NEW LAW (AB 947, 2019)** which (1) authorizes districts to consider elements of the "expanded core curriculum," as defined, when developing an IEP for a student who is blind, has low vision, or is visually impaired, and (2) establishes requirements for orientation and mobility evaluations conducted for such students. Regulation also reflects **NEW LAW (AB 605, 2019)** which requires districts to provide assistive technology devices for use in a student's home or other setting when required by the student's IEP, and requires that such students be given continued access to assistive technology devices for up to two months after transferring out of the district. Section on "Parent/Guardian Consent for Provision of Special Education and Services" revised to more directly reflect law.

## **Board Policy 6159.1 - Procedural Safeguards for Special Education**



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Policy updated to encourage early, informal resolution of any dispute regarding special education services. Policy also reflects **NEW STATE REGULATIONS (Register 2020, No. 21)** which establish a complaint process, separate from UCP, for complaints alleging noncompliance with federal or state laws related to the provision of FAPE to students with disabilities, such as the district's violation of the federal Individuals with Disabilities in Education Act or state law on special education, violation of a settlement agreement, failure to implement a due process hearing order, or physical safety concerns that interfere with the provision of FAPE.

## **Administrative Regulation 6159.1 - Procedural Safeguards for Special Education**

Regulation updated to clarify that due process complaints should be filed with the state Office of Administrative Hearings and that such complaints must generally be filed within two years of the date the parent/guardian or district knew or should have known about the alleged violation. Regulation also adds new section on "State Compliance Complaints" reflecting **NEW STATE REGULATIONS (Register 2020, No. 21)** which establish a complaint process, separate from UCP, for complaints alleging noncompliance with federal or state laws related to the provision of FAPE to students with disabilities, such as the district's violation of the federal Individuals with Disabilities Education Act or state law on special education, violation of a settlement agreement, failure to implement a due process hearing order, or physical safety concerns that interfere with the provision of FAPE.

## **Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education**

Policy updated to include the provision of nonpublic, nonsectarian school and agency (NPS/A) services in the comprehensive local plan of the Special Education Local Plan Area. Policy reflects **NEW LAW (AB 1172, 2019)** which requires districts to verify that the NPS/A provides staff training in the use of practices and interventions specific to the unique behavioral needs of the student population at the NPS/A. Policy also reflects the requirement for the district to pay the full amount of the school's tuition or, as amended by AB 1172, the fees for the agency. Legal cite for Education Code 56366.3 deleted as it has been repealed.

## **Administrative Regulation 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education**

Regulation updated to include the maximum term of the master contract between the district and NPS/A, expand the components of the contract in accordance with state law and regulations, and include the ability to terminate the contract for cause with 20 days' notice. Regulation also provides more detail regarding the annual IEP review focused on NPS/A students. New section on "On-Site Visits" reflects **NEW LAW (AB 1172, 2019)** which (1) requires the district to conduct an on-site visit of an NPS/A the first time the district places a student at that NPS/A, and (2) requires the district to annually conduct an on-site monitoring visit to review the services provided to the student, the facilities, and the student's progress.

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13f</b>	<b>Date: 9/23/2020</b>
<b>Agenda Item Description:</b> Public disclosure of tentative agreement with Hamilton Teachers Association. The EERA requires Hamilton USD to disclose to the public at a Board meeting the major provisions of a negotiated agreement with an exclusive representative of its employees.	
<b>Background:</b> This Tentative Agreement has come from negotiations that began in the Spring. Due to COVID and the ever-changing work environment we have continued negotiating our original agreements, as well as, new issues that have arisen.	
<b>Status:</b> Negotiations are active and continuing	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> These agreements help to clarify current contract language and add new language related to the 2020-2021 school year and COVID-19 response.	
<b>Recommendation:</b> Approve	

**HAMILTON UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
MINUTES**

Wednesday, August 26, 2020

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5:30 p.m. Public session for purposes of opening the meeting only via Zoom:  
5:30 p.m. Closed session to discuss closed session items listed below via Zoom (For Board Only)  
6:00 p.m. Reconvene to open session no **later** than 6:30 p.m. via Facebook Live or Zoom (see below)

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*As authorized by the Governor's Emergency Executive Orders issued on March 12 and 17, 2020, the Hamilton Unified School District Board of Education will conduct Board of Education meetings by video conference until further notice. Please join the meeting by attending the livestream via Facebook Live on the District's Facebook page or through the below Zoom link or dial by phone as listed below:*

Join Zoom Meeting

<https://us02web.zoom.us/j/85613734267?pwd=b1VET0FhY294VmdtaUJVVWVU4MWILZz09>

Meeting ID: 856 1373 4267

Passcode: 4GQvda

Dial in by phone:

+1 929 436 2866

Meeting ID: 856 1373 4267

Passcode: 160800

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**1.0 OPENING BUSINESS:**

- a. Call to order and roll call [at 5:30 p.m.](#)

Gabriel Leal, President

Genaro Reyes

Hubert "Wendall" Lower, Clerk

Ray Odom

Rod Boone

**2.0 IDENTIFY CLOSED SESSION ITEMS::**

- 3.0 **PUBLIC COMMENT ON CLOSED SESSION ITEMS:** Public comment will be heard on any closed session items. The board may limit comments to no more than three minutes per speaker and 15 minutes per item. [None.](#)

4.0 **ADJOURN TO CLOSED SESSION:** To consider qualified matters.

- a. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
- b. Public Employee Performance Evaluation. Government Code section 54957, subdivision (b)(1). Superintendent.
- c. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- d. Government Code Section 54956.9, Subdivision (a), Existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.
- e. *Conference with Real Property Negotiators.* Property: Westermann property north of Hamilton High School, approximately located at 500 Sixth Street, Hamilton City, CA 95951 (APN: 032-230-015-000). Agency Negotiator: Jeremy Powell, Superintendent; Matt Juhl-Darlington, Attorney for District. Negotiating Parties: Westermann Family and Hamilton Unified School District. Under negotiation: Price and terms of payment.

*Report out action taken in closed session. [No action.](#)*

**5.0 PUBLIC SESSION/FLAG SALUTE:** [Lead by Mr. Lower](#)

**6.0 ADOPT THE AGENDA: (M)**

Motion to adopt the agenda by Mr. Lower 2<sup>nd</sup> by Mr. Boone.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

**7.0 COMMUNICATIONS/REPORTS:**

- a. Board Member Comments/Reports.
  - i. Mr. Leal commended the staff for the wonderful job they’ve been doing the last couple weeks with distance learning school in session.
- b. District Reports (written)
  - i. Technology Report by Frank James & Derek Hawley (p. 5)
  - ii. Nutrition Services Report by Sean Montgomery (p. 6)
  - iii. Operations Report by Alan Joksch (p.7)
- c. Principal and Dean of Student Reports (written)
  - i. Kathy Thomas, Hamilton Elementary School Principal (p. 8)
  - ii. Maria Reyes, District Dean of Students (p. 9)
  - iii. Cris Oseguera, Hamilton High School Principal (p. 10)
  - iv. Sylvia Robles, Adult School (p. 11)
- d. Chief Business Official Report by Kristen Hamman (p. 12)
- e. Superintendent Report by Jeremy Powell (p. 13)
  - i. Dr. Powell expressed that he was impressed by the professionalism and positivity of the teachers and staff and is proud to be part of the district.
  - ii. Teachers should have received laptops this week.

**8.0 PRESENTATIONS:**

- a. None

**9.0 CORRESPONDENCE:**

- a. None

**10.0 INFORMATION ITEMS:**

- a. HUSD Enrollment History for 5 years (p. 15)
  - i. Dr. Powell reviewed the enrollment history and noted that we were up 10 students.
  - ii. There is current legislation working it’s way through state legislature that we believe will allow us to apply for funding based on this year’s enrollment.
- b. Bond Satus (Fund 21) Update (p.16)
- c. Update on Roy Boone Memorial Barn Project – Mike Cannon (p. 19)
  - i. Mike Cannon reviewed the status of the barn project.
- d. HHS Site Expansion Permitting Status Update – Mike Cannon (p. 20)
  - i. Mike Cannon reviewed the status of expansion permit status.

