

**HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951
Wednesday, June 25, 2025**

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

Hamilton Unified School District Board Meetings are open to the public. Please join the meeting by attending in person or via the livestream on Facebook Live on the District's Facebook Group page or through the below Zoom link or dial by phone as listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84688330892?pwd=aGdCb1VRZFgyTURmeW5POUU5WHIVz09>

Meeting ID: 846 8833 0892

Passcode: board



Dial in by phone:

+1 669 900 6833 US

Meeting ID: 846 8833 0892

Passcode: 826421

1.0 OPENING BUSINESS:

- a. Call to order and roll call

_____ Hubert "Wendell" Lower, President

_____ Rod Boone, Clerk

_____ Gabriel Leal

_____ Vacant

_____ Ray Odom

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 54956.8, Conference with Real Property Negotiators
Property: 325 Capay Avenue (adjacent to Hamilton Elementary School)
Agency Negotiators: Dr. Jeremy Powell, Superintendent; Kristen Hamman, Chief Business Official
Negotiating Parties: Olivarez Family and Hamilton Unified School District
Under Negotiation: Price and Terms of Payment
- b. Government Code Section 54957, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.
- 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. 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 (p. 4)
 - ii. Nutrition Services Report by Erendida Moreno (Handout)
 - iii. Operations Report by Alan Joksch (p. 5)
- c. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal (Handout)
 - ii. Maria Reyes, District Dean of Students (p. 6)
 - iii. Cris Oseguera, Hamilton High School Principal (Heard During Correspondence)
 - iv. Silvia Robles, Adult School (p. 7)
- d. Chief Business Official Report by Kristen Hamman (written)
- e. Superintendent Report by Jeremy Powell (written) (p. 8)

8.0 PRESENTATIONS:

- a. None

9.0 CORRESPONDENCE:

- a. WASC Re-Visit Success Confirmation (p. 9)

10.0 INFORMATION ITEMS:

- a. HUSD Enrollment History for 5 years (p. 10)
- b. Bond Status (Fund 21) (p. 13)
- c. 2025-26 HES Student & Family Handbook (p. 14)

11.0 DISCUSSION ITEMS:

- a. Graduation Dresswear

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. Appointment to Fill Board Member Vacancy (p. 54)
- b. Approve the new HTA 3-year collective bargaining agreement (2025–2028) including the 2025–26 tentative agreement language. (p. 55)
- c. Approve the CSEA 3-year collective bargaining agreement (2024–2027) to include the 2025–26 tentative agreement language. (p. 163)
- d. Adopt 2024-25 District Budget (p. 222 & Handout)
- e. Adopt 2024-25 Local Control Accountability Plan: (p. 223 & Handout)
 - i. 2024-2025 Annual Update
 - ii. 2025-2026 Local Control Accountability Plan Overview (LCAP)
 - iii. 2025-2026 Local Control Accountability Plan (LCAP) Budget Overview for Parents
 - iv. 2025-2026 Local Control Accountability Plan (LCAP)
 - v. 2025-2026 Local Control Accountability Plan Performance Indicator Self-Reflection for Hamilton Unified School District
- f. Approve Re-Finishing of the HHS Gymnasium Floor (p. 224)
- g. Approve Replacement of Flooring in HHS Room 18 (p. 231)
- h. Approve the Proposed A-Line Billing for Project Billings and Consultant Services (Multiple Projects) (p. 234)
- i. Approve Construction Change Orders Summary (through 6/20/2025) (p. 235)
- j. Approve HHS Café Kitchen Make-Up Air Unit Replacement – Cambridge M112 (p. 238)
- k. Approve HHS Conference Room, Front Entry Lobby, & Bathroom(s) Updates (p. 240)
- l. Approve the Repair and Painting of the Adult Education building. (p. 243)
- m. Approve Trip to National FFA Next Gen Emerging Technology Conference in Fargo, North Dakota (p. 246)
- n. Approve Purchase of Two New Welders for HHS Mechanic’s Ag Shop (p. 248)
- o. Approve Purchase of Cabinets for Ag Science Classroom (p. 286)
- p. Approve Purchase of Toyota Forklift for Training at Hamilton Adult School (p. 289)

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 Special Board Meetings on June 18, 2025 (p. 299)
- b. Minutes from Regular Board Meeting on May 28, 2025 (p. 301)
- c. Warrants and Expenditures (p. 308)
- d. 2025-26 Open PO's (p. 319)
- e. 2025-26 HHS Site Calendar (p. 334) `
- f. Interdistrict Transfers (new only; elementary students reapply annually).
 - i. Out
 - 1. Hamilton Elementary School
 - a. 0
 - 2. Hamilton High School
 - a. 0
 - ii. In
 - 1. Hamilton Elementary School
 - a. 0
 - 2. Hamilton High School
 - a. 0
- g. Personnel Actions as Presented:
 - New Hires:
 - Alexia Mercado-Parra Dual Immersion TK/K Teacher HES
 - Resignations/Retirement/Release/Position Change:
 - Margrit Vogelesang Preschool Assistant Preschool
 - Nancy Heffley TK/K Teacher HES

15.0 ADJOURNMENT:

Technology Report

Board Meeting on June 25th, 2025

Frank James, Director of Technology

Completed and in Progress Tasks

Technical Support & Repairs:

- Ongoing completion of technology support tickets and troubleshooting districtwide.
- Chromebook repairs performed both in-house and through the device warranty provider.
 - Coordinate with school sites on Graduated Senior returned Chromebooks and HES student Chromebooks for device evaluation of damages or issues, along with reassigning Chromebooks for the upcoming school year students.
- Dell R7525 Production Server has been having some hardware issues (cooling fans). I am going to take the system offline this weekend to update all the software. Dell requires this before Dell will send out replacement parts. The server has 8 cooling fans and only 1 has issues, no risk of damage or data loss.

End-of-Year Preparation:

- We're working through our End-of-Year processes. This will span June and most of July. Some processes cannot be completed until Summer School has ended.
- Working with our vendors for updated quotes, processing tech contract renewals in preparation for the 2025–2026 school year.

Post-Construction Tech Updates – HHS Room #9:

- Installation of upgraded network switch hardware.
- Troubleshoot any network cable issues from the elimination of all the old classroom workstation locations.
- Possible re-run of new network cables and ensure network switch port to endpoint accuracy.
- Removal of old equipment and unneeded old network lines.
- Set up new Teacher and podium workstations after new classroom furniture arrives.

Server and Equipment Optimization:

- The new Computer Imaging System is operational. Windows 10 and Windows 11 are now available. We'll be testing for the next few weeks and then begin mass transition to Windows 11.
- We've received quotes for Duo Hardware Tokens and Duo 2FA Essentials software, which will allow us to implement a more user-friendly, multi-factor authentication solution.

Device Deployment and Upgrades:

- Relocate technology devices for 25/26 school year teacher and staff room location changes.
- Set up new staff accounts, assigned devices and complete onboarding processes.

MOT REPORT, JUNE 2025

Maintenance:

- We had a successful end to the school year with set up and tear down of the stage.
- We are working on numerous work tickets
- We have been working on the entrance to the district office with the addition of bark and flowers around the benches.
- We have begun a big undertaking, in the removal of the bushes and trees around the exit and parking lot at Ella Barkley.
 - We will be improving the landscaping from highway 32 to the walkway to the football field. We are also working on the rose garden area and behind the football concession stand.
- We are aiding when needed with the construction projects around the district.
- We have begun replacing damaged ceiling tiles where needed, district wide.
- We have set up the JV baseball field and the football field for the summer camps.
- We have been working on bids for upcoming projects around the district.

Operations:

- We are still performing daily cleaning in all offices, the elementary cafeteria and kitchen, as well as summer school classrooms and all Boys and Girls Club rooms.
- We have begun our summer cleaning in all available class rooms, beginning with lights, windows and carpets.
- The county has given us two students to help for a couple of weeks. They have been working hard at the Elementary.

Transportation:

- Vans are still being utilized over the summer for Boys and Girls events, as well as a few other needs.
- We are working on an issue with Bus 1. This will be solved before we place it back into service for the return to school.
- We are busing the Lions All Star Football teams to the game in Chico on Saturday June 21st.
- Vehicles are being scheduled to be serviced in July.

Alternative Education Report
Board Meeting on Wednesday June 25, 2025
Maria Reyes, Dean of Students

We successfully wrapped up the 2024–2025 school year, celebrating the achievements of our three graduates. As we look ahead to the 2025-2026 academic year, we’re excited to welcome back 11 students, each brining their own unique strengths, perspectives, and a desire to earning their high school diploma.

To mark the end of the year, our students enjoyed a fun-filled trip to Scandia in Sacramento, where students enjoyed amusement rides, played arcade games, tried their hand at miniature golf, and hit the batting cages. We capped off the day with a group dinner at Red Robin.

As we transition into summer, our maintenance staff will begin deep-cleaning classrooms and offices once Summer School concludes. In addition, we’re also enhancing our facilities with new window screens and reflective window film, installed in both classrooms, the office, and the Adult Education room to enhance comfort and security.

We’re also looking forward to continuing our shared staffing model for 2025–2026, which allows us to offer students core academic and elective courses.

We appreciate everyone’s hard work and dedication, and we look forward to another successful school year together!

Wishing you all a fantastic summer!



Hamilton Adult Education
Board Meeting Report-June, 2025
Silvia Robles/Director

Completed and in Progress Tasks – June, 2025

1. Enrollment and students served to date for all programs: **188**
2. Backhoe Training this month was June 12 & 14. This training takes place at Hamilton High School library, and the burn pile. Participants who complete this training successfully are certified for life. However, employers may require renewal. The cost for this training is \$40. We are currently screening calls for an additional section in July if there is enough interest from the community. We publicize with nonprofits, local employers, social media, and word of mouth. Referrals welcome.
3. Forklift Certification will be Thursday June 26 & Saturday June 28. This training takes place at Hamilton High School library, and out in the staff parking lot. The cost for this training is \$10. Participants who complete this training successfully receive a certificate valid for three years. We publicize with nonprofits, local employers, social media, and word of mouth. Referrals welcome.
4. CPR/First Aid is also in the works for Friday July 11, 2025 from 5:00pm-9:00pm and to include HHS coaches and community members. This training will take place in the HHS library. Fees for this training are \$60 Regular, and \$70 with AED.
5. Students are being assessed for end-of-the year post-testing (to be completed by June 30th) as we prepare to close this program year.
6. Course Approvals for program year 2025-26 have been requested and we are waiting for approval from CDE.
7. The Employment and Earnings Follow-up Survey for the fourth quarter this program year has been sent. We will follow-up with exiters that do not respond.

HUSD Superintendent Report
Board Meeting on June 26, 2025
Jeremy Powell, Ed. D.

Target Goals created by District Cabinet:

- All students at Standard and Achievement Gap Closed
- Focus on Dual Immersion-Bilingual/Biliterate/Bicultural
- Graduates who are College and Career Ready

The 2024-2025 school year closed with celebrations and remembrances. Our HES Promotion was well attended with families sharing in the pride of their child moving on to HHS. Our High School Graduation, once again, provided one of the premier venues in the valley to celebrate one of life's first major achievements. Hamilton Unified School District continues to provide our region, and beyond, with highly educated and skilled individuals who are prepared to take on the challenges of the "real" world.

District-Wide Facility Improvements:

Hamilton High School:

- Cafeteria Roof Replacement has been completed!
- Room 9 Remodel is finished, and new furniture has been ordered to ensure the space is ready for students at the start of the 2025–2026 school year.
- All Weather Track and Turf Field/Parking lot: Planning and design for a new track and turf field and parking lot are actively underway. We are hoping to begin construction next spring and completion by the Fall of 2026!

Hamilton Elementary School:

- Play Field Renovation is in progress and scheduled for completion before the new school year. This project includes a new soccer field, new sod grass throughout the field, a decomposed granite walking/running track, concrete under the solar panels, and new trees!
- Playground Safety Enhancements include the installation of pour-in-place soft walk-on padding and safety upgrades, painting, and modernization to all play structures.

Hamilton Preschool:

- New Shade Structure will be installed to provide sun protection during outdoor play.
- Front Entrance Beautification is underway to create a more inviting and welcoming environment.