**11.0 DISCUSSION ITEMS:**

- a. CSBA Policies Review and Adopt 1<sup>st</sup> Readings (p. 31)
  - i. Board Policy (updated) and **(new) Exhibit 3555: Nutrition Program Compliance** to reflect new state regulations (p. 35)
    - 1. Recommend Option
  - ii. Administrative Regulation 4030: Nondiscrimination in Employment updated to reflect new federal regulations (p. 47)
  - iii. Board Policy and Administrative Regulation 4119.11/4219.11/4319.11: Sexual Harassment updated to reflect new federal regulations (p. 55)
  - iv. **Administrative Regulation (new) 4119.12/4219.12/4319.12: Title IX Sexual Harassment Complaint Procedures** (p. 61)
  - v. Board Policy and Administrative Regulation 5141.22: Infection Diseases updated to reflect new law (p. 82)
  - vi. Administrative Regulation 5145.3: Nondiscrimination/Harassment updated to reflect new federal regulations (p. 91)

- vii. Board Policy (updated) and Exhibit 5145.6: Parental Notifications updated to reflect new law (p. 104)
- viii. Board Policy and Administrative Regulation 5145.7: Sexual Harassment updated to reflect new federal law (p. 126)
- ix. **Administrative Regulation (new)** 5145.71: Title IX Sexual Harassment Complaint Procedures reflecting new federal regulations. (p. 143)
- x. Board Policy and Administrative Regulation 6142.7: Physical Education and Activity updated to reflect new law (p. 156)
- xi. Board Policy and Administrative Regulation 6159: Individualized Education Program updated to reflect new law (p. 173)
- xii. Board Policy and Administrative Regulation 6159.1: Procedural Safeguards for Special Education updated to reflect new state regulations (p. 194)
- xiii. Board Policy and Administrative Regulation 6159.2: Nonpublic, Nonsectarian School and Agency Services for Special Education updated to reflect new law (p. 208)
  - 1. Dr. Powell reviewed the handout summarizing CSBA policy updates.
  - 2. Mr. Odom expressed the importance of making sure the policies are applicable and accurate.
  - 3. Dr. Powell agreed and said that we do.

**12.0 PUBLIC COMMENT:** Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

- a. Ms. B. Godinez thanked the district for their hard work and the laptops and noted that we are in this together.
- b. Mr. Oseguera thanked teachers for their hard work and dedication to students. He also appreciates the purchase of laptops for the teachers. They are excited to receive them.
- c. Mr. Oseguera commented that he felt there are discrepancies within other areas of the county, for instance Orland High School and William Finch, as far as following the rules about students on campus, social distancing and wearing masks. He expressed disappointment in county level leaders for the enforcement of rules throughout the county.
- d. Mr. Boone responded that at William Finch there may have been a couple of students on campus but masks and social distancing were in place and they are not seeing students at this point. Also Tracey Quarne visited at a point to check on the rumors.
- e. Mr. Oseguera said that he had students transfer out of Hamilton High based on these rumors.
- f. Ms. Paulos said that she disagrees with Mr. Oseguera and defended Dr. Garrison. As the county school nurse she was not called to respond to anything.
- g. Ms. Paulos also said that as a parent she appreciates all the things that the teachers and Mr. Oseguera and Dr. Powell are doing.
- h. Mr. Leal again appreciated everyone in light of the circumstances, including connectivity issues, not being easy.
- i. Mr. Leal adjourned regular meeting to open the public meeting at 6:54 p.m.

**13.0 OPEN PUBLIC HEARING – opened at 6:54 p.m., adjourned at 6:56 p.m.**

- a. Adopt Resolution 20-21-101, Certification that each pupil in each school in the District has Sufficient Textbooks and instructional materials that are aligned to the State Content Standards and are consistent with the Content and Cycles of the Curriculum Framework Adopted by the SBE in ELA, Math, Social Studies and Science for the 2020-21. (p. 217)
  - i. Dr. Powell reviewed the resolution and confirmed that the district is using mitigation funds to purchase on-line curriculum and texts. He recommended approval.
  - ii. No public comment.

**14.0 OPEN PUBLIC HEARING – opened at 6:56 p.m, adjourned at 6:59**

- a. Discussion and public comment on Adoption of Board Resolution #20-21-102; Certification of an Initial Study/Mitigated Negative Declaration (IS/MND), Adoption of a Mitigation Monitoring Reporting Program under CEQA & Approval of the Hamilton High School Site Expansion Project Documents are available for public review at District Office and on our website: [www.husdschool.org](http://www.husdschool.org) (p. 219)
  - i. Mike Cannon reviewed the resolution and the listing of mitigation measures for the project.
  - ii. No public comment.

**15.0 OPEN PUBLIC HEARING – opened at 6:59 p.m, adjourned at 7:17 p.m.**

- a. Discussion and public comment on Learning Continuity and Attendance Plan for 2020-21 School year (p. 353)
  - i. Dr. Powell reviewed the LCAP delay because of COVID-19 and explained this is the first review for the learning Continuity and Attendance Plan for 2020-21 school year. Same acronym, but different.
  - ii. Dr. Powell noted that there will be an update to opening schools coming out on Friday.
  - iii. Reviewed our Framework that was adopted on July 22, 2020 and said he will be bringing it back with an addendum with what our hybrid model will look like when we come back. It is a framework and we will be filling in the details.
  - iv. Public Comment:
    - 1. Kile Taylor, special education teacher, said that if there were any opportunity to bring back the community liaison position that it would be very positive and have a big impact helping the most vulnerable populations in this community.
    - 2. Kylie Paulos said that she agrees with Kile’s statement and that she has worked with this position as a county nurse and SARB representative. There is such a bond with the community and trust there that it would be best to get her back for the community and school district.
    - 3. Ms. Paulos commented on the LVN role and is excited the district will be offering this service to the students of Hamilton Unified.
    - 4. Mr. Langan shared concerns regarding the loss of the GCOE clinicians and how the District was going to meet the needs of those students because the Community Liaison position did not have those qualifications.
    - 5. Dr Powell said that our proposal is to bring back the clinicians and the community liaison. But since we are losing the clinicians, it’s more imperative than ever to bring that liaison position back not to replace the clinicians but to help bridge the gap between schools and families.
    - 6. Mr. Langan asked if part of that role would be, for the special education and foster care populations who cannot receive services on campus, coordinating that with the teachers and staff that need to do that? Can those kids come on campus in small groups?
    - 7. Dr. Powell replied that communications regarding this just came down from the department of health last night with cohorts no bigger than fourteen. We will be looking into that. It could be a role for the community liaison to support.

**16.0 ACTION ITEMS: -- reopen at 7:17 p.m.**

Mr. Lower asked that regarding adopting Resolution 20-21-101, there doesn’t seem to be an action item for that on the agenda.

Mr. Lower also asked regarding Resolution 20-21-102, we have public comment. Are we also adopting this resolution? And are we adopting this because of Resolution 20-21-103?

Mike Cannon explained that Resolution 20-21-102 is action item 16c. We had the public hearing for comments first and it will be voted on for adoption as an action item. Resolution 20-21-103 did not have a public hearing.

Dr. Powell said that Resolution 20-21-101 would be covered under action item 16f. This is part of 13a.

- a. Approval of a Construction Testing Contract with M.T. Hall & Co. for the Roy Boone Memorial Barn Project (p. 392)

Motion to approve by Mr. Boone 2<sup>nd</sup> by Mr. Odom.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

- b. Approval of EPPM Contract Amendment for Geological/Geohazard Studies to CDE (p. 394)

Dr. Powell reviewed the significant cost savings by approving this contract amendment versus going with another company and that it would be paid from fund 21.

Motion to approve by Mr. Lower 2<sup>nd</sup> by Mr. Boone.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

- c. Adoption of Board Resolution# 20-21-102 Certifying an Initial Study/Mitigated Negative Declaration (IS/MND), Adoption of a Mitigation Monitoring Reporting Program under CEQA & Approval of the Hamilton High School Site Expansion Project (p. 397)

Motion to adopt Res 20-21-102 by Mr. Odom 2<sup>nd</sup> by Mr. Lower.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

- d. Adoption of Board Resolution# 20-21-103 Making Findings regarding compliance with Education Code 17213 regarding Setbacks for Utilities & Other items for the Hamilton High School Site Expansion Project (p. 401)

Motion to adopt Res 20-21-103 by Mr. Lower 2<sup>nd</sup> by Mr. Boone.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

- e. Approval of a Geotechnical/Geohazards Study for the Hamilton High School Site Expansion Project (p. 404)

Motion to approve by Mr. Boone 2<sup>nd</sup> by Mr. Lower.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

- f. Certification of Provision of Standards Aligned Instructional Materials for 2020-21 School Year (p. 429)

Motion to approve and adopt Res 20-21-101 by Mr. Lower 2<sup>nd</sup> by Mr. Odom.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

- g. Approve Gaynor Telesystems District Phone System Project (p. 431)

Jeremy reviewed e-rate and the move to Gaynor without disruption of service and will save the district about \$12,000/yr in telecommunication costs.

Motion to approve by Mr. Boone 2<sup>nd</sup> by Mr. Lower.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

17.0 **CONSENT AGENDA:** Items in the consent agenda are considered routine and are acted upon by the Board in one motion. There is no discussion of these items prior to the Board vote and unless a member of the Board, staff, or public request specific items be discussed and/or removed from the consent agenda. Each item on the consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- a. Minutes from Regular Board Meeting on Wednesday, July 22,2020 (p. 449)
- b. Warrants and Expenditures (p. 455)
- c. Williams Quarterly July 2020 (p. 470)
- d. Interdistrict Transfers (new only; elementary students reapply annually).

i. Out

1. Hamilton Elementary School
  - a. none
2. Hamilton High School
  - a. none

ii. In

1. Hamilton Elementary School
  - a. K x 2
  - b. 3<sup>rd</sup> x 1
  - c. 5<sup>th</sup> x 2
  - d. 8<sup>th</sup> x 1
2. Hamilton High School
  - a. 9<sup>th</sup> x 6
  - b. 11<sup>th</sup> x 1

e. Personnel Actions as Presented:

i. New hires:

Aaron Elliot	Varsity Head Football Coach	HHS
Mariesa Fitzgerald-Adams	Paraeducator/Library Media Technician - Position ending December 2020	HES
Maribel Brand	Child Nutrition Assistant	HES
Sophia Langevin	Multiple Subject Teacher, Long Term Substitute	HES
Derek Nall	Long Term Substitute Teacher	HUSD
Chloe Patton	English Teacher, Long Term Substitute - Position ending December 2020	HUSD
Aaron Johnson	Math Teacher, Long Term Substitute - Position ending December 2020	HUSD

ii. Resignations/Retirement:

1. None

Motion to approve consent agenda by Mr. Odom 2<sup>nd</sup> by Mr. Lower.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

18.0 **ADJOURNMENT:** 7:28 p.m. in memory of Blanca Carrillo who had been a board member for Hamilton High School and is the mother-in-law of Mr. Oseguera.



**HAMILTON UNIFIED SCHOOL DISTRICT  
SPECIAL BOARD MEETING  
MINUTES**

Wednesday, August 26, 2020

- 5:30 p.m. Public session for purposes of opening the Regular Meeting only via Zoom:
- 5:30 p.m. Regular Meeting Closed session begins (For Board Only)
- 6:00 p.m. Reconvene to open session no **later** than 6:30 p.m. via Facebook Live or Zoom (see below)  
\*Special Board Meeting at conclusion of Regular Meeting at same zoom link:

*As authorized by the Governor’s Emergency Executive Orders issued on March 12 and 17, 2020, the Hamilton Unified School District Board of Education will conduct Board of Education meetings by video conference until further notice. Please join the meeting by attending the livestream via Facebook Live on the District’s Facebook page or through the below Zoom link or dial by phone as listed below:*

Join Zoom Meeting

<https://us02web.zoom.us/j/85613734267?pwd=b1VET0FhY294VmdtaUJVVWVU4MWILZz09>

Meeting ID: 856 1373 4267

Passcode: 4GQvda

Dial in by phone:

+1 929 436 2866

Meeting ID: 856 1373 4267

Passcode: 160800

**1.0 OPENING BUSINESS: 7:30 p.m.**

- a. Call to order and roll call

Gabriel Leal, President  
 Genaro Reyes

Hubert “Wendall” Lower, Clerk  
 Ray Odom

Rod Boone

**2.0 ADOPT THE AGENDA: (M)**

Motion to adopt the agenda by Mr. Odom 2<sup>nd</sup> by Mr. Lower.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: Absent
Odom: AYE	

**3.0 PUBLIC COMMENT:** Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

- a. Lynn Larson expressed a concern about the K-6 waiver due to CTA opposition, what’s been recommended by the representative. We are also curious, why K-6? Why not TK-12?

**4.0 ACTION ITEMS:**

- a. Return to School Planning/K-6 Waiver
  - i. Dr. Powell noted that he will not be asking for any action on this.
  - ii. The K-6 waiver is for students to return even if the county is on the watch list. According to Dr. Garrison, younger students are not getting or passing COVID like adults. Older students carry and spread the disease like adults.
  - iii. This would be limited to a small amount of students and Dr. Garrison said he would now consider waivers.
  - iv. Our return to school plan is what we can do to open once we are removed from the watch list.
  - v. Guidelines released yesterday would change our plans.
  - vi. The difference between a waiver and a return and concerns were discussed with some staff and will be covered in a HULC meeting in the next week to get more input.

- vii. Any plan to reopen would go through HULC, HTA, CSEA for further guidance.
- viii. We won't rush students back to school, however, it is agreed the best place for students to learn is on campus.
- ix. We expect see more guidelines from the Governor on Friday.
- x. May do another parent survey and get parent/teacher/staff input then bring to the board.
- xi. May have a special board meeting in the next couple of weeks after the input regarding our safe return.
- xii. Ms. Larson clarified that her issue was the waiver, implying that it's not safe for students and staff. Having a waiver to circumvent the health issues is disconcerting but that her question was answered.
- xiii. Dr. Powell extended an invitation to anyone with questions to please reach out and seek clarity.

**5.0 ADJOURNMENT: 7:40 p.m.**



**Hamilton Elementary School**  
277 Capay Avenue • P.O. Box 277  
Hamilton City, CA 95951-0277  
School Office (530) 826-3474 • Fax (530) 826-0419  
District Office (530) 826-3261

**Hamilton Elementary School  
School Site Council Meeting**

**Tuesday, September 8th @ 6:00 p.m.**

**Join Zoom Meeting**

<https://zoom.us/j/97601934227?pwd=Zi9QQ2JLMWFMSktXU1p2T1JjaFMrdz09>

**Meeting ID: 976 0193 4227**

**Passcode: HES SSC**

*Agenda*

**ORDER OF BUSINESS**

**Item 1 Call to Order**

- Welcome
- Introductions

**Item 2 Establish Quorum (3 HES Staff, 2 Parents/Community Members)**

*Staff Present:*

*Parents Present:*

**Item 3 Verification of Posting of the Agenda—72 Hours in Advance**

Anticipated posting by 9/4/20

**Item 4 Public Comment**

*This is the time for members of the audience to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The SSC is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.*

**Item 5 Approval of Minutes— (5 minutes.)**

**DISCUSSION ITEMS**

**Item 6 Prepare for elections for 2020-21 school year  
3 teachers, 1 other school personnel, 5 parents , and 2 alternate parents**

**Item 7 School Site Council Purpose and By Laws**

**Item 8 Council Agreements**

- Bring multiple perspectives
- Share openly & honestly
- Stay on agenda
- Assume positive intent
- Respect commitment of role: Attend all meetings, arrive on time, come prepared

**Item 9 Distance Learning Update and Parent Survey**

**Item 10** 20-21 HES Site Budget (Thomas)

**ACTION ITEMS**

**Item 11** Approve budget expenditures:

ESGI and Middle School Planners

**Item 12** Approve addition to By Laws: 2 alternate non-voting parent members

**ADJOURNMENT**

By 7:00 pm

## **Hamilton Elementary School Site Council By-laws**

*Revised January 2015*

### **ARTICLE I – HAMILTON ELEMENTARY SCHOOL SITE COUNCIL**

The Hamilton Unified School District has established the Hamilton Elementary School Site Council. Hereinafter, the School Site Council may be referred to as the Council.