Ella Barkley High School:

- Campus Improvements are underway, including enhancements to the front of the school, Rose Garden, and Monument area.
- Facility Upgrades will feature new door wraps, interior painting, and modernization.

Hamilton Adult School:

- We are excited to continue to offer certification programs in Forklift (6/26 & 6/28), Backhoe (6/12 & 6/14) and CPR (7/11) trainings throughout the Summer!
- For the Fall 2026, we will also be offering Forklift, Backhoe, and CPR trainings!

Upcoming District Events:

- August 9th: District-Wide Professional Development
- August 11th: Certificated In-Service Day
- August 12: First Day of the 2025-2026 School Year!



June 5, 2025

Chris Oseguera, Principal
Hamilton High School
P. O. Box 488
Hamilton City, California 95951

Dear Chris Oseguera:

Based on the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) mid-cycle visit, it has been determined that Hamilton High School (9-12) meets the ACS WASC criteria for accreditation. This accreditation status is based on all of the information provided by the school, including the school's progress report, and the satisfactory completion of the mid-cycle accreditation visit.

Hamilton High School's accreditation is now reaffirmed through the end of the current accreditation cycle ending on June 30, 2028.

Accreditation status is conditioned upon Hamilton High School's continued adherence with the ACS WASC policies, procedures, and criteria for accreditation. This includes a requirement that an accredited school annually contribute members to participate on visiting committees. Failure to maintain compliance with said policies, procedures, and standards is grounds for modification and/or withdrawal of the accreditation.

The Commission looks forward to Hamilton High School's anticipated success and continuing improvement in keeping with ACS WASC's pursuit of excellence in elementary, secondary, and adult education.

Sincerely,

A handwritten signature in black ink that reads 'Barry R. Groves'.

Barry R. Groves, Ed.D.
President

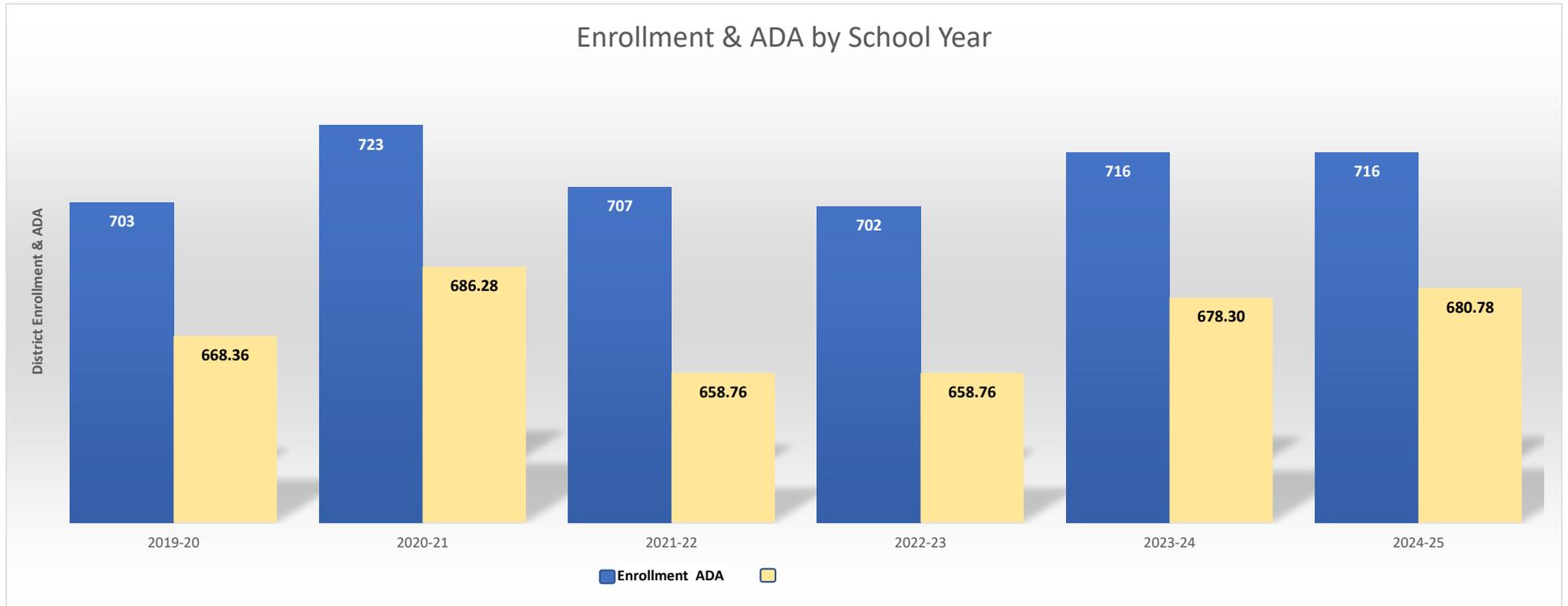
cc: Jeremy Powell, Karen R. Anderson

Enclosure(s): [Visiting Committee Report](#)

HUSD ENROLLMENT OVER SIX YEARS 2018-2024

1	2	3	4	5	6
2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
265 HHS	295 HHS	288 HHS	288 HHS	295 HHS	306 HHS
13 EBHS	11 EBHS	10 EBHS	20 EBHS	17 EBHS	12 EBHS
272 K-5	269 K-5	260 K-5	265 K-5	267 K-5	260 K-5
153 6-8	146 6-8	149 6-8	129 6-8	141 6-8	137 6-8
703 ENROLLMENT	723 ENROLLMENT	707 ENROLLMENT	702 ENROLLMENT	716 ENROLLMENT	716 ENROLLMENT
668.36 ADA	686.28 ADA	658.76 ADA	658.76 ADA	678.30 ADA	680.78 ADA

Enrollment and ADA totals above are based on P2 Data Reporting except current year based on current reporting



HUSD ENROLLMENT OVER SIX YEARS 2018-2024

2024-25 8/5/2024		
#STU	GRADE	
23	TK	
26	K	
29	1	
34	2	
49	3	
54	4	
47	5	
46	6	
45	7	
43	8	
91	9	
68	10	
96	11	
67	12	
718 TOTAL		

2024-25 8/5/24-8/30/24		
#STU	GRADE	
23	TK	22.14
26	K	25
29	1	27.64
34	2	33.21
49	3	47.79
54	4	52.71
47	5	45.71
46	6	44.36
45	7	43.07
43	8	41.57
91	9	85.85
68	10	64.86
96	11	94.35
67	12	61.43
718 TOTAL		689.69

2024-25 9/2/24-9/27/24		ADA
#STU	GRADE	
23	TK	22.33
26	K	25.33
28	1	27.73
34	2	33.24
49	3	47.82
54	4	52.82
47	5	45.79
45	6	43.97
45	7	43.30
43	8	42.12
89	9	85.91
67	10	64.11
96	11	93.61
64	12	60.29
710 TOTAL		688.37

2024-25 10/28/24-11/22/24		ADA
#STU	GRADE	
23	TK	22.31
26	K	25.23
28	1	27.51
34	2	32.90
49	3	47.59
54	4	52.56
48	5	45.83
45	6	43.45
45	7	43.18
44	8	42.10
90	9	85.10
67	10	63.78
97	11	91.82
63	12	59.96
713 TOTAL		683.32

2024-25 11/25/24-12/20/24		ADA
#STU	GRADE	
23	TK	21.99
26	K	25.06
28	1	27.26
33	2	32.41
49	3	47.27
54	4	52.03
48	5	45.57
45	6	43.47
45	7	43.05
44	8	42.51
90	9	85.34
67	10	63.50
96	11	91.69
63	12	60.27
711 TOTAL		681.42

2024-25		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2024-25 12/23/24-1/17/25		ADA
#STU	GRADE	
24	TK	22.07
25	K	24.98
28	1	27.29
33	2	32.32
49	3	47.32
53	4	52.02
48	5	45.64
46	6	43.41
45	7	43.05
46	8	42.64
89	9	85.44
68	10	63.35
96	11	95.77
63	12	60.32
713 TOTAL		685.62

2024-25 1/20/25-2/14/25		ADA
#STU	GRADE	
24	TK	22.01
25	K	24.66
28	1	27.24
34	2	32.17
49	3	47.16
53	4	51.66
48	5	45.62
47	6	43.45
44	7	42.52
46	8	42.94
89	9	85.29
67	10	63.08
99	11	95.84
63	12	59.5
716 TOTAL		683.14

2024-25 2/17/24-3/14/25		ADA
#STU	GRADE	
24	TK	22.03
25	K	24.62
30	1	27.32
34	2	32.25
49	3	47.21
53	4	51.51
48	5	45.53
47	6	43.67
44	7	42.44
46	8	43.41
91	9	85.46
67	10	63.35
100	11	95.72
63	12	59.87
721 TOTAL		684.39

2024-25 3/17/25-4/11/25		ADA
#STU	GRADE	
24	TK	22.18
25	K	24.48
29	1	27.46
34	2	32.37
49	3	47.11
51	4	51.13
47	5	45.42
47	6	43.88
44	7	42.51
46	8	43.47
90	9	85.45
67	10	63.36
100	11	95.45
63	12	59.70
716 TOTAL		683.97

HUSD ENROLLMENT OVER SIX YEARS 2018-2024

2024-25		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2024-25 4/14/25-5/9/25		ADA
#STU	GRADE	
24	TK	22.21
26	K	24.61
29	1	27.43
33	2	32.4
49	3	47.14
52	4	51.01
48	5	45.39
47	6	43.96
44	7	42.48
46	8	43.58
89	9	84.72
67	10	64.32
100	11	92.98
63	12	58.77
TOTAL	719	681.00

		ADA
#STU	GRADE	
24	TK	22.32
26	K	24.69
29	1	27.43
33	2	32.27
49	3	47.14
52	4	50.93
47	5	45.28
47	6	44.29
44	7	41.99
46	8	44.09
89	9	84.67
67	10	63.44
100	11	94.4
63	12	57.84
716 TOTAL		680.78

		ADA
#STU	GRADE	
0 TOTAL		0.00

		ADA
#STU	GRADE	
0 TOTAL		0.00

		ADA
#STU	GRADE	
0 TOTAL		0.00

		ADA
#STU	GRADE	
0 TOTAL		0.00

		ADA
#STU	GRADE	
0 TOTAL		0.00

		ADA
#STU	GRADE	
0 TOTAL		0.00

		ADA
#STU	GRADE	
0 TOTAL		0.00

**Building Fund 21 (Bond) Expenditures for 2024-25
For June 25, 2025 HUSD Board Meeting
Total Expenditures through June 18, 2025**

PO #	Date	Vendor	Description	Amount
PO25-00072	7/1/2024	Bank of New York Mellon	Paying Agent Fee; RE: Election of 2018, GO Bonds, Series A	\$ 825.00
n/a	9/27/2024	Stifel, Nicolaus & Company, Incorporated	Underwriters Discount Fee (Cost of Issuance)	\$ 48,000.00
n/a	9/27/2024	DWK, BNY Mellon, Isom Advisors, AVIA Communications, S&P Global Ratings	Cost of Issuance	\$ 155,000.00
n/a	9/27/2024	Assured Guaranty Inc.	Bond Insurance Premium	\$ 12,141.19
n/a	10/30/2024	Bank of New York Mellon	Paying Agent Fees for new issuance of bonds	\$ 1,250.00
PO25-00345	12/4/2024	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 1,925.00
PO25-00345	12/18/2024	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 962.50
PO25-00341	12/18/2024	Robertson Erickson Inc.	Master Plan Mapping HHS	\$ 4,900.00
n/a	12/20/2024	BNY Mellon	Refund of Underwriter Fee (Cost of Issuance)	\$ (12,768.40)
PO25-00345	1/22/2025	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 385.00
PO25-00341	1/22/2025	Robertson Erickson Inc.	Master Plan Mapping HHS	\$ 2,450.00
n/a	1/30/2025	Bank of New York Mellon	Refund for Paying Agent Fees for new issuance of bonds	\$ (1,250.00)
PO25-00345	2/19/2025	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 577.50
PO25-341	2/19/2025	Robertson Erickson Inc.	Master Plan Mapping HHS	\$ 2,450.00
PO24-524	3/5/2025	Eagle Architects	HHS Athletic fields	\$ 4,510.00
PO25-476	3/5/2025	Melton Design Group	HHS tennis court area	\$ 5,815.00
PO-25-476	4/2/2025	Melton Design Group	See directly above: vendor billed on wrong PO number-wasn't for HHS tennis court area. Corrected to HES athletic field	\$ (5,815.00)
PO 25-341	5/28/2025	Robertson Erickson Inc.	Master Plan Mapping HHS	\$ 215.00
Total expenditures through 6/18/25				<u>\$ 221,572.79</u>

Student & Family Handbook

2025-2026



Hamilton Elementary School

277 Capay Avenue / PO Box 277

Hamilton City, CA 95951

(530) 826-3474

<https://ca02209753.schoolwires.net/HES>

Office Hours

8:00 am-4:00 pm

Monday-Friday

(Hours subject to change)

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- IX. Language Acquisition and Language Programs
- X. Health Information
- XI. Student Instruction
- XII. Student Activities, Policies and Programs

Welcome

Dear Families, Students and Hamilton City Community,

Welcome back to a new school year! The Hamilton Elementary School staff is excited to provide another fulfilling educational experience for all of our students. For being a small community of only about 2200 residents, Hamilton City and Hamilton Elementary School have a lot to be proud of! We have a fantastic staff, amazing students, wonderful families, and supportive partners. To begin, our dedicated staff never stops learning. For example, this summer many of our staff participated in professional development workshops all over the state including our local area. HES is proud and distinct in how it employs many Hamilton Unified alumni. These remarkable alumni are giving back to their community and many of them still reside in Hamilton City or within the Glenn County area.