### **ARTICLE II - ROLE OF THE COUNCIL**

The School Site Council is required, under state law, to serve as the school community representative body for determining the focus of the school’s academic instructional program and all related categorical resources. The School Site Council has responsibilities for these duties:

- **Analyzing and evaluating the academic achievement of all students in the school.**
- **Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the School’s Single Plan for Student Achievement**
- **Developing and approving the school plan and all related budget expenditures to the local governing board**
- **Providing ongoing monitoring of the implementation of the plan and budget expenditures in accordance with all state and federal laws and regulations**
- **Recommending the school plan including related budget expenditures to the local governing board**
- **Providing ongoing monitoring for the implementation of the plan and budgets/expenditures**
- **Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed**

- **Participating in all local, state, and federal reviews of the school’s program for compliance and quality**
- **Annually evaluating the effectiveness of the school’s progress toward meeting school goals to raise student achievement for all students**
- **Encouraging broad representation of parents, community members, teachers, and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the School Site Council**
- **Carry out all other duties assigned to the council by the district governing board and by state or federal law.**

Every two years, an English Learner Advisory Committee may elect to have the School Site Council serve as the site leadership body for the EL program. If this occurs, the School Site Council, after training, will assist the principal and staff in:

- **Developing a detailed school plan for EL students as a part of the Single Plan for Student Achievement that is submitted to the local board of education**
- **Developing the school’s needs assessment for EL students**
- **Administering the school’s language census**
- **Assuring that efforts have been made to notify EL parents of the importance of regular school attendance**

If funding for Economic Impact Aid becomes available, every two years a School Advisory Committee may elect to have the School Site Council serve as the site leadership body for the Economic Impact Aid Program will assist the principal and staff in:

- **Developing a detailed school plan for low income educationally disadvantaged and English learner students as a part of the Single Plan for Student Achievement that is submitted to the local board of education.**

The School Site Council will vote to determine whether the school will participate in the School based Coordination Program.

### **ARTICLE III – Members**

#### ***Section 1: Size and Compensation***

The School Site Council will be composed of (10) members. Half of the representation on the council shall be from the school staff. This council half will include:

- (1)-Principal

(3)-Teachers, selected by teachers; (NOTE: Classroom teachers shall constitute the majority of those persons representing the school staff)

(1)-Other School Personnel

(5)-Parents or community members, selected by parents at the school

### **Section 2: Term of Office**

All parents of the Council shall serve for a term of 2 years. All teachers or other school personnel shall serve for a term of one year. However, in order to achieve staggered membership, one half, or the nearest approximation, of each representative group shall be selected during the odd years and the remaining number of members selected during the even years. At the end of each representative member's term, membership terminates. In order to continue to serve as a council member, the member must be reselected by the appropriate representative group.

**(New Councils)** With the exception of the principal a chance method or lottery will be used to determine the length of each member's term at the first council meeting.

### **Section 3: Selection/Election of Members**

Elections of council members shall be held each year, no later than September 30<sup>th</sup>.

Annually, the SSC will establish an Election Committee composed of a teacher, other school personnel, a parent to oversee the election of council members.

Election Committee: The duties of the committee shall be to supervise the election procedure, to identify nominees on the basis of the nominating procedure, to unseal and count the ballots, and to declare elected representatives on the basis of the election procedure.

The following procedures shall be followed in nominating candidates and selecting/electing council members:

- Teachers: Secret ballot of HES certificated staff that are HTA members; election by the end of September 30
- Parents/Guardians: Secret ballot of parents/guardians election by September 30
- Other School Personnel: Secret ballot of HES classified staff that are CSEA members election by September 30.

Election ballots shall be prepared by the Election Committee with the assistance of the principal and shall be distributed to each peer group.

In all elections for council members, ties will be decided by lot.

### **Section 4: Voting Rights**

Each member of the council shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. Absentee ballots shall not be permitted.

An alternate representative may not cast a vote in the absence of the selected member. The role of an alternate is for information collection only.

**Section 5: Termination of Membership**

A member shall no longer hold membership should he or she cease to be a resident of the school or no longer meets the membership requirements under which he or she was selected (e.g., a parent becomes employed by the district). Membership shall automatically terminate for any member who is absent from all regular meetings for a period three consecutive meetings. The Council, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

**Section 6: Transfer of Membership**

Membership on the Council **may not** be assigned or transferred.

**Section 7: Resignation**

Any selected council member may terminate his or her membership by submitting a written letter of resignation to the Council chairperson.

**Section 8: Vacancy**

Any vacancy on the Council that occurs during the term of a member shall be filled by:

- **An election of a new member by the appropriate representative group**
- **Or an appointment of a new member through the remainder of the term (selected by the remaining peer group members, not the council as a whole).**

**ARTICLE IV - OFFICERS**

**Section 1: Officers**

The officers of the Council shall include a chairperson, vice- chairperson, secretary, parliamentarian and any other officers the Council shall deem as desirable.

**Section 2: Election of Officers and Terms of Office**

The officers of the Council shall be elected annually and shall serve a term for one year or until a successor has been elected. Any member of the Council, including the principal, may serve in any officer capacity.

### **Section 3: Removal of Officers**

Any officer may be removed from their office by a two-thirds vote of all council members.

### **Section 4: Vacancy in an Officer Position**

A vacancy in any office because of resignation, removal, disqualification, death, or otherwise shall be filled for the remainder of the officer's term. A vacancy in any office shall be filled by a special election of the Council. This special election will be included in the posted meeting agenda.

### **Section 5: Officer duties**

The chairperson shall:

- **Preside at all meetings of the Council**
- **Sign all letters, reports, and other communications of the Council**
- **Perform all duties incident to the Office of the chairperson**

The vice-chairperson shall:

- **Represent the chairperson or council in assigned duties**
- **Substitute for the chairperson in his or her absence**

The secretary shall:

- **Keep minutes of all regular and special meetings of the Council**
- **Promptly transmit to each of the council members and district representative true and correct copies of the minutes of such meetings**
- **Provide all notices in accordance with the provisions of these by laws**
- **Serve as custodian of the School Site Council records**
- **Maintain a register of the address, phone number, and term of office of each council member**
- **Maintain a register of the chairpersons of other school advisory and subcommittee members, including addresses and phone numbers**
- **Perform all duties incident to the office of secretary**
- **Perform such duties that are assigned by the chairperson or the council**

The Parliamentarian shall:

- **Be the time keeper for the meeting**
- **Ensure the Bylaws are followed**
- **Draft positions or plans for council review**
- **Perform the duties of Sergeant at Arms**

Annually each School Site Council shall convene a professional development committee, composed of a majority of teachers, to determine the professional development activities included within the Single Plan for Student Achievement.



## **ARTICLE V – COMMITTEES**

### **Section 1: Standing and Special Committees**

The School Site Council may, from time to time, establish standing or special committees to perform various functions as prescribed by the Council. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the Council and are advisory to it. No standing or special committee may exercise the authority of the Council. A standing or special committee may be abolished by a vote of the Council.

The purpose of these committees is to:

- **Gather and analyze data**
- **Examine materials staffing or fund possibilities**
- **Propose to the Council strategies for improving the instructional practices**

### **Section 2: Standing and Special Committee Membership**

Unless otherwise determined by the Council, the Council chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

### **Section 3: Standing and Special Committee Term of Office**

The Council shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

### **Section 4: Standing and Special Committee Rules**

Each standing and special committee will establish procedural rules that are consistent with the Council's bylaws and the district governing board.

## **ARTICLE VI - MEETINGS OF THE SCHOOL SITE COUNCIL**

### **Section 1: Meetings**

The council shall hold regular monthly meetings with the day and time as agreed upon by the Council at the September meeting of that school year. Special meetings of the Council may be called by the chairperson or by a majority vote of the Council.

### **Section 2: Place of Meetings**

The Council shall hold its regular meetings at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including 'handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be

determined jointly by the school principal and Council chairperson.

### **Section 3: Notice of Meetings**

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school site, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any change in the established date, time, or location of the meeting needs to be especially noted in the agenda. The Council shall not take any action on any item of business unless that item appears on the posted agenda or unless the Council or committee members present by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

Questions or brief statements made at a meeting by members of the Council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to council and committee members to no less than 72 hours, and no more than (5) days in advance of the meeting, personally, by mail, or by email.

The Council will annually notify representative groups of the meetings through:

- Inclusion in school communications (e.g., bulletins, newsletters)
- Posted (e.g., in the school office window and community services bulletin)

### **Section 4: Quorum**

The presence of 51% of the Council membership (51% school and 51% parent) in attendance at the meeting will constitute a quorum. No decisions of the Council shall be valid unless a quorum of the membership is present.

### **Section 5: Conduct of Meetings**

Meeting of the Council shall be conducted in accordance with the rules of order established by Education Code 35147 and the Robert's Rules of Order or an adaptation thereof approved by the Council.

If the Council violates any of the procedural meeting requirements found in Ed. Code Section 35147, and upon demand of any person, the Council shall reconsider the item at its next meeting, after allowing for public input.

### **Section 6: Meetings Open to the Public**

All meetings of the Council and its appointed committees shall be open to the public. Any member of the public shall be able to address the Council during the meeting on any item within the subject matter jurisdiction of the Council. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the School Site Council on any item of interest to the public, before or during the Council's consideration of that item.

The Council may not take any action on any item of business unless that item appears on the posted agenda or unless council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the Council subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The School Site Council will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the Council.

The minutes of the Council meeting are public records and are available to the public. Any materials provided to a School Site Council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1).

### **Section 7: Communication with the Local Board of Education**

The School Site Council shall implement the rules and regulations as defined in local board policy. The Council may communicate with the board by submitting a letter to the Board of Education office. A School Site Council may request to speak at a local board of education meeting by following district procedures for communicating with the school board.

A local board of education has the right to deny the content and related and related budget found in the school's Single Plan for Student Achievement. The Board of Education will provide written notification to the Council about their concerns.

### **Section 8: Uniform Complaint Procedures**

Annually, the School Site Council shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any School Site Council member or member of the public believes that the School Site Council has taken an action that is in violation of their legal authority, the individual or group may file a uniform compliant form with the district.

## **ARTICLE VII – BYLAW AMENDMENTS**

An amendment of these bylaws maybe made at any regular meeting of the Council 'by a vote of

two -thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to the Council members at least (5) days prior to the meeting at which the amendment is to be considered for adoption.

### 2020-21 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

### Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Jeremy Powell
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	08/14/2020

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2020-21 Protected Prayer Certification

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

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

### Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Jeremy Powell
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	05/24/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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## 2020-21 LCAP Federal Addendum Certification

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

### Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

### Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) / District</b>	09/24/2019
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Jeremy Powell
Authorized Representative's Title	Superintendent

**\*\*\*Warning\*\*\***

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## 2020-21 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

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

Date of approval by local governing board	06/24/2020
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Elia Ruiz
DELAC review date	06/04/2020
Meeting minutes web address <small>Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a>). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.</small>	<a href="https://www.husdschools.org/">https://www.husdschools.org/</a>
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

**Application for Categorical Programs**

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

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	Yes
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes

**\*\*\*Warning\*\*\***

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**2020-21 Application for Funding**

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

<p><b>Title IV, Part A (Student and School Support)</b>                  ESSA Sec. 4101                  SACS 4127</p>	<p>Yes</p>
<p><b>Title V, Part B Subpart 2 Rural and Low-Income Grant</b>                  ESSA Sec. 5221 SACS 4126</p>	<p>Yes</p>

**\*\*\*Warning\*\*\***

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**2020-21 Title III English Learner Student Program Subgrant Budget**

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Allocation Calculation**

Estimated English learner per student allocation	\$114.40
Estimated English learner student count	210
Estimated English learner student program allocation	\$24,024

**Note: \$10,000 minimum program eligibility criteria**

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

**Budget**

Professional development activities	\$7,000
Program and other authorized activities	\$7,000
English Proficiency and Academic Achievement	\$4,532
Parent, family, and community engagement	\$4,532
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$480
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$480
Total budget	\$24,024

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2020-21 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Allocation Calculation**

Estimated immigrant per student allocation	\$104.70
Estimated immigrant student count	25
Estimated immigrant student program allocation	\$2,618

**Note: Eligibility criteria**

A local educational agency which has 21 or more eligible immigrant students and has experienced a significant increase of one percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

**Budget**

Authorized activities	\$2,514
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$52
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$52
Total budget	\$2,618

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Jonathan Feagle, Fiscal Oversight and Support Office, [JFeagle@cde.ca.gov](mailto:JFeagle@cde.ca.gov), 916-323-8515

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	none known

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**TEACHER CONSENT FORM**

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of teacher's current credential authorization.

Teacher: Shelley Whittaker	SS# (last 4):
District: Hamilton Unified School District	School: Hamilton Elementary School
Site Administrator: Kathryn Thomas	
Assignment: Physical Education	Grade level: 6
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 11, 2020 To: June 4, 2021	

I mutually consent to this assignment.

Teacher's signature: Shelley Whittaker Date: 9/10/2020

**TEACHER CONSENT FORM**

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of teacher's current credential authorization.

Teacher: Kol Zuppan	SS# (last 4):
District: Hamilton Unified School District	School: Hamilton Elementary School
Site Administrator: <i>Kathryn Thomas</i>	
Assignment: Art Appreciation	Grade level: 7-8
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 11, 2020 To: June 4, 2021	

I mutually consent to this assignment.

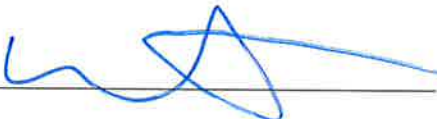
Teacher's signature: *[Signature]* Date: *8/28/20*

**TEACHER CONSENT FORM**

**PURPOSE:** Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of teacher's current credential authorization.

Teacher: Raquel Bocast	SS# (last 4):
District: Hamilton Unified School District	School: Hamilton Elementary School
Site Administrator: Kathryn Thomas	
Assignment: Leadership	Grade level: 7-8
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 11, 2020 To: June 4, 2021	

I mutually consent to this assignment.

Teacher's signature:  Date: 8/28/20

**TEACHER CONSENT FORM**

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of teacher's current credential authorization.

Teacher: Matt Steele	SS# (last 4): XXXX
District: Hamilton Unified School District	School: HHS/EBHS
Site Administrator: Cris Oseguera	
Assignment: Study Skills/Drivers Ed/Career Life Planning/State Requirements	Grade level: 9-12
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 11, 2020 To: June 4, 2021	

I mutually consent to this assignment.

Teacher's signature:  Date: 9-11-20



**TEACHER CONSENT FORM**

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of teacher's current credential authorization.

Teacher: Paula Garcia	SS# (last 4): XXXX
District: Hamilton Unified School District	School: HHS/Ind Study
Site Administrator: Cris Oseguera	
Assignment: Health 1/Health 2/Ind Study/Drivers Ed/State Reqs.	Grade level: 9-12
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 11, 2020 To: June 4, 2021	

I mutually consent to this assignment.

Teacher's signature: \_\_\_\_\_



Date: \_\_\_\_\_

9/11/20

**TEACHER CONSENT FORM**

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of teacher's current credential authorization.

Teacher: Mary Hansen	SS# (last 4): XXXX
District: Hamilton Unified School District	School: HHS/EBHS
Site Administrator: Cris Oseguera	
Assignment: Keyboarding/Multimedia/Drivers Ed/Computer Tech/State Requirements	Grade level: 9-12
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 11, 2020 To: June 4, 2021	

I mutually consent to this assignment.