The Hamilton Community is also very proud of their HES students! HES students are involved, friendly and connected to their community. Our students enjoy being at school and this shows in our great attendance records! HES is also super proud of their alumni! It's gratifying to have many HES students continue their education in great universities such as UC Berkeley, Chico State, UC Davis, and Stanford to name a few. Many successful HES alumni are now business owners, engineers, farmers, firefighters, healthcare workers, law enforcement officers, lawyers, professional athletes, professors, educators, and school personnel. Our current students definitely have solid role models to look up to.

As for our HES families, I would like to start with a thank you! Thank you for trusting us with your children and thank you for getting them to school everyday. Like it was mentioned above, HES has great attendance rates and that is because of the parents' efforts to ensure their children are here daily. Parents, we love to see you at our Awards Assemblies, Back to School Nights, Parent-Teacher Conferences and carnivals so please make sure you have all of the events on your calendars for the upcoming school year. Also, please continue to communicate with us and visit your parent portal regularly for updates.

Over the years, HES has developed great partnerships and we appreciate their support! First, thanks to our district personnel for their assistance and guidance. Next, The Boys & Girls Club is one of our biggest partners. B&GC provide a terrific after school and summer program! Our HES students and families are lucky to have B&GC in the community. Additionally, we have great partnerships with Chico State and Glenn County Office of Education. Both Chico State and GCOE provide an excellent range of professional development to support our teachers and administrators.

In closing, we are thrilled to see you back on campus! It is our goal to continue to provide meaningful experiences for our students and families. Together as a community, we can champion our students to follow in the footsteps of our successful alumni and continue to make us proud!

Vamos Lobos!

Ulises Tellechea
Principal

Hamilton Elementary School, Vision Mission and Values

District Vision

The Hamilton Unified School District will provide a safe, rigorous, and engaging educational experience that promotes student academic success, respect, and citizenship in a caring environment.

Our Mission

All students at Hamilton Elementary School will achieve at high levels.

Our Vision

Our vision is to create a K-8 school that is highly regarded for its academic excellence, and for its contribution in actively serving and improving the community in which it operates.

We value:

We value educational equity and access with an emphasis on inclusion by ensuring procedures and systems are in place to support all staff in meeting the needs of all students with the following actions: Teaching and Modeling of school-wide expectations, creation of a safe, positive and engaging environment, and collaboration to analyze academic, behavioral, and socio-emotional data to inform school-wide decisions.

8th Grade Promotion Policy

The district has developed the following standards and proficiencies for student achievement for 8th grade promotion. A certificate of promotion, the accompanying promotion ceremony, and or promotion activities will be awarded only to those eighth grade students who have met the following standards and proficiencies:

Please ensure you understand the 8th grade Promotion Policy.

1. **ATTENDANCE**- Students must have 90% or better attendance while enrolled in 8th grade.
 2. **GRADES**- Students must pass All classes with a minimum of a D- or better/CR (credit) each quarter. After school support will be offered for students who need extra assistance or need to make up failing grades. Students should make up any F's by the end of the following quarter. Failure to meet these requirements may result in the loss of promotion activities in the order they occur, beginning with the 8th grade field trip, followed by the 8th grade dance, and finally the promotion ceremony.
 3. **US CONSTITUTION**- Students must pass all parts of the Constitution Project or will be given a supplemental assessment which must be completed and passed within the allotted time.
 4. **BEHAVIOR**- Students may not have more than 2 out of school suspensions or 3 alternative placements throughout their eighth grade year.
 5. **COMMUNITY SERVICE**- Students must complete a minimum of 5 hours of community service.
- ★ Students who do not meet the promotion standards, will NOT be able to attend the end of year 8th grade promotion activities: 8th grade field trip, 8th grade dance, and/ or promotion ceremony.
 - ★ Students who receive an out of school suspension in the last quarter of school will NOT be able to attend the class trip if the suspension is before the class trip. If the suspension is after the trip, the student will not be able to attend the promotion dance.

Teachers will contact parents when grades are not at a passing level via progress reports, report cards, and parent conferences. However, the individual student has the **primary** responsibility for meeting these standards. Parents also have the availability of checking grades at any time online through Aeries Parent Portal and through quarterly progress reports and report cards. It is the task of the student and parent to check on a continuing basis the student's status regarding these standards.

Advancement to high school for students who do not meet these promotion standards will be considered on an individual basis. Parents will be involved in the decision.

Policies, Procedures, and Rights

This section provides an overview of important laws and district policies that may affect your child's educational experience. In many cases, California state law and district policy require schools to inform parents and guardians of their rights, responsibilities, and the procedures in place to support students.

Copies of the district's policies and procedures, especially those related to student behavior and conduct are available at the district office upon request. A summary of key laws and policies is provided below for your reference.

Attendance

California Compulsory Education Law

Under California law, all children between the ages of 6 and 18 are required to attend school regularly. This requirement does not apply to students who have already graduated from high school or who have passed the California High School Proficiency Exam (CHSPE) and have parent or guardian permission.

Regulations

The law requires school attendance of children between the ages of 6 and 18 and must attend full-time Section 48200 of the Education Code.

As part of a countywide effort to improve student attendance, the Glenn County Office of Education has implemented the School Attendance Review Board (SARB) program. An attendance coordinator has been assigned to monitor and support the program, helping schools and families address attendance concerns early and effectively.

To help families understand their responsibilities regarding school attendance, we have outlined key California Education Codes below:

- **Education Code 48260:** A student is considered *truant* when they are absent from school without a valid excuse for **three full days** in one school year, or if they are **tardy or absent for more than 30 minutes** during the school day on **three occasions**. When a student is classified as truant, the school is required to report them to the attendance supervisor or the District Superintendent.
- **Education Code 48262:** If a student is truant or tardy (more than 30 minutes) **more than three times** in a school year, they are considered a *habitual truant*.
- **Penal Code 270.1:** A parent or legal guardian of a student who is identified as a *chronic truant* (ages six and older, in grades K–8) may be issued a citation and charged with a **misdemeanor**. In some cases, the matter may be referred to the **District Attorney's Office**.

These laws are in place to promote regular school attendance and support student success. Early and consistent communication between families and schools can help address attendance issues before they become serious.

Absences are excused for the following reasons (Ed. Code 4825):

- Illness
- Funeral services in the immediate family (not more than five days per incident)
- Medical/dental appointments for the student
- Quarantine
- Court appearance
- Justifiable personal reasons (e.g., religious)
- Mental Health or Behavioral Health

Parents are responsible for calling school each day to advise the school of a child's absence. Absences not cleared within a reasonable time will be considered unexcused. Parents must adhere to the school calendar and plan vacations accordingly. Vacations taken during school days are considered unexcused absences.

Hamilton Unified School District Illness Policy:

Parents or legal guardians may excuse their student from school for illness a maximum of ten (10) times per school year. (AR 5113 c. b.) After a student has reached or exceeded ten (10) excused illnesses, a doctor's note is required to excuse any further illnesses. In lieu of a doctor's note, a parent or legal guardian may bring their student in to see the school nurse to verify an illness. Without a doctor's note, each day of "illness" beyond ten (10) will be considered an unexcused absence, which will trigger the district truancy process."

*mental health is included as part of the illness policy

Should you have any questions regarding what is stated above contact Dianna Camarena, HUSD Social Services Coordinator. 530-826-3474

Residency Requirements (Ed Code 48200, 48204)

1. To establish the right for attendance in a school district, a child of compulsory age (6 to 18) must be living with a parent, relative, legal guardian, or a caregiver within district boundaries. In addition, a child complies with the residency requirements for school attendance in the District if he/she is any of the following:
 2. A pupil placed within the boundaries of that school district in a regularly established LCI or licensed foster home or family home pursuant to a commitment or placement
 3. A pupil for whom interdistrict attendance has been approved
 4. A pupil whose residence is located within the boundaries of that school district and whose parent/guardian is relieved of responsibility, control and authority through emancipation.
 5. A pupil who lives in the home of a caregiving adult that is located within the boundaries of that school district.
 6. A pupil residing in a state hospital located within the boundaries of that school district.
- If you have questions regarding the residency of your child, contact the school office.

Inter-district Students

Students attending Hamilton Elementary School from outside the district attendance area shall complete an inter-district attendance agreement from their district of residence as per BP 5111.2. Inter-district students may attend Hamilton Unified School District (HUSD) schools as guests as per BP 5111.1, Priority Admissions Policy. **This agreement may be revoked at any time for reasons of truancy, misbehavior, or unsatisfactory academic performance.**

Students living in the HUSD who wish to attend a public school outside the district attendance area must apply for an inter-district transfer at the district office.

Excused Absences for Observation of Religious Holidays (Ed Code 48205)

Pupils may be excused from school for observation of a religious holiday or ceremony when the absence has been requested in writing by the parent and approved by the Principal. The absent student shall be allowed to complete all missed assignments and tests that can be reasonably provided.

Closed Campus

Students may not leave campus for any reason, at any point in the day, without permission and clearance from the office. Visitors must check in in the office (*see visitors/guests guidelines*)

Permission to Leave School

Permission to leave campus during the school day must be given by the office. Students must not leave campus without checking out in the office. Students who leave campus without permission will be considered truant. Students who know they will be leaving early must notify the office and must have the adult picking up the child sign them out at the office on the appropriate form. Please note: If your child will be late to school more than 30 minutes, the child and parent must physically check into the office prior to the student going to their classroom.

Discipline

Student Code of Conduct

Hamilton Elementary School strives to educate, support and encourage students so that they may achieve the highest level of academic excellence while demonstrating responsible behavior. HES works to assist students to develop a strong sense of self-esteem, respect and appreciation for others. We expect students to positively participate in creating a thoughtful, supportive community.

HES believes that schools of excellence and positive behavior go hand in hand. Ideally, positive behavior is self-directed and self-controlled. Schools and parents share the responsibility to help students develop self-discipline-positive behaviors. Academic success is dependent upon many factors and personal discipline is critical if a student is to realize his/her full potential. Likewise, behavioral discipline and positive behavior is necessary to ensure an orderly, safe learning environment in which students may learn.

HES aims to keep the school and classroom atmosphere upbeat, secure, and compassionate. HES has put in place a Positive Behavior Intervention & Supports program to promote a secure, upbeat, and productive workplace. The PBIS program is explained in the pages that follow.

Positive Interventions and Supports (PBIS)

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Who is on the School-Wide PBIS Team?

The PBIS team is representative of our entire school staff, including classroom teachers, support staff, and Special Education staff.