Teacher's signature: Mary Hansen Date: 9-11-20

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res Y Goal Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount		
002047/00	DANNIS WOLIVER KELLEY	943172834							
PO-000423	09/15/2020	JULY ATTORNEY BILL	1 01-0000-0-0000-7110-5815-000-000-00000	NE	P	0.00	7,480.50		
PO-000423	09/15/2020	JULY ATTORNEY BILL	2 21-0000-0-0000-8500-5815-000-000-00000	NE	P	0.00	490.50		
		TOTAL PAYMENT AMOUNT		7,971.00	*		7,971.00		
000522/00	LESLIE ANDERSON-MILLS	573472011							
PO-000433	09/15/2020	SEPTEMBER 2020 - CASH IN LIEU	1 01-0000-0-1110-1000-3701-000-000-00000	NY	P	0.00	791.67		
		TOTAL PAYMENT AMOUNT		791.67	*		791.67		
000584/00	STANDARD								
PO-000408	09/15/2020	SEPTEMBER 2020	1 01-0000-0-0000-0000-9573-000-000-00000	NN	P	0.00	287.76		
		TOTAL PAYMENT AMOUNT		287.76	*		287.76		
		TOTAL BATCH PAYMENT		9,050.43	***	0.00	9,050.43		
		TOTAL DISTRICT PAYMENT		9,050.43	****	0.00	9,050.43		
		TOTAL FOR ALL DISTRICTS:		9,050.43	****	0.00	9,050.43		
Number of checks to be printed:							3, not counting voids due to stub overflows.	9,050.43	

<i>John Tom</i>	9/15/20
Prepared by	Date
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000008/00	CALIFORNIA'S VALUED TRUST H/W								
PO-000444	08/26/2020	SEPTEMBER 2020	1	01-0000-0-0000-0000-9571-000-000-00000	NN P			0.00	28,982.76
PO-000444	08/26/2020	SEPTEMBER 2020	2	01-0000-0-0000-0000-9572-000-000-00000	NN P			0.00	54,849.76
PO-000444	08/26/2020	SEPTEMBER 2020	3	01-0000-0-0000-0000-9573-000-000-00000	NN P			0.00	3,858.99
TOTAL PAYMENT AMOUNT				87,691.51 *					87,691.51
TOTAL BATCH PAYMENT				87,691.51 ***				0.00	87,691.51
TOTAL DISTRICT PAYMENT				87,691.51 ****				0.00	87,691.51
TOTAL FOR ALL DISTRICTS:				87,691.51 ****				0.00	87,691.51
Number of checks to be printed:			1, not counting voids due to stub overflows.						87,691.51

<i>John T...</i>	8/26/20
Prepared by	Date
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000005/00	ACSA								
210110	PO-021209	08/13/2020	ANNUAL DUES 20-21	1	01-0000-0-0000-7110-5300-000-000-00000	NN	F	220.00	220.00
			TOTAL PAYMENT AMOUNT					220.00 *	220.00
000010/00	ALHAMBRA & SIERRA SPRINGS								
210045	PO-000406	08/27/2020	AUG DIST 9858589 082720	1	01-0000-0-0000-2700-4300-000-000-00000	NN	P	0.00	22.00
210045	PO-000406	08/27/2020	AUG HS 9858589 082720	2	01-0000-0-0000-2700-4300-100-000-00000	NN	P	0.00	33.00
210045	PO-000406	08/27/2020	AUG ELEM 9858589 082720	3	01-0000-0-0000-2700-4300-800-000-00000	NN	P	0.00	19.00
210045	PO-000406	08/27/2020	AUG ELLAB 9858589 082720	4	01-0000-0-3200-1000-4300-300-000-00000	NN	P	0.00	0.00
210045	PO-000406	08/27/2020	AUG MAINT 9858589 082720	5	01-8150-0-0000-8100-4300-000-000-00000	NN	P	0.00	61.84
210045	PO-000406	08/27/2020	AUG ADED 9858589 082720	6	11-6391-0-4110-1000-4300-000-000-00000	NN	P	0.00	21.00
			TOTAL PAYMENT AMOUNT					156.84 *	156.84
001167/00	APPLE TEXTBOOKS								
210112	PO-021174	08/13/2020	SOW41069-BY THE PEOPLE	1	01-1100-0-1110-1000-4100-100-000-00000	YN	F	444.02	414.00
			TOTAL PAYMENT AMOUNT					414.00 *	414.00
			TOTAL USE TAX AMOUNT						30.02
000794/00	BUSWEST - NORTH								
	PO-000421	08/28/2020	XA410021798:01	1	01-0000-0-0000-3600-4300-000-000-00000	NN	P	0.00	500.55
			TOTAL PAYMENT AMOUNT					500.55 *	500.55
000104/00	CALIFORNIA SCHOOL BOARDS ASSN								
210154	PO-021207	08/12/2020	INV-53209-W8D1X6 GASB	1	01-0000-0-0000-2700-5890-000-000-00000	NN	F	2,500.00	2,500.00
			TOTAL PAYMENT AMOUNT					2,500.00 *	2,500.00
000762/00	CRYSTAL CREAMERY								
210060	PO-000445	07/01/2020	18498110	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	178.59
			TOTAL PAYMENT AMOUNT					178.59 *	178.59
000764/00	DANIELSON CO								
	PO-000425	08/24/2020	232686	5	01-3210-0-1110-1000-4300-000-000-00000	NN	P	0.00	98.88
	PO-000425	08/24/2020	232686	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	499.87
	PO-000425	08/17/2020	232257	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	12.42

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000764 (CONTINUED)									
PO-000425	08/17/2020	232257	2	13-5310-0-0000-3700-4700-000-000-000000	NN P			0.00	348.49
			TOTAL PAYMENT AMOUNT					959.66 *	959.66
000162/00 GRAINGER									
PO-000409	08/18/2020	9624776267	1	01-8150-0-0000-8100-4300-000-000-000000	NN P			0.00	81.16
			TOTAL PAYMENT AMOUNT					81.16 *	81.16
000072/00 HILLYARD INC									
PO-000412	08/19/2020	604008299-HAND SANITIZER	2	01-3210-0-0000-8100-4300-000-000-000000	NN P			0.00	415.06
			TOTAL PAYMENT AMOUNT					415.06 *	415.06
001138/00 JOHNNY ON THE SPOT 464458679									
210082	PO-021139	08/18/2020	AUG-13371	1	01-3210-0-1110-1000-5890-800-000-000000	NY P		252.90	252.90
			TOTAL PAYMENT AMOUNT					252.90 *	252.90
000349/00 LARKIN AUTO ELECTRIC 564958031									
PO-000401	07/30/2020	2314-FORD TRANSIT	1	01-8150-0-0000-8100-5630-000-000-000000	NY P			0.00	167.05
PO-000401	07/12/2020	2339-17 FORD TRANSIT	1	01-8150-0-0000-8100-5630-000-000-000000	NY P			0.00	165.62
			TOTAL PAYMENT AMOUNT					332.67 *	332.67
000125/00 MCGRAW-HILL SCHOOL EDUCATION									
210083	PO-021141	08/17/2020	113706882001	1	01-0001-0-1110-1000-4100-800-000-000000	NN P		13,684.35	13,684.35
210083	PO-021141	08/17/2020	113706883001	1	01-0001-0-1110-1000-4100-800-000-000000	NN P		718.21	718.21
210083	PO-021141	08/17/2020	113706882001	2	01-1400-0-1110-1000-4100-800-000-000000	NN P		13,684.36	13,684.36
210083	PO-021141	08/17/2020	113706883001	2	01-1400-0-1110-1000-4100-800-000-000000	NN P		718.21	718.21
			TOTAL PAYMENT AMOUNT					28,805.13 *	28,805.13
000592/00 MISSION UNIFORM & LINEN									
PO-000405	08/20/2020	513081360	1	13-5310-0-0000-3700-4300-000-000-000000	NN P			0.00	77.65
			TOTAL PAYMENT AMOUNT					77.65 *	77.65

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000864/00	MONOPRICE	567987705							
210073	PO-021148	07/29/2020	20522590-TV WALL MOUNT	1	01-9150-0-0000-2420-4300-800-000-00000	NN	F	119.18	119.18
			TOTAL PAYMENT AMOUNT					119.18 *	119.18
000309/00	OFFICE DEPOT INC								
	CM-000002	08/14/2020	113133270001		01-3210-0-1110-1000-4300-000-000-00000	NN			-857.89
210033	PO-021102	07/09/2020	104974173001	1	01-3210-0-1110-1000-4300-000-000-00000	NN	F	857.89	857.89
210116	PO-021180	08/14/2020	117001260001	1	01-7420-0-1110-1000-4300-800-000-00000	NN	F	69.30	69.30
210091	PO-021189	08/18/2020	117839253001	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P	54.44	54.44
210091	PO-021189	08/18/2020	117891030001	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P	16.84	16.84
210092	PO-021193	08/19/2020	118035256001	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P	64.69	64.69
210092	PO-021193	08/19/2020	118100338001	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P	8.70	8.70
			TOTAL PAYMENT AMOUNT					213.97 *	213.97
000763/00	PROPACIFIC FRESH								
	PO-000407	08/24/2020	6807804	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	199.96
	PO-000407	08/17/2020	6806490	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	141.84
			TOTAL PAYMENT AMOUNT					341.80 *	341.80
000134/00	QUILL CORPORATION								
210133	PO-021188	08/17/2020	9697815	1	01-0000-0-1110-1000-4300-800-000-00000	NN	F	3.00	2.68
210136	PO-021194	08/17/2020	9697597	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P	13.14	13.14
210136	PO-021194	08/17/2020	9699219	1	01-0000-0-1110-1000-4300-800-000-00000	NN	F	82.58	82.53
			TOTAL PAYMENT AMOUNT					98.35 *	98.35
001510/00	RAY MORGAN COMPANY								
210046	PO-000413	08/20/2020	SEPT DIST;3055350	1	01-0000-0-0000-2700-5620-000-000-00000	NN	P	0.00	166.44
210046	PO-000413	08/20/2020	SEPT HS;3055350	2	01-0000-0-1110-1000-5620-100-000-00000	NN	P	0.00	370.12
210046	PO-000413	08/20/2020	SEPT ELEM;3055350	3	01-0000-0-1110-1000-5620-800-000-00000	NN	P	0.00	995.19
210046	PO-000413	08/20/2020	SEPT ELLAB;3055350	4	01-0000-0-3200-1000-5620-300-000-00000	NN	P	0.00	104.03
210046	PO-000413	08/20/2020	SEPT-DIST USE CHGS;3055350	7	01-0000-0-0000-2700-4300-000-000-00000	NN	P	0.00	68.37
210046	PO-000413	08/20/2020	SEPT-HS USE CHGS;3055350	8	01-0000-0-1110-1000-4300-100-000-00000	NN	P	0.00	83.62
210046	PO-000413	08/20/2020	SEPT-ELEM USE CHGS;3055350	9	01-0000-0-1110-1000-4300-800-000-00000	NN	P	0.00	198.70
210046	PO-000413	08/20/2020	SEPT-ELLAB USE CHGS;3055350	10	01-0000-0-3200-1000-4300-300-000-00000	NN	P	0.00	4.59
210046	PO-000413	08/20/2020	SEPT ADULTED;3055350	5	11-6391-0-4110-1000-5620-000-000-00000	NN	P	0.00	202.58
210046	PO-000413	08/20/2020	SEPT-ADULTED USE CHGS;3055350	11	11-6391-0-4110-1000-4300-000-000-00000	NN	P	0.00	8.08
210046	PO-000413	08/20/2020	SEPT PRESCH;3055350	6	12-6105-0-1110-1000-5620-000-000-00000	NN	P	0.00	104.02
210046	PO-000413	08/20/2020	SEPT-PRESCH USE CHGS;3055350	12	12-6105-0-1110-1000-4300-000-000-00000	NN	P	0.00	4.59

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	Y	Goal	ABA num Func	Obj	Account num Sit Bdr DD	T9MPS	EE ES Liq Amt	E-Term E-ExtRef Net Amount
TOTAL PAYMENT AMOUNT										2,310.33 *		2,310.33
000087/00	SACRAMENTO VALLEY MIRROR		533423142									
210057	PO-000448	08/23/2020	16619-4108;INST MATERIALS	4	01-0000-0-0000-7110-5830-000-000-00000						NY P	0.00 90.20
210057	PO-000448	08/23/2020	16619-4017-ATTEND	4	01-0000-0-0000-7110-5830-000-000-00000						NY P	0.00 65.60
210057	PO-000448	08/23/2020	16619-4109-IS/MND	3	21-0000-0-0000-8500-5890-000-000-00000						NY P	0.00 82.00
TOTAL PAYMENT AMOUNT										237.80 *		237.80
000335/00	SAVVAS LEARNING COMPANY LLC		000000000									
210027	PO-021155	08/19/2020	7027234213-CHEM PILOT	1	01-1100-0-1110-1000-4200-100-000-00000						NN P	982.24 982.24
TOTAL PAYMENT AMOUNT										982.24 *		982.24
000942/00	SCHOOL TECH SUPPLY											
210075	PO-021149	08/19/2020	44554-GO GUARDIAN SUITE	1	01-7420-0-1110-1000-5890-000-000-00000						NN F	11,092.50 11,092.50
TOTAL PAYMENT AMOUNT										11,092.50 *		11,092.50
001382/00	U S BANK CORPORATE											
210142	PO-021197	09/01/2020	2020-36121;ANNUAL 20-21	1	01-7420-0-1110-1000-5890-800-000-00000						NN F	500.00 550.00
TOTAL PAYMENT AMOUNT										550.00 *		550.00
000654/00	WALMART											
210078	PO-021142	08/19/2020	BACKPACK DIST	1	01-3010-0-1110-1000-4300-000-800-00000						NN F	240.80 182.61
210078	PO-021142	08/19/2020	BACKPACK DIST	2	01-4126-0-1110-1000-4300-000-100-00000						NN F	39.20 29.73
TOTAL PAYMENT AMOUNT										212.34 *		212.34
000743/00	WEST COAST PAPER											
	PO-000429	07/01/2020	11816055	1	01-8150-0-0000-8100-4300-000-000-00000						NN P	0.00 555.64
TOTAL PAYMENT AMOUNT										555.64 *		555.64
TOTAL BATCH PAYMENT										51,608.36 ***	0.00	51,608.36
TOTAL USE TAX AMOUNT												30.02
TOTAL DISTRICT PAYMENT										51,608.36 ****		
TOTAL USE TAX AMOUNT												
TOTAL FOR ALL DISTRICTS:										51,608.36 ****		
TOTAL USE TAX AMOUNT												

Number of checks to be printed: 24, not counting voids due to stub overflows.  
 Printed: 08/31/2020 09:48:39