SCHOOL-WIDE PBIS TEAM (TIER I):

Year 1-2 Implementation Team	Year 3 Implementation Team
Maria Elena Alvarez - 1st Grade Teacher Shelly Whittaker - 3rd Grade Teacher Maria Llamas- 6th Grade Teacher Derek Nall- Middle School PE Teacher Kile Taylor- Education Specialist Shannon Taylor- Yard Supervisor Jazmin Martinez- Administrative Assistant Dianna Camarena- School Social Worker Maggie Sawyer - Administrator Ulises Tellechea - Administrator	Maria Lupita Esquivel - 2nd Grade Teacher Shelly Whittaker - 3rd Grade Teacher Jocelyn Duenas- Middle School Teacher Eden Wylie- Education Specialist Shannon Taylor- Yard Supervisor Jazmin Martinez- Administrative Assistant Dianna Camarena- School Social Worker Maggie Sawyer - Administrator Ulises Tellechea - Administrator

Responsibilities of the School-wide PBIS team:

- Meet monthly to plan and coordinate school-wide behavior systems; our PBIS Team Leader facilitates these meetings and serves as the liaison with PBIS Consultant. Plan PBIS activities and programs such as: Golden Ticket, Fun Treat Friday, Prize Wheel, award assemblies, lesson rotations of school rules, as well as continually monitoring and updating our programs.
- Attend meetings and trainings to continue developing and maintaining our PBIS program.
- Present PBIS news and updates at staff meetings and receive input and feedback from staff.

Behavior Intervention TEAM- TIER II

Team Members:

Dianna Camarena, School Soc. Worker-BIT Facilitator and Progress Monitoring
 Shannon Taylor, Yard Sup.- BIT Data Entry and Progress Monitoring
 Maria Reyes- School Counselor
 Ariel Ellis- School Psychologist
 Maggie Sawyer- Administrator
 Ulises Tellechea- Administrator

Responsibilities:

- Meet monthly to discuss interventions for students who fall within the Tier II & III range based on the school-wide behavior screener/SWIS
- Meet monthly to discuss interventions for students who are referred to the BIT from staff.
- Monitor student progress who are receiving interventions
- Make Tier III referrals as needed (Implementation of Tier III supports will begin in 25-26)
- Devise behavior support plans as needed.

Sample of Tier II Intervention



Middle School HOWL Report

Name: _____ Date: _____

Teachers: Please indicate YES (2) So-So (1), or no (0) regarding the student's achievement for the following goals.

Goal	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Safe	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Respectful	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Responsible	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Total							
Teacher Initials							

Check In = 6 points _____ initial

Check Out = 6 points _____ initial

Daily Goal: 80% = 40/50 Goal = Met / Not Yet

Daily Score = _____/50

Wellness Team/ TIER III Implementation in 25-26

Program Description

The following pages describe the School-wide PBIS plans and programs for this year. It is expected that **all** school staff will be active participants in the school-wide programming, including General Education and Special Education staff, Certified and Classified staff, bus drivers and cafeteria and custodial staff, after school program staff (B&GC), substitute teachers and even volunteers.

Be Safe, Be Respectful, and Be Responsible

Why do we have School-wide rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 3 simple rules, students are able to understand and remember the expectations. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, because research has shown that *recognizing students for following the rules is even more important than catching them breaking the rules*. By stating rules positively, staff will be more likely to catch students engaging in the appropriate behavior.

HES's expectations are broad enough to talk about all potential problem behaviors and the PBIS can teach all specific behavioral expectations (across all school settings) according to these simple rules, for example:

- “ You were **Being Safe** when you cleaned up your juice from the floor because someone could have slipped on the spill and gotten hurt.”
- “You were **Being Very Responsible** when you asked your classmate to use the restroom and get a drink before the bell.”
- “Thank you class, for **Being So Respectful** by raising your hands to speak and listening to what everyone else had to say about the lesson.”

The **HES Behavioral Expectations Matrix** (see the following pages) uses the school-wide rules to identify specific behavioral expectations across all school settings.

All staff and students in the school are expected to know the School-Wide Rules. Regular teaching of the school-wide rules is a part of our school culture and we will evaluate knowledge of the rules twice per year (Fall & Spring). The goal is for at least 90% of staff and students to know the school-wide rules.

School Rules Posters are shared and posted in every room in the school, including all classrooms, common areas, the cafeteria, hallways, and the front office. These visual reminders help to prompt staff and students to be mindful of our school rules.

Behavioral Expectations



Be safe. Be responsible. Be respectful.

	Safe	Responsible	Respectful
 <p>Bathrooms</p>	<ul style="list-style-type: none"> Wash your hands with soap and water Keep water in the sink Always walk Use the toilet properly 	<ul style="list-style-type: none"> Flush the toilet when done Only flush toilet paper in the toilet Promptly return to class Tell an adult about any problem or unsafe conditions 	<ul style="list-style-type: none"> Use quiet voices Give others privacy Close the bathroom stall door
 <p>Cafeteria</p>	<ul style="list-style-type: none"> Sit on your bottom, feet on the floor, face the table Eat your own food Keep hands and feet to yourself Stay seated until dismissed 	<ul style="list-style-type: none"> Use a quiet voice Clean up after yourself Food must stay in cafeteria 	<ul style="list-style-type: none"> Say "Please" and "Thank You" Listen to adults Chew with mouth closed Allow anyone to sit next to you
 <p>Classroom TK - 5</p>	<ul style="list-style-type: none"> Keep all hands and feet to self at all times Walk at all times While seated: keep 2 feet and chair legs on the floor 	<ul style="list-style-type: none"> Complete all assigned tasks Come to class on time Be prepared: have all necessary materials 	<ul style="list-style-type: none"> Use quiet voice Raise your hand and wait your turn to speak Listen to all instructions and directions
 <p>Classroom 6 - 8</p>	<ul style="list-style-type: none"> Stay in your seat (unless you have permission to get up) Keep hands, feet, and objects to self Walk at all times 	<ul style="list-style-type: none"> Have learning materials ready Turn in homework Use active listening Participate Complete tasks 	<ul style="list-style-type: none"> Help others when appropriate Follow directions the first time Sit in a learning position Treat others the way you would like to be treated Keep a positive attitude Use an inside voice
 <p>Hallways & Common Areas</p>	<ul style="list-style-type: none"> Hands at your side Face forward Walk 	<ul style="list-style-type: none"> Go directly to destination Stay in line Remain in walking areas only 	<ul style="list-style-type: none"> Be aware of others Use polite greetings Quiet voices or voices off
 <p>Library</p>	<ul style="list-style-type: none"> Enter and exit through the proper doors Hold books and materials with two hands 	<ul style="list-style-type: none"> Enter quietly Sit and wait for directions Follow adult directions Follow the library rules Use place holders properly 	<ul style="list-style-type: none"> Handle books and materials with care
 <p>Playground & Field</p>	<ul style="list-style-type: none"> Keep hands and feet to yourself Use equipment and play area appropriately Rocks, sticks and other items must remain on the ground Walk on blacktop Run only on field 	<ul style="list-style-type: none"> Put equipment away at the end of recess Use the restroom and get a drink at recess/break Avoid water puddles Follow playground rules 	<ul style="list-style-type: none"> Take turns Share equipment Include and encourage others during play Listen and respect all adults on playground Practice good sportsmanship

Teaching School-wide Rules, Behavioral Expectations, & Routines

Starting the Year off Right During the first week of school, teachers work with their students on classroom and schoolwide rules and expectations. Within the first month of school, we focus on teaching the school-wide rules, behavioral expectations, and routines to all students across all settings in the school. The PBIS team organizes a set of events that provide students and staff with a memorable and positive first month of school in which everyone learns the rules, expectations, and routines at Hamilton Elementary School.

Timeline:

- First month of school and first weeks of school after winter break
- There will be two days of rotations to introduce and re-teach expectations to all classrooms

Why teach the Rules, Expectations, and Routines during the first week of school?

One of the major reasons to teach behavioral expectations and routines across settings is to encourage all staff and students to be on the same playing field. When our staff and students have a common understanding of our rules, expectations, and routines, we have consistency across staff in enforcing the school rules and also the understanding that students have been exposed to the rules and may need positive reminders and reinforcement.

What are Routines?

Routines are the procedures and processes that students are expected to follow to keep things running smoothly and prevent problems. Examples of routines include entering the cafeteria, the lunch line process, the dismissal process for classes from lunch, and arriving and leaving school. Choosing routines should be a thoughtful process, since some routines can inadvertently set up students to engage in misbehavior. Routines should be taught during the first few weeks of school and consistently reinforced when needed.

Booster Sessions: Re-teaching the Rules, Expectations and Routines.

Like all good teachers, we must remember that we cannot simply teach the expectations and routines once. It is important to hold booster sessions to review the expectations. Booster sessions are especially helpful after returning from a long break, during times in the year when you anticipate having more troubles, or in areas that continue to be problematic. Booster sessions may include re-teaching expectations, increasing the number of acknowledgement tickets, or having a contest between classes to award the class that does the best with the identified expectations or in the specified area.

Every **Friday** prior to the weekly drawing announcement, teachers refer to one expectation that will be the main focus for the following week. Staff is encouraged to reward students who are following that expectation with Wolf Buck and positive praise.

The Appendix pages provide tools staff can use to guide the teaching of behavioral expectations according to the School-wide Rules including sample lesson plans.

Incentive Programs

Wolf Bucks/Lobo Bucks

At Hamilton Elementary, students are rewarded for knowing the way, going the way and showing the way. If a student is caught being safe, respectful, and responsible, they are given a Wolf Buck. The adult that gives the Wolf Buck marks what quality the student was exhibiting and where on the campus it took place. It is important that when the adult recognizes this student for doing the right thing, that they have a conversation with the student about why they are being rewarded. The conversation is just as important as the Wolf Buck, because we want the student to clearly know what they have done well and relate it to the schoolwide expectations.

Students can use their Wolf Bucks in a variety of fun and rewarding ways:

- **Otter Pop/Cookie Fridays:** Students may exchange **three Wolf Bucks** for a popsicle or cookie during designated Friday reward days.
- **Classroom Drawings:** Students can enter their Wolf Bucks into classroom drawings for a chance to participate in **The Big Spin** prize wheel.
- **Quarterly Prize Drawings:** During each awards assembly, students will have the opportunity to win larger prizes through a schoolwide Wolf Buck drawing. Prizes may include gift cards, puzzles, LEGO sets, sports equipment, and more.

The Wolf Bucks program is one way we celebrate and encourage positive behavior and good citizenship throughout our school.

The Big Spin

Every Friday, an announcement is made over the loudspeaker to send the Wolf Buck winners to the lobo den to participate in The Big Spin. The students whose Tickets were pulled can spin a wheel that has reward options such as a gift card or certificate to local restaurants, a small prizes, or a special experience, which includes:

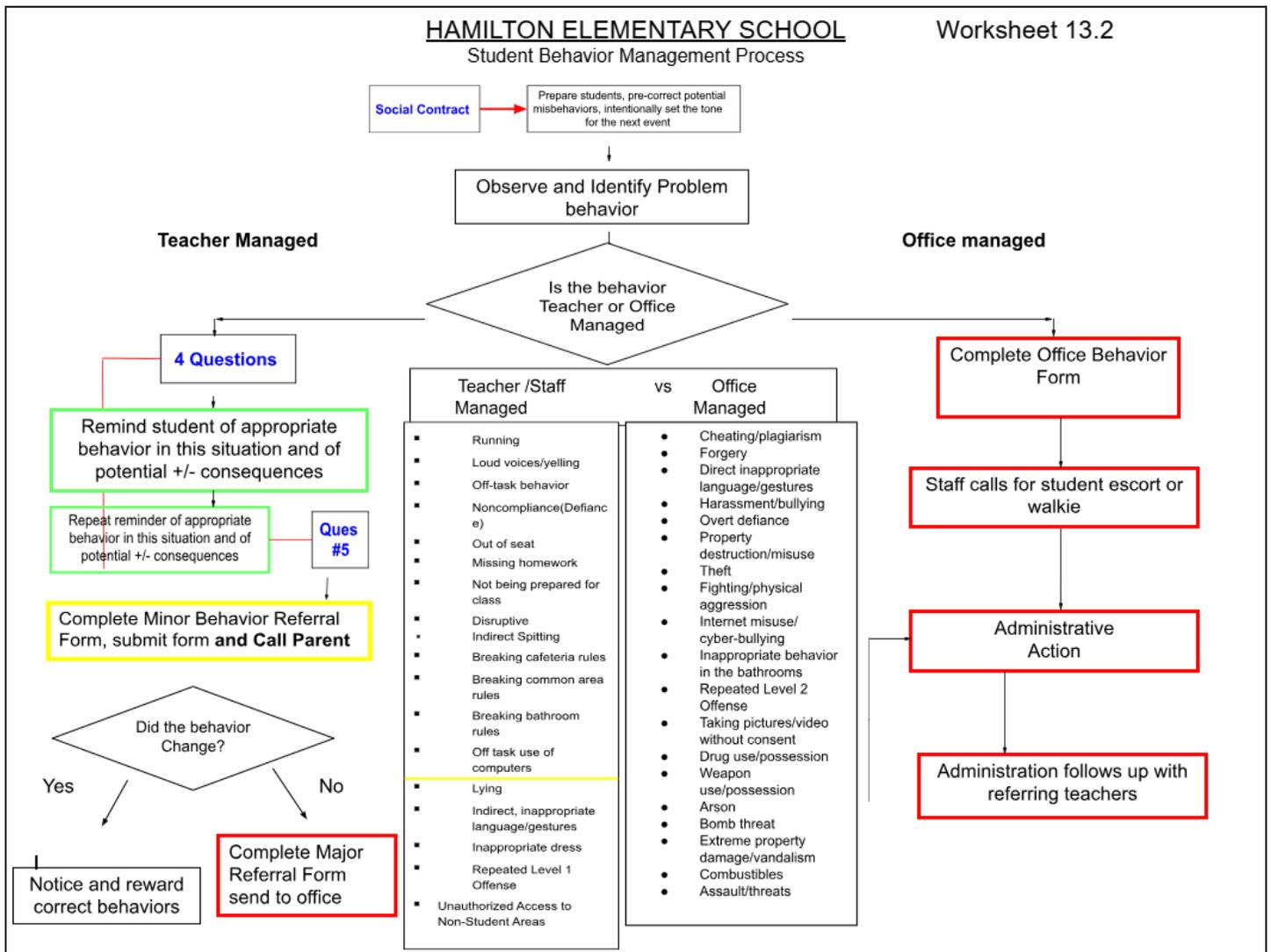
- "Lunch with a staff member"
- "First in line all week"

Hamilton Elementary Reminders & Consequences

In most cases, we capture student behavior and use it as a teachable moment. Other times we need to follow through with a citation and/or consequence.

[Behavior Matrix](#)

[Behavior Flow Chart](#) - this flow-chart explains the process we follow to determine how to address issues that arise.



Supports/Interventions

All students receive Tier I support at Hamilton Elementary School. Lessons for social emotional learning (SEL) are provided by the classroom teacher.

Tier I Supports:

- Teaching of School-Wide Expectations**
- Reinforcement of Expectations**
- SEL Lessons in every classroom**
- Refocus Partner Classrooms**
- ASSIST Playground Support**

Tier II support is provided for those students who have been identified as at-risk by teachers, staff or with the District Behavior Screener. If Tier I support has not been effective to support positive behavior choices, Tier II supports are implemented. Staff can also make a referral to the Wellness Team or the BIT/SST Coordinator for Tier II/III using the link below:

Tier II Supports/Interventions:

Check-in/Check-out	Student Self-Monitoring Protocol
Alternative Recess	Attendance Incentive
Behavior Contract	SART/SARB (Attendance)
Group Counseling	School-based individual Counseling
School-based Individual Counseling	Alternative Placement
SST Meeting (Behavior or Academic)	

BIT/SST: [Link](#)

Tier III Interventions (coming in 25-26)

Student progress is monitored for Tier II interventions. CICO charts are used to monitor progress with behavioral goals, as well as discipline and attendance records. If students are not finding success following implementation of Tier II interventions/support, Tier III interventions will be considered by the Wellness Team.

Examples of Tier III Interventions:

- Community Based Counseling
- School-based Individual Counseling
- Behavior Support Plan
- Alternative Placement

Minor/Major Possible Consequences

It is the intent of the district that all students will comply with federal, state, and local laws as well as school district policies, procedures, and regulations. Students will also comply with directives from school personnel. Failure of the student to comply with the aforementioned may result in the student being disciplined. Such discipline may include suspension or expulsion from school.

Some grounds for suspension or expulsion include threatening to cause physical injury to another person; possession, selling, or furnishing dangerous objects (e.g. firearms, knives, explosives, etc.); controlled substances; alcoholic beverages or intoxicants of any kind; drug paraphernalia; committing robbery or extortion; causing damage to or stealing school or private property; possession or use of tobacco; California State law requires mandatory expulsion for the following offenses: (1) possessing, selling, or furnishing a firearm, (2) brandishing a knife at another person, and (3) selling a controlled substance. The disciplinary code follows. (See 48900 Education Code.)

Behavior Warranting Mandatory Expulsion

According to Education Code 48915 the following misconduct warrants a mandatory expulsion recommendation from the Principal unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstances:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil at school or at a school activity off the school grounds.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion;
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
6. For further information, see Ed Code section 48900, et.seq.

Guidelines For Specific Behaviors and Consequences:

ABUSIVE AND/OR VULGAR LANGUAGE/GESTURES/THREATENING BEHAVIOR		
Referral	Minor Referrals (swearing but not directed at someone, saying they want to fight,	Major Referrals (harmful verbal messages: name calling, swearing at someone, insults directed at others, racial slurs, social media post, saying they'll bring weapon)
1 st	Warning, parent notification, restorative practice	Conference with student, parent conference, alternative placement, restorative practice, counseling
2 nd	Conference with student, parent conference, alternative placement, restorative practice	Conference with student, parent conference, suspension (2 days), restorative practice, request for additional support
3 rd etc.	Conference with student, parent conference, suspension (1-2 days), restorative practice, request for additional support	Conference with student, parent conference, 3-5 day suspension, possible involuntary transfer or expulsion, request for additional support.

ATTENDANCE (also see attendance section)	
Tardies (30 minutes or less)	For 6 th -8 th grade students. Parent notification. Three tardies will result in an hour of after school detention or community service on Fridays (minimum day). Nine tardies in a quarter will result in loss of privilege (dances, sporting events, clubs etc.)
30 minutes/Day Absences	Parent Notification. For students 6 years and older. Chronic truancy of three incidents or more in the school year will result in a parent conference and/or referral to the Glenn County School Attendance Officer. Students in grades 6-8 will also follow the same consequences as tardies of 30 minutes or less.
Unverified Absences (Absent without a note)	Parent notification. Students will be allowed three days to verify their absence with a parental note or telephone call. On the fourth day, the absence will be recorded as an unexcused absence and if the student has three or more unexcused absences in the school year will result in a parent conference and/or referral to the Glenn County School Attendance Officer.

CHEATING/FORGERY		
<u>Referral</u>	Minor Referrals (using tool/resources without permission, glancing at a peers answers)	Major Referrals (plagiarism, unauthorized help)
1 st	Warning, parent notification	Conference with student, if appropriate; parent conference, deduct points from assignment
2 nd	Conference with student, parent conference, zero on assignment	Conference with student, parent conference, alternative placement, zero on assignment, request for additional support
3 rd etc.	Conference with student, parent conference, zero on assignment, alternative placement, request for additional support	Conference with student, parent conference, 2 day suspension, zero on assignment, request for additional support

DAMAGE TO PROPERTY/VANDALISM/PROPERTY MISUSE		
<u>Referral</u>	Minor Referrals (coloring on desk, tearing up papers/material, firing staples, littering)	Major Referrals (graffiti, bathroom misuse, climbing structures)
1 st	Warning, parent notification, restorative practice, restitution/community service	Two day suspension, conference with student, parent conference, restitution, restorative practice, police referral, possible expulsion
2 nd	Same as 1 st minor referral with additional student and parent conference	Same as 1 st major referral with mandatory five day suspension, possible expulsion, request for additional support
3 rd etc.	Same as 2 nd minor referral, alternative placement, request for additional support	Same as 1 st major referral with possible expulsion

DISRUPTION/DEFIANCE		
<u>Referral</u>	Minor Referrals (talking over others, making loud noises, wandering, distracting others, work refusal, not transitioning, not following rules, disrespect (eye rolling), dress code violation, gang related behavior, inappropriate display of affection, excessive time in bathroom, lying, tech violation)	Major Referrals (bullying (on going teasing/taunting), dress code violation, gang behavior (flashing gang sign, wearing prohibited attire), inappropriate display of affection (kissing), leaving school grounds or area during activity, bus disruptions)
1 st	If appropriate, confiscation of item, change clothes; warning, parent notification, restorative practice,	1-2 day suspension, conference with student, parent conference, restorative practice
2 nd	Same as 1 st referral in addition, conference with student, parent conference alternative placement if appropriate,	3-5 day suspension, conference with student, parent conference, restorative practice, request for additional support, possible expulsion or removal from course
3 rd etc.	1-2 day suspension (except defiance), conference with student, parent conference, restorative practice, request for additional support	Five day suspension, conference with student, parent conference, removal from course, possible involuntary transfer

PHYSICAL CONTACT/FIGHTING/PHYSICAL INJURY		
<u>Referral</u>	Minor Referrals (horseplay, mutual play fighting)	Major Referrals (fighting, punching/kicking/hitting/hair pulling/scratching),
1 st	Conference with student, parent contact, restorative practice.	2-3 day suspension, conference with student, parent conference, restorative practice
2 nd	Same as 1st minor referral with additional alternative placement	3-5 day suspension, conference with student, parent conference, restorative practice, request for additional support, 2 week activity restriction
3 rd etc.	1-2 day suspension, conference with student, parent conference, request for additional support	Same as 2 nd major referral with additional police referral, possible expulsion

THEFTS		
<u>Referral</u>	Minor Referrals (taking another person's material such as pencil, pen, stickers)	Major Referrals (taking student/staff possessions such as money, phone, wallet, electronics, jewelry)
1 st	Restitution, restorative practice, conference with student, parent contact	Restitution, restorative practice, conference with student, parent contact, 2 day suspension, if appropriate police referral
2 nd	Restitution, restorative practice, conference with student, parent conference, community service	Restitution, restorative practice, conference with student, parent conference, 3-5 day suspension, police referral
3 rd etc.	Restitution, restorative practice, conference with student, parent conference, 1 day of alternative placement or suspension, request for additional support	Same as 2 nd major referral with possible expulsion

WEAPONS/EXPLOSIVES		
<u>Referral</u>	Major Referrals (Including, but not limited to, matches, lighters, fireworks, smoke bombs, bomb threats, bully clubs, guns, rifles, knives, nunchucks, slingshots, switchblades, toy guns, false alarm (threat),	
1 st	Confiscate item, conference with student, parent conference, three to five day suspension, request for additional support, possible expulsion	
2 nd	Five day suspension, conference with student, police referral, request for additional support, parent conference, possible expulsion	
3 rd etc.	Suspension pending expulsion	

SUBSTANCE ABUSE- (All referrals are considered major)

ALCOHOL		
<u>Referral</u>	Major Referrals (Possession, use, providing, under the influence)	
1 st	Confiscation of contraband, one to five day suspension, parent conference, referral to substance abuse counselor, two weeks activity restriction, possible police referral	
2 nd	Confiscation of contraband, three to five day suspension, four weeks activity restriction, police referral, completion of HUSD administratively designed treatment program; failure to complete treatment program will result in involuntary transfer to continuation school	
3 rd etc.	Same as 2 nd referral except five day suspension, eight weeks activity restriction, law enforcement referral, and possible transfer to continuation	

DRUGS		
<u>Referral</u>	Major Referrals (Possession, use, providing, under the influence; to include, but not limited to, marijuana, cocaine, crank, crack, amphetamines, heroin, drug paraphernalia, sharing medication)	
1 st	Confiscation of contraband, three to five day suspension, parent conference, four weeks activity restriction, law enforcement referral, referral to substance abuse counselor, possible expulsion	
2 nd	Same as 1 st referral except mandatory five day suspension, eight weeks of activity restriction, completion of HUSD administratively designed treatment program; failure to do so will result in involuntary transfer to continuation school, possible expulsion	
3 rd etc.	Same as 2 nd referral with the addition of Principal's recommendation for expulsion	

TOBACCO (Possession, use, providing)	
Referral	Major Referrals (Possession, use, providing)
1 st	Confiscation of contraband, parent contacted, complete a self pace module, one week activity restriction.
2 nd	Confiscation of contraband, parent conference, referral to GCOE health educators for two one-on-one sessions of brief intervention support, one week of activity restriction.
3 rd etc.	Referral- Same as 2nd referral plus complete two sessions of Our Healthy Futures. A referral to mental health services and SUDS is also recommended.

Additional Student Expectations and Policies

Acceptable Use of Technology - Internet Access

The Internet and other on-line resources are used to support student learning. The system shall be used **only** for educational purposes. All users must understand their responsibilities regarding procedures, policy, and security before using the network. Students should have no expectation of privacy or confidentiality in the content of these communications. The use of the system is a privilege and inappropriate use shall result in a cancellation of those privileges and could result in more serious disciplinary actions such as school suspension. The principal or other supervisor shall make all decisions regarding whether or not a user has violated these regulations. For more complete information, get a copy of BP 6163.4 from the district office.

Cell Phones and Other Devices

The use of cell phones and other personal electronic devices **are not allowed during school hours.** It is recommended that these personal items not be brought to school. Hamilton Unified School District will not be responsible for any lost or stolen personal items, such as cell phones or any other personal property. The following consequences will be applied if cell phones/electronic devices are used during school hours:

- 1st offense- Phone or other device must be turned in to the office and students can retrieve it at the end of the day. Parents will be notified.
- 2nd offense- Phone or other device must be turned in to the office and the parent must retrieve it.
- 3rd offense- Same as 2nd offence. Students will be placed on a personal device contract (student check in device daily for x amount of days).

Dress Code

All pupils shall be required to show proper attention to personal cleanliness, neatness and standards of dress and appearance. If a pupil's appearance or dress distracts from the general instructional atmosphere or creates disturbance, or is in violation of the State Dress Code of Health and Decency, he or she is inappropriately dressed or groomed.

The following dress code items **will not be allowed on campus** or at any school event:

- **Dress, grooming or accessories that . . .**
- are considered obscene, libelous, slanderous, unsafe, dangerous, a health hazard or create a substantial disruption of the orderly operation of the school.
- fail to provide adequate coverage of the body.
- contain offensive or obscene symbols, signs, or slogans degrading any culture, religious or ethnic values.
- contain language or symbols oriented towards sex, drugs, alcohol, or tobacco.

- contain gang symbols or display gang colors or clothing which denote gang affiliation including apparel which is identified by the police as gang related, included but not limited to:
 - handkerchiefs or bandanas
 - sagging and revealing under garment, baggy clothing - more than one size larger than normal
 - apparel or hats that have been altered by the addition of lettering or symbols
 - gang-related hair styles, hair nets or colored shoe strings

Students can wear a hat that is unaltered (by the addition of numbers, logos, or lettering).

- **Tattoos, which are offensive, obscene, or gang related.**
- **Shorts/Skirts** Shorts and skirts may be worn to school that conform to the following regulations:
 - Shorts must be manufactured as shorts.
 - Shorts and skirts must be no shorter than mid-thigh in length.

Note: The district reserves the right to use its professional discretion to determine what type of apparel is disruptive, and may ask that a parent/guardian or other adult bring the student a change of clothes, or the school may provide the student with a change of clothes to meet these standards.

Excessive Show of Affection

The show of two students' affection toward each other beyond hand-holding, is not permissible. The students involved will be warned the first time. On the second offense, the parents will be contacted. A third could result in school suspension or an alternative to suspension.

Personal Items: Toys, Balls or Other Valuables (NEW)

To prevent distractions, and lost, damaged or stolen personal items, please keep all belongings at home. Hamilton Unified School District will not be responsible for any lost or stolen personal items, such as cell phones or any other personal property. The following suggestions are made. Personal items will be confiscated and the following will be applied:

1. 1st offense- Personal items must be turned in to the teacher and students can retrieve it at the end of the day. Parents will be notified.
2. 2nd offense- Personal items must be turned in to the office and the parent must retrieve it.
3. 3rd offense- Same as 2nd offense. Students will be placed on a personal items contract (Before the start of school, students must check in the office and declare any personal items.

BICYCLES, SCOOTERS AND SKATEBOARDS

Bicycles must be safely secured in the bike rack; students are to provide their own bike locks or chains. Bikes, scooters and skateboards **MUST** be walked on campus! Skateboards must have a means for storage during the school day with approval by the principal.

BUILDING NEATNESS

Trash receptacles are provided for litter. Persons littering the room or the campus may be assigned disciplinary measures to include litter cleanup detail.

CARE OF SCHOOL PROPERTY

Any student who shall in any way deface, damage, or destroy any school property shall be liable for restitution, suspension, expulsion, or other consequences according to the nature of the offense. Any expense incurred while repairing the damaged school property shall be paid by the student or his/her parents. See Guidelines for Consequences.

CHEATING

Whenever a student is guilty of cheating, the teacher will notify the parent and office. A student may receive a zero on the assignment. See Guidelines for Consequences.

CROSSWALK USE

Students are to use the crosswalk to walk across Capay Avenue. Students are to use proper safety and courtesy in the crosswalks across Capay Avenue.

PERSONAL GROOMING (New)

To maintain a focused and respectful learning environment, **students should not apply makeup, style their hair, or engage in other personal grooming during class time.** These activities are considered distractions and are not appropriate during instructional periods.

Students are expected to arrive at school ready for the day. Any personal grooming should be done at home or, if necessary, during breaks or lunch in appropriate areas such as the restroom.

For health and safety reasons:

- **Students should not share personal grooming products** (e.g., makeup, hairbrushes, sprays, lotions).
- **Aerosol sprays are not allowed on campus.** This includes body sprays, perfumes, hair sprays, and deodorants in aerosol form, as they can cause allergic reactions or trigger asthma symptoms.

CLASSROOM CELEBRATIONS GUIDELINES

Hamilton Elementary welcomes opportunities to celebrate special occasions in a way that supports student safety, health, and instructional time. To ensure celebrations are enjoyable and respectful of all students, please follow these guidelines:

- **Parents must schedule all classroom celebrations with the teacher at least 48 hours in advance.**
- **Balloons are not allowed on campus,** as they can cause distractions and pose safety risks.
- **Families must consider food allergies and dietary restrictions** when bringing treats. Please check with the classroom teacher to ensure all students can safely participate.
- **Celebration treats may not be distributed before lunch.** This helps maintain healthy routines and avoids disruptions to the instructional day.

Parent Participation

It is important that the school and the family work together in the education process. Parents/Guardians please:

1. Ensure your child attends school regularly and is on-time. When they are absent or tardy it not only affects their learning, it affects the teacher and the class.
2. It is critical that your child follows school expectations and rules. Safety is our number one priority.
3. If you have a concern with your child's teacher, please make an appointment to speak with them prior to speaking with administration.
4. Check-up on your child's grades on a regular basis and stay involved in their learning. It is important that school and the family work together in the educational process.
5. Remember that students must check in and check out of the office when arriving late or leaving early with a parent.

Parent Rights

Here is a review of laws and policies affecting your child. In many cases state law and district policy require the district to notify parents and guardians about laws, rights and procedures governing their child's experience in school. Those laws are summarized below.

ASBESTOS

The district has adopted and maintains an updated asbestos management plan as required by law. A copy of the plan is available in the district office.

COMPLAINTS

Complaints Concerning School Personnel and/or Programs BP 1312.1

Good public relations are maintained by sincere efforts on the part of the District to work toward a resolution to problems as they arise. The administration is, therefore, directed to develop procedures that will secure, at the lowest possible level, equitable solutions to public or student complaints, which may arise.

Complaints are defined as statements, submitted in writing by a student or member of the public, detailing concerns about a school employee, programs, instructional materials, or civil rights issues.

The established complaint procedure is applicable to all programs in the district including the special programs of adult education, special education, migrant education, preschool, bilingual education, and consolidated programs

Complaints Concerning Instructional Materials BP 1312.2

The following procedures have been established to provide a system for receiving, considering and acting upon written complaints regarding instructional materials used by the District.

All complaints must be presented in writing to the school principal, and must include the name of the author, title, publisher, and the objection by pages and items; in cases of materials other than printed materials, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

When a complaint is received by the Principal, the Principal will acknowledge the receipt of the complaint, and will answer any questions regarding procedure. The Superintendent or designee will determine whether the complaint should be considered an individual request or whether a district level review committee should be activated to reevaluate the material.

An individual student may be excused from using challenged materials after the parents or guardians have presented a written complaint. The teacher will then assign the student alternate materials of equal merit. The district level review committee shall be under the direction of the Superintendent, and be composed of four or more members selected by the Superintendent from the administrative and the instructional areas directly concerned with the subject of the complaint.

The use of challenged materials by class, school or district shall not be restricted until final disposition has been made by the review committee, but as above; individual students may be permitted to use alternate materials.

In deliberation of challenged materials, the review committee shall consider the educational philosophy of the school district; the professional opinions of other teachers of the same subject and of other competent authorities; reviews of the materials by reputable bodies; the teacher's own stated objectives in using the materials; and the objections of the complainant.

The findings of the district review committee shall be summarized in a written report and be transmitted to the superintendent or designee, who will determine how interested parties shall be notified.

Williams Uniform Complaint Procedure

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186)

There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Filing of Complaint

A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.husdschools.org. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

CONFIDENTIAL MEDICAL SERVICES- Education Code 46010.1 requires that pupils in grades 7 through 12 and all parents/guardians be notified that the law permits school authorities to excuse pupils in grades 7 through 12 to obtain confidential medical services without the consent of the parent.

TEACHER QUALIFICATIONS

Parents may request, and the school will provide parents on request (and in a timely manner), information regarding the professional qualifications of a student's classroom teachers. Confidential personnel information, however, may not be released.

SEARCH AND SEIZURE

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district. The district shall notify the parent/guardian of a student subjected to an individualized search as soon after the search as possible. A general inspection of school properties such as student desks may be conducted on an unannounced basis. The district is entitled to conduct a search of a student's personal electronic communication device, such as a cell phone, smart phone, laptop or tablet. Vehicles on campus are subject to search at any time. The district may use specially trained nonaggressive dogs to sniff out and alert staff to the

presence of illegal substances. The dogs may sniff the air around desks, bags, items, or vehicles on school property as long as they are not allowed to sniff any person. For a full explanation, you may obtain a copy of BP 5145.12 from the District Office.

SEXUAL HARASSMENT

Introduction

Hamilton Unified School District reaffirms its intent to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all employees and students. Sexual harassment of employees or students will not be condoned. The Board considers sexual harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal of an offending employee and expulsion of an offending student. Complaints or other issues of sexual harassment by students should be directed to the Superintendent, Jeremy Powell, Ed.D. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints. Any matter involving sexual harassment shall be treated confidentially by all members of the school community.

Definition of Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is made either an explicit or implicit term or condition of employment, academic status, or progress.
2. Submission to, or rejection of, the conduct is used as the basis for an employment or academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

Procedure for Sexual Harassment Complaints

Complaints of sexual harassment will be handled as quickly, confidentially and fairly as possible. Students who file sexual harassment complaints will not be retaliated against for making such a complaint.

Forms of Sexual Harassment

Sexual harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Forms of sexual harassment include, but are not limited to the following:

1. **Verbal harassment** -- Derogatory comments, jokes, or slurs; graphic verbal commentaries about an individual's body/dress; sexually degrading words used to describe an individual;
2. **Physical harassment** -- Unnecessary or offensive touching, or impeding or blocking movement;
3. **harassment** -- Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes or invitations;

4. **Sexual favors** -- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature upon which is conditioned benefit, unreasonably interferes with an individual's performance or creates an offensive environment; and
5. **Reprisals** -- Making threatening reprisals after a negative response to sexual advances.

Students may also contact the California Department of Education: (916) 319-0800

California Department of Education

1430 N. Street

Sacramento, CA 95814-5901

www.cde.ca.gov

IDENTIFICATION AND ASSESSMENT OF ENGLISH LEARNERS

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307, 11518.5)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the English Language Proficiency Assessments for California (ELPAC). Prior to administering the ELPAC, the Superintendent or designee shall notify the student's parent/guardian in writing that the student will be administered the initial ELPAC. (Education Code 313, 52164.1; 5 CCR 11518.5)

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518.5-11518.35.