Prepared By	51,608.36 30.02	Date	8/29/20
Authorized by	51,608.36	Date	



Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000478/00	4IMPRINT								
210155	PO-021208	08/26/2020	20122896-HS 'H' MASKS	1	01-7420-0-1110-1000-4300-100-000-00000	NN	F	1,318.59	1,318.59
			TOTAL PAYMENT AMOUNT					1,318.59 *	1,318.59
000884/00	AERIES SOFTWARE INC								
210111	PO-021178	09/01/2020	RW-13542	1	01-0000-0-0000-2700-5200-000-000-00000	NY	F	100.00	100.00
			TOTAL PAYMENT AMOUNT					100.00 *	100.00
000104/00	CALIFORNIA SCHOOL BOARDS ASSN								
210040	PO-021234	09/02/2020	REGIST: TWILHELM VIRT/CONF	1	01-0000-0-0000-2700-5200-000-000-00000	NN	F	399.00	399.00
			TOTAL PAYMENT AMOUNT					399.00 *	399.00
000053/00	CALIFORNIA WATER SERVICE CO								
210052	PO-000422	08/26/2020	SEPT 7314177777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P	0.00	667.96
210052	PO-000422	08/26/2020	SEPT 3624177777 AE	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P	0.00	19.60
210052	PO-000422	08/26/2020	SEPT 7314177777	2	01-0000-0-0000-8100-5590-100-000-00000	NN	P	0.00	1,001.92
210052	PO-000422	08/26/2020	SEPT 4328876467 ELEM	3	01-0000-0-0000-8100-5590-800-000-00000	NN	P	0.00	428.68
210052	PO-000422	08/26/2020	SEPT 0669843652 ELEM	3	01-0000-0-0000-8100-5590-800-000-00000	NN	P	0.00	1,406.06
210052	PO-000422	08/26/2020	SEPT 6314177777 ELEM	4	01-0000-0-0000-8100-5590-300-000-00000	NN	P	0.00	300.02
			TOTAL PAYMENT AMOUNT					3,824.24 *	3,824.24
000762/00	CRYSTAL CREAMERY								
210060	PO-000445	08/10/2020	18608728	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	471.00
210060	PO-000445	08/13/2020	18608732	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	378.00
210060	PO-000445	08/20/2020	18632824	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	285.00
			TOTAL PAYMENT AMOUNT					1,134.00 *	1,134.00
000114/00	HAMILTON UNIFIED REVOLVING FND								
	PV-000008	06/30/2020	DMV FEES FOR DONATED VEHICLE		01-0000-0-0000-7600-5890-000-000-00000	NN			44.00
			TOTAL PAYMENT AMOUNT					44.00 *	44.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000071/00	HAYDEN FIRE PROTECTION	481302858							
PV-000007	09/02/2020	84847	01	8150-0-0000	8100-5630-000-000-000000	NY		499.45	
PV-000007	09/02/2020	84848	01	8150-0-0000	8100-5630-100-000-000000	NY		749.18	
TOTAL PAYMENT AMOUNT								1,248.63 *	1,248.63
001251/00	K-12 SPECIALTIES INC	000000000							
210087	PO-021143	07/31/2020	73271-COVID FOGGERS	1	01-3210-0-0000-8100-4300-000-000-000000	NN F		1,379.26	1,306.40
210087	PO-021143	07/31/2020	73271-COVID FOGGERS	2	01-3210-0-0000-8100-4400-000-000-000000	NN F		1,555.34	1,628.19
TOTAL PAYMENT AMOUNT								2,934.59 *	2,934.59
000084/00	PG&E								
PO-000416	08/25/2020	AUG DIST 9921774729-6	1	01-0000-0-0000-8100-5590-000-000-000000	NN P		0.00	4,422.98	
PO-000416	08/25/2020	AUG HS 9921774729-6	2	01-0000-0-0000-8100-5590-100-000-000000	NN P		0.00	6,634.48	
TOTAL PAYMENT AMOUNT								11,057.46 *	11,057.46
000134/00	QUILL CORPORATION								
PO-021125	07/24/2020	8949552-LYSOL WIPES	5	01-3210-0-1110-1000-4300-000-000-000000	NN P		0.00	6.42	6.42
TOTAL PAYMENT AMOUNT								6.42 *	6.42
000335/00	SAVVAS LEARNING COMPANY LLC	000000000							
210103	PO-021160	09/01/2020	4026170800-BIOLOGY PILOT	1	01-6300-0-1110-1000-4200-100-000-000000	NN F		1,600.88	1,716.94
TOTAL PAYMENT AMOUNT								1,716.94 *	1,716.94
002012/00	SMART FOODSERVICE								
CL-000056	08/26/2020	40025645		13-5310-0-0000-3700-4300-000-000-000000	NN F		19.04	19.04	
CL-000057	06/30/2020	40025645		13-5310-0-0000-3700-4700-000-000-000000	NN F		182.06	182.06	
CL-000058	06/15/2020	40026598		01-3210-0-1110-1000-4300-000-000-000000	NN F		172.35	172.35	
PO-000438	09/01/2020	565054-CAFE	3	01-3210-0-1110-1000-4300-000-000-000000	NN P		0.00	188.58	
PO-000438	09/01/2020	565054-CAFE	1	13-5310-0-0000-3700-4300-000-000-000000	NN P		0.00	14.19	
PO-000438	09/01/2020	565054-CAFE	2	13-5310-0-0000-3700-4700-000-000-000000	NN P		0.00	99.21	
TOTAL PAYMENT AMOUNT								675.43 *	675.43
TOTAL BATCH PAYMENT				24,459.30 ***	0.00	24,459.30			

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res Y Goal	ABA num Func Obj	Account num Sit Bdr DD	T9MPS	EE ES Liq Amt	E-Term E-ExtRef Net Amount
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TOTAL DISTRICT PAYMENT					24,459.30	****	0.00	24,459.30
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TOTAL FOR ALL DISTRICTS:					24,459.30	****	0.00	24,459.30
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Number of checks to be printed: 12, not counting voids due to stub overflows. 24,459.30

Printed: 09/03/2020 15:17:13

<i>Chris LePrie</i>	<i>9/3/20</i>
Prepared by	Date
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000398/00	BOAT OUTFITTERS	591995804							
210171	PO-021235	09/04/2020	DESK SHIELDS/STUDENT PPE	1	01-3220-0-1110-1000-4300-000-000-00000	NY	F	15,141.96	15,141.96
			TOTAL PAYMENT AMOUNT					15,141.96 *	15,141.96
000053/00	CALIFORNIA WATER SERVICE CO								
210052	PO-000422	08/28/2020	SEPT 4141117777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P	0.00	51.63
210052	PO-000422	08/28/2020	SEPT 3141117777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P	0.00	51.63
			TOTAL PAYMENT AMOUNT					103.26 *	103.26
000047/00	CENGAGE LEARNING	592124491							
210109	PO-021172	08/21/2020	71240477	1	01-7420-0-1110-1000-4100-100-000-00000	NN	F	2,721.67	2,738.50
			TOTAL PAYMENT AMOUNT					2,738.50 *	2,738.50
001042/00	EDUCATIONAL FACILITIES PROGRAM	050597395							
210029	PO-021150	09/01/2020	AUG HRS;INV#13 BOND PROJ	1	21-0000-0-0000-8500-5890-000-000-00000	NY	P	4,480.00	4,480.00
			TOTAL PAYMENT AMOUNT					4,480.00 *	4,480.00
000460/00	FLORA FRESH								
210143	PO-021210	08/26/2020	00928951	1	01-0350-0-6000-1000-4300-100-052-00000	NN	P	262.23	262.23
			TOTAL PAYMENT AMOUNT					262.23 *	262.23
001198/00	FLORAL RESOURCES								
210144	PO-021215	08/26/2020	136922	1	01-0350-0-6000-1000-4300-100-052-00000	NN	P	412.91	412.91
			TOTAL PAYMENT AMOUNT					412.91 *	412.91
000201/00	POLLETT SCHOOL SOLUTIONS INC								
210100	PO-021177	08/27/2020	2507187A	1	01-6300-0-1110-1000-4100-100-000-00000	NN	F	1,046.34	1,046.34
			TOTAL PAYMENT AMOUNT					1,046.34 *	1,046.34

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef		
Req Reference	Date	Description	Pd Res	Y Goal	Func Obj	Sit	BdR	DD	T9MPS	Liq Amt	Net Amount
002074/00	GOODHEART WILCOX PUBLISHER										
210102	PO-021159	08/31/2020	01745750	1	01-6300-0-1110-1000-4100-100-000-00000	NN	F			3,826.19	3,826.16
210102	PO-021159	08/31/2020	01745750	2	01-7420-0-1110-1000-4100-100-000-00000	NN	F			1,017.09	1,017.08
TOTAL PAYMENT AMOUNT										4,843.24 *	4,843.24
000162/00	GRAINGER										
	PO-000409	08/24/2020	9630166156	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P			0.00	16.01
TOTAL PAYMENT AMOUNT										16.01 *	16.01
000072/00	HILLYARD INC										
	PO-000412	08/26/2020	604019176	2	01-3210-0-0000-8100-4300-000-000-00000	NN	P			0.00	1,660.23
	PO-000412	08/26/2020	604019175	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P			0.00	8.76
TOTAL PAYMENT AMOUNT										1,668.99 *	1,668.99
000524/00	MJB WELDING SUPPLY										
210120	PO-021200	08/26/2020	AUG TANK RENTAL 01309169	2	01-0350-0-6000-1000-5890-000-053-00000	NN	P			9.50	9.50
TOTAL PAYMENT AMOUNT										9.50 *	9.50
000309/00	OFFICE DEPOT INC										
210091	PO-021189	08/21/2020	117839253002	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P			3.05	3.05
210092	PO-021193	08/20/2020	118100335001	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P			12.53	12.53
TOTAL PAYMENT AMOUNT										15.58 *	15.58
000027/00	ORLAND HARDWARE										
	PO-000417	08/04/2020	442302	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P			0.00	272.97
	PO-000417	08/11/2020	442984	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P			0.00	62.43
	PO-000417	08/18/2020	442984	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P			0.00	77.57
	PO-000417	08/24/2020	444265	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P			0.00	63.10
210139	PO-021203	08/24/2020	444271	1	01-7420-0-1110-1000-4300-100-000-00000	NN	F			235.60	222.91
TOTAL PAYMENT AMOUNT										698.98 *	698.98