Based on the initial assessment, the student shall be classified either as initially fluent in English proficient or as an English learner. The Superintendent or designee shall notify the student's parent/guardian, in writing, of the results of the ELPAC initial assessment within 30 calendar days after the student's date of initial enrollment, or, if administered prior to the student's initial date of enrollment, up to 60 calendar days prior to such enrollment, but not before July 1 of the school year of the student's initial enrollment. The notice shall indicate whether the student met the ELPAC initial assessment criterion for proficiency and include the district's contact information for use if the parent/guardian has questions or concerns regarding the student's classification. (5 CCR 11518.5)

Each year after a student is identified as an English learner and until the student is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The Superintendent or designee shall notify parents/guardians of their child's results on the summative assessment of the ELPAC within 30 calendar days following receipt of the results from the test contractor or, if the results are received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year. (Education Code 52164.1; 5 CCR 11518.15)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of the student's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction.
 - b. The manner in which the program will meet the educational strengths and needs of the student.
 - c. The manner in which the program will help the student develop English proficiency and meet age- appropriate academic standards for grade promotion and graduation
 - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable.
 - e. When the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards.
5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available
7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

INSURANCE

The district **does not** provide free medical insurance coverage for school accidents. This means that **you are responsible** for the medical bills if your child gets hurt during school activities. The district shall make a medical insurance program available for all students. The cost of the insurance shall be paid by the insured pupil, the parent, or guardian. The student accident insurance application is available in the office.

INSTRUCTION ON AIDS AND AIDS PREVENTION (Ed Code 51934)

Each Eighth grade student shall receive instruction on AIDS prevention in his or her physical education, health or science course. The instruction shall include information on the nature of AIDS and its effect on the human body, on how the virus is and is not transmitted, on local resources for HIV testing, and on refusal skills to assist pupils to overcome peer pressure.

INTERNET – Aeries

Parents are encouraged to monitor their students' progress, attendance, assignments and grades through our parent portal. Please ensure you sign up for this service through the office. Parents must have an email. We will assist as needed.

NONDISCRIMINATION

The district has an operating policy of nondiscrimination on the basis of gender, race, religion, ethnicity, disability or sexual orientation in its educational program and activities. To file a complaint, call the district office, and speak to the Title IX Coordinator, Jeremy Powell, Ed.D.

PARENT LIABILITY FOR MISCONDUCT OF CHILD

Section 48904 of the Education Code states that the parent or guardian of any pupil whose willful misconduct results in injury or death to any person, or who willfully cuts or defaces in any way any property belonging to a public or private school shall be liable for all damages caused by the student.

PESTICIDE PRODUCTS (Ed Code 17612)

The school will notify parents in writing of the names of all pesticide products expected to be applied at the school during the upcoming year. The notice will identify the active ingredients in each pesticide and provide the Internet address developed by the Department of Pesticide Regulation to access information on pesticides.

PUPIL ACHIEVEMENT

Report cards are issued on a quarterly basis, approximately every nine weeks. Progress reports and report cards are posted on Aeries Parent Portal.

RELIGIOUS INSTRUCTION (Ed Code 46014)

California school districts may, with written parental or guardian consent, release students from school (after the minimum school day) to participate in certain kinds of religious exercises. Requests for this purpose may be made at the school office.

SCHOOL ACCOUNTABILITY REPORT CARD

A wealth of information about our school (programs, facilities, finance, and activities) is provided in this document. The SARC is available in written form in the office and on the school website at www.husdschools.org.

SCHOOL PRAYER

As required by Federal law, our district certifies that no policy exists that “otherwise denies student participation in constitutional protected prayer” as detailed in the No Child Left Behind Act of 2002.

Additionally, students may participate in a religious club or Bible study so long as the activity is student-run and student-led.

SCHOOL SAFETY

The school has on file a school safety plan that includes disaster procedures, transportation safety, safe ingress and egress, suspension and expulsion policies, violence prevention, sexual harassment policy, child abuse reporting laws, and a district action plan. The safety committee updates this safety plan annually.

SEX OFFENDER INFORMATION

The Superintendent shall contact local law enforcement at the beginning of each school year to coordinate the receipt of information about registered sex offenders residing within district boundaries. It is law enforcement’s responsibility to assess the relative danger of an offender and to notify the public upon determination of a risk.

If and when law enforcement notifies the district of the residency or employment of a sex offender within the district boundaries, the Superintendent shall determine whether school staff and parents need to be notified. This determination shall be done on a case by case basis.

Parents/guardians may contact law enforcement at 934-6431 for additional information. For additional information, ask for a copy of BP 3515.15.

Free and Reduced Lunch

PREPAYMENT for your child’s meals is REQUIRED

The breakfasts and lunches served in the cafeteria are complete balanced meals including milk. Menus are posted in the office and cafeteria, menus may change. See the school website to view the calendar and any changes that may be made for that day. All households **MUST** complete and submit an application for Free or Reduced Meals.

All students must eat their breakfast or lunch in the cafeteria, ***FOOD IS NOT ALLOWED OUTSIDE OF THE CAFETERIA*** unless otherwise authorized by the administrator in charge.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.
This institution is an equal opportunity provider."

SPECIAL EDUCATION

Referral and Assessment

Students who have needs that cannot be met with modification of the regular instructional program may be referred for assessment to determine eligibility for special education or related services. Parents of such children should consult the principal for information about special education and the referral process. Before any action is taken with respect to the initial placement of a child in a special education program, an individual assessment of the child's educational needs has to be conducted. Such an assessment cannot be conducted until the child's parent first gives written consent.

Student Study Team (SST) - The Student Study Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The Student Study Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance to the Student Study Team through the school; student success team coordinator or the principal. The Student Study Team meeting will include the parent, the student (if appropriate), the student's teacher, administrator, team coordinator, general education teachers and other support staff as needed.

Special Resources - A variety of special resources and programs are provided for students with unique needs. To qualify for programs, students need to be referred through a meeting of the Student Success Team or demonstrate unique needs on assessments. These programs include:

1. **Special Education:** The district strives to provide an educational program to meet the needs of all school-aged children within the district. The district provides special education services described in Education Code (56000-56001). A student shall be referred for special educational instruction only after the resources of the regular education program have been considered and/or modified. If a student is referred to special education, parents will receive a notification of rights and an explanation of proposed assessments. Following assessments, a report of findings will be written and an IEP team will meet with the parent to develop an Individualized Education Plan. This plan and the student's progress based on the plan will be reviewed with the parent/guardian at least annually. Special education programs include the Special Day Class, Resource Specialist Program, and speech and language services.

2. **Speech and Language:** The speech-language program in the Rocklin Unified School District serves students from three years of age through twelfth grade. Students may be referred to the speech-language pathologist at their school for a speech-language screening by their teacher, parent, and the student study team or other concerned individuals. Students who qualify for the speech-language program may be served in a variety of ways. Students may attend individual or small group sessions, or be served in the regular classroom.
3. **Psychologist:** Psychological services are available to the school as the need arises throughout the year. A psychologist is available on a limited basis for testing children and working with parents and teachers.
4. **English Language Development:** Students who are non-native English speakers are assessed to identify their level of fluency in English. Students who are not fully fluent in English participate in the English Language Development program to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English.

Intervention: This program helps students who are below standard in core academic subject areas. Small group instruction may be provided as an extension to the regular school day or occur during the school day.

Language acquisition and language programs available at Hamilton Unified School District

We are required to offer, at minimum, a Structured English Immersion (SEI) program option (EC Section 305[a][2]).

ELD

Structured English Immersion Students who score at less than reasonable fluency are placed in an SEI program and are taught overwhelmingly in English. Some assistance may be provided in the primary language. Students are taught English Language Development (ELD) and other core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards.

Spanish/English Dual Language Immersion

Two-Way Dual Language Program Language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil's native language for literacy and academic instruction, enabling non-English speakers or students who have weak literacy skills in their native language to achieve language proficiency and meet academic achievement goals. This program begins in Kindergarten and continues to eighth grade.

Dual Immersion Language Allocation

Grade	Spanish	English
TK and Kindergarten	50%	50%
First	80%	20%
Second	80%	20%
Third	70%	30%
Fourth	50%	50%
Fifth	50%	50%
Sixth-Eighth	two core subjects/periods	5 periods

Choosing a Language Acquisition Program

Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards (20 U.S.C. Section 6312[e][3][A][iii],[v]); EC Section 306[c]).

Language Acquisition Programs Offered

We are required to offer, at minimum, a Structured English Immersion (SEI) program option (EC Section 305[a][2]). Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (20 U.S.C. Section 6312[e][3][A][viii][III]); EC Section 310[a]). Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan (EC Section 52062). Although schools have an obligation to serve all LEP students, parents or guardians of English learners have a right to decline or opt their children out of a school's LEP program or out of particular LEP services within an LEP program. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Educational Opportunity Act of 1974 to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

Health Information

STUDENT HEALTH INFORMATION

If a student is injured or not feeling well, they may come to the front office. We can help with some services in the office. A district nurse is available but may not always be present on campus. When the nurse is unavailable, the office can give first aid for injury or sudden illness sustained at school and contact parents when necessary. The district nurse maintains health records, supervises vision and hearing examinations. Parents are to inform the school of any ongoing student health concerns during primary and annual registration, as well as any new information if their student's health condition or health needs change.

Medical Service and Emergency Data Card

It is mandatory that each student has a current emergency data form on file at the school. The parent will complete the data confirmation forms on the Aeries Parent Portal at the beginning of each school year or any time there is a change.,

Immunization of Communicable Disease

Each student must have received all immunizations required by the State of California at the time of school registration to qualify for school enrollment. The district is responsible for maintaining records to ensure that all students have met these requirements. In cooperation with parents, physicians and/or the Health Department, the district will communicate any immunization needs to the parent/guardian. **A student's failure to comply with the immunization requirements may result in the student being sent home and not permitted to return until the immunization requirements have been met.***Students with a valid medical exemption through cair-me.cdph.ca.gov may be excluded from this requirement.*

Continuing Program of Medication

State law requires that parents or guardians notify the school when their child is on continuing medication for non-episodic and episodic conditions; i.e., asthma, allergies, hyperactivity, diabetes, epilepsy, and anaphylaxis related to a severe allergic reaction.

Administration of Prescribed Medication Medication at school:

If it is necessary for a student to take medication during school time a parent must get and return a form from the office that a doctor is required to complete and sign, giving the school permission to administer the medication. Medication must be brought to school in a pharmacy labeled container with the current dosage and instructions on the label. It is the student's responsibility to remember to come to the office to receive medication. Students may not carry any medication (including "over the counter" meds like Advil) on their person or backpack.

Exclusion from School

A child may be sent home from school if, for a good reason, he/she is believed to be suffering from a recognized contagious or infectious illness, communicable disease, and/or is unable to participate in educational instruction due to illness.

Synthetic Drugs

Beginning with the 2024/2025 school year, school districts, charter schools, and county offices of education must inform parents or legal guardians about the dangers associated with using synthetic drugs, including fentanyl and counterfeit pills. (Ed. Code section 48985.5.)

Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. It is a major contributor to fatal and nonfatal overdoses in the U.S.

There are two types of fentanyl: pharmaceutical fentanyl and illicitly manufactured fentanyl. Both are considered synthetic opioids. Pharmaceutical fentanyl is prescribed by doctors to treat severe pain, especially after surgery and for advanced-stage cancer. However, most recent cases of fentanyl related overdose are linked to illicitly manufactured fentanyl, which is distributed through illegal drug markets for its heroin-like effect. It is often added to other drugs because of its extreme potency, which makes drugs cheaper, more powerful, more addictive, and more dangerous. **ILLICITLY MANUFACTURED FENTANYL (IMF)** is available on the drug market in different forms, including liquid and powder. Fentanyl-laced drugs are extremely dangerous, and many people may be unaware that their drugs are laced with fentanyl.

For more information about synthetic drugs/Fentanyl please visit our school website.

Student Instruction

Sex Education, Venereal Disease, Drugs, Alcohol, and Tobacco

Sex education regarding the human reproductive organs and their functions and processes will be provided to 7th graders in Science. Instruction regarding the sexually transmitted disease- AIDS will also be provided to students in 8th grade. If instruction about drugs, AIDS, alcohol, tobacco, and human reproductive organs and their functions, processes, and diseases are included in your child's class, you will have an opportunity to inspect, review, and evaluate the written or audio-visual materials to be used. You will also be asked to inform the principal in writing whether you do not wish for your child to participate in this instruction.

Excuse from Health Instruction Which Conflicts with Religious or Moral Belief

The instructional program in some classes will include instruction about health. If such instruction conflicts with your religious training or beliefs, please advise the principal in writing not to include your child in this phase of the instructional program.

STUDENT RECORDS AND INFORMATION

Federal and state laws grant rights of privacy and access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to:

1. Parents or guardians of students who have not attained the age of 18 years;
2. Parents or guardians of students age 18 or older, if the student is a dependent for tax purposes; and
3. Students who are age 16 and older, or have completed 10th grade, or students who are enrolled in an institution of post-secondary instruction (called "eligible students").

Parents or guardians or eligible students may review individual records by making a request to the principal. Access will be provided no later than five days following the date of the request. The principal will see that explanations and interpretations are provided, if requested. Parents or eligible students may seek to change any part of an individual record they believe is inaccurate or inappropriate. They may receive a copy of the records at a reasonable cost per page. District policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and procedures to challenge records are available through the principal. When a student moves to a new district, records must be forwarded upon the request of the new school district. At the time of transfer to a California district, the parent (or eligible student) will be notified by the receiving school district and may review/receive a copy (at a reasonable fee) and/or challenge records. *If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520.*

Student directory information may be released to those cooperating agencies normally connected with the activities of a school district. These may include PTA's, representatives of the news media, public and government agencies, employers, institutions of higher education, military recruiters, and prospective employers. Directory information includes the following: Student's name, address, telephone number, date and place of birth, dates of attendance (entry and withdrawal), and most recent previous educational agency or institution attended by the student. Parents requesting that this information not be released must make this known in writing to the school principal.

PROGRESS REPORTS/REPORT CARDS

PUPIL ACHIEVEMENT

Report cards are issued on a quarterly basis, approximately every nine weeks. Report cards will be posted on AERIES parent portal." Grades are recorded as A, B, C, D, F, and/or 1, 2, 3, 4 rating on progress on their standards. A student, who receives an incomplete grade due to a medical or family emergency, has the opportunity to make up the work within the administration /teacher approved time.

STUDENT ACTIVITIES, POLICIES, AND PROGRAMS

ACCIDENTS/INSURANCE

If there is an accident, a student must report it to the nearest teacher or the office. A low cost accident/illness insurance policy is made available for students to purchase at the beginning of the year. Applications for insurance are available in the office.

BICYCLES

Bicycles must be safely secured in the bike rack; students are to provide their own bike locks or chains. Bikes **MUST** be walked on campus! - Scooters or skateboards must have a means for storage during the school day with approval by the principal.

BUILDING NEATNESS

Trash receptacles are provided for litter. Persons littering the room or the campus may be assigned disciplinary measures to include litter cleanup detail.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

CJSF is a student club and honor society that recognizes students for their academic achievement. To qualify each semester, students must complete an application validating that they have earned three A's (two in academic subjects) with no D's or F's. Students who are members for four of their last six semesters of school shall be a CJSF Seal Bearer.

CARE OF SCHOOL PROPERTY

Any student who shall in any way deface, damage, or destroy any school property shall be liable for restitution, suspension, expulsion, or other consequences according to the nature of the offense. Any expense incurred while repairing the damaged school property shall be paid by the student or his/her parents.

EMERGENCY DRILLS

In the event of an emergency or *lockdown*, commands may be given over the school-wide speaker system. Students anywhere in the building must obey the directives of the adult-in-charge. If outside, students must move well away from buildings and roadways in order to permit entrance of emergency vehicles. Students must then gather in areas specified by the adult-in-charge. Emergency action procedures and fire escape plans are posted on the wall of each classroom and office. Students are asked to report safety concerns immediately to school personnel.

HONOR/MERIT ROLL (6th -8th grade only)

Each quarter students who earn a 3.50 - 4.00 or above GPA will be placed on the Honor Roll. Students who earn a 3.00 - 3.49 GPA will be placed on the Merit Roll. These lists are posted at school.

INTERNET - Aeries

Students may, through the Internet, access their individual student's information regarding attendance, grades, progress reports, and class assignments. To participate in this program, contact the office for more information.

LIBRARY USAGE

The library is a place where students can study, do research, or read for pleasure. Do not socialize in the library. Please see the posted schedule for specific hours. Food and drink are not permitted in the library.

MAKE-UP WORK

For each day a student is absent for a valid reason or other excused absence, the student will be given one day to make up the missed work. It is the student's responsibility to talk to their teachers and request to make-up work. Make-up work should not be given to students who have been truant or suspended. If a student misses three or more school days, missed work can be requested from the school office. The requested work will be available in the office at the end of the school the following day.

MORNING BULLETIN

The morning bulletin will be read each day over the campus-wide speaker system at the beginning of the first period. It is the responsibility of the student to be aware of information affecting their classes, sports, social events, lunch menu, and school procedures.

TELEPHONE USAGE

School telephones in the office are to be used by students only for school business or emergency situations. Students must ask permission to use office and classroom phones.

TEXTBOOKS

Textbooks are issued by subject teachers who will record the number and condition of the book. The student is responsible for his/her textbooks. If a textbook is lost or damaged, a replacement cost will be charged to the Student. The District reserves the right to withhold report cards, progress reports, or other notifications of achievement until a lost textbook is paid for.

VISITORS/GUESTS

All visitors/guests must register in the school office. Visitors/guests entering the school without permission, and/or who fail to notify the office of their presence may be asked to vacate the campus immediately. Visitors/guests who disrupt the education environment may be informed that in the future they may not be permitted to return to a district campus or administrative building.

WORK PERMITS

Students under the age of 18 wishing to work during non-school hours must secure a work permit. Once the student has been employed, an application for a permit may be obtained in the office.

ASSEMBLIES

At all times a student's behavior at assemblies must be refined and courteous. Each student is responsible for the impression made by the school as a whole. Such behavior as booing, whistling, throwing debris, or talking during a program is unacceptable. The District reserves the right to remove any student immediately if this policy is violated.

AWARDS AND SCHOLARSHIPS

Academic and citizenship awards assembly will be held throughout the school year to recognize students for their academic and citizenship achievements.

DANCES

There will be several dances during the school year for grades 6-8. DANCES ARE FOR HAMILTON ELEMENTARY STUDENTS ONLY. Once a student leaves the dance, he/she may not return. Students may not attend dances, or other activities if they have been absent or suspended from classes that day. Students may not attend dances if they have more than 9 tardies in one quarter and or more than 6 referrals in one quarter. Students must arrive between the designated time window to be admitted.

FLYERS, POSTERS, SIGNS

Flyers, posters, and signs must be cleared with the Student Body Vice President/and the Principal before posting. Masking tape should be used to attach posters to the walls. Please do not tape signs or posters to windows, doors, or paneled areas as it is very difficult to remove the tape.

HOMEWORK

Homework is an important part of the learning process. It is expected that all students will be assigned homework each week. The purpose of homework is to reinforce classroom learning and/or to prepare for the next day's class and new learning. Students are responsible for completing their homework and for turning it in on time. Students who have been absent are responsible for making up all homework and assignments missed during their absence. Students should ask their teachers for their assignments when they return from an absence.

LOST AND FOUND

Found items are to be taken to the office. If items are lost, check in the office to report it lost and see if it has been turned in. Clothing is placed in the lost and found area --- take what's yours only, but please note that items will be donated at the end of each month.

PARTICIPATION IN EXTRA-CLASS ACTIVITIES

Participation in extra-class activities is a privilege that a student earns based on demonstration of minimum standards of academic performance, citizenship, and sportsmanship.

These activities include participation in athletic teams and student government offices such as student council and class representatives, and club participation.

Academic Eligibility

The student shall have received a 2.0 GPA in the previous grading period and must maintain at least a 2.0 GPA during their participation in a sport.

Attendance requirements for extracurricular activities (see attendance policy pg.?)

1. To participate in an extracurricular activity that day, a student must attend classes a minimum of one-half the school day the day of the activity or previous school day if the activity falls on a weekend.
2. A full period or more truancy will disqualify a student from participation in an extra-class activity that day.

Athletics

- Unless excused by the coach, athletes must attend all practices.
- To be eligible to practice or play in a game, athletes must attend school for at least half the school day on the day they participate in a game or practice.
- As representatives of the school, athletes must conduct themselves in a mature and responsible manner.
- Academic eligibility shall be determined each nine-week grading period. Athletes must have a minimum GPA of 2.0 to be eligible.

- After the first game of the season, athletes cannot quit the team without penalty. If they do, athletes will be ineligible for athletics for one-third of the games/matches/meets in the next sport in which they participate. Athletes who are dismissed from the team by the coach or administration will also be subject to this rule.
- Unless previously excused by the coach, athletes must attend sports end of season celebration and have their uniforms and equipment turned in to be eligible for any awards.
- The use or possession of alcoholic beverages or narcotics/marijuana shall, at a minimum, result in the following action:
 - First offense: One-month suspension from the team. During this suspension, the athlete must attend all practices. It is at the discretion of the coach as to whether the athlete must attend games. The suspended athlete will not be permitted to miss school to attend games.
 - Second offense: Dismissal from the team.
- The use, sale, possession of tobacco will result in the following action:
 - First offense: Two-week suspension from the team.
 - Second offense: One-month suspension from the team.
 - Third offense: Dismissal from the team.
- This athletic code also applies to cheerleaders, statisticians, managers, and other supporting personnel associated with athletics.
- Coaches in each sport have the right to exceed the above minimum standards, so long as those standards are reasonable for that sport and communicated to the athletes at the beginning of the season.
- Parents must sign out their children if taking home after the game. If another adult is taking your child after a sporting event, please provide a note to the office before the game.

SPECTATORS AT PUBLIC EVENTS

A parent meeting will be held before each sport. Sports expectations will be reviewed at this meeting. Spectators, including students, at athletic events are expected to maintain high standards of sportsmanship at all times. They should appreciate good play on the part of opponents as well as by our own teams. They should respect the decisions of the officials during the games. Visiting teams are guests at our school and should be shown every courtesy. Students and their families are notified that guests accompanying them are expected to behave in a professional and responsible manner. The District retains the right to remove any visitor from an event who disrupts the educational environment or disrupts the peace in any fashion at any school sponsored event.

We do not believe...In yelling; in the booing of anyone; in the use of vulgar language or gestures; or in taking unfair advantage of our opponents.

We do believe...In controlling our tempers to the best of our ability; in being good sports in victory or in defeat; in accepting decisions as they are made; and in treating officials and opponents with respect.

STUDENT GOVERNMENT

There is a representative form of government with the student body members represented in a Student Council composed of class and organization presidents and the Student Body President, Vice President, Secretary, Treasurer, grade level representatives, and ASB Advisor. Student Body and Grade level Representative elections are held the first week of the fourth quarter. The Student Council meets every other week.

STUDENTS RECOGNITION

Students who have demonstrated excellence in academics and positive behavior will be recognized. Students will be honored at a school assembly.

TRANSPORTATION OF STUDENTS

Home to school transportation will be provided for students living in the Capay, Mills Orchard, Ord Bend areas. Transportation will also be provided for students involved in extra-curriculum activities. Riding the bus is a privilege and not a right. This privilege may be denied for disorderly conduct or other related offenses. Students riding in the bus shall be under the authority of the bus driver. Special education students are permitted to be provided with transportation based upon their individualized unique needs, as determined by the Student's Section 504 team and/or IEP team.

Rules Governing Behavior on School Buses

The following rules have been developed for the purpose of student safety. All students will be riding the bus this year, either on home-to-school transportation or on field trips, so it is important that everyone abide by these rules of conduct.

When riding the bus everyone must comply with the following rules or be subject to suspension from using bus transportation. The District reserves the right to deny any student who violates these rules or other student code of conduct rules from using the bus for the remainder of the school year, from the date of an infraction.

- Respect Others: Do not annoy pedestrians or other students through loud noise, laughing, profanity, or vulgar gestures.
- Be courteous to others: Do not push or crowd when entering or exiting the bus.
- Remain seated until the bus stops: Keep the aisles clear.
- Keep hands, arms, and articles of clothing inside the bus at all times.
- Keep the bus clean and free of graffiti: Food and beverages are not permitted. Report any markings or vandalism.
- Wait until the bus stops before walking toward the bus to board.
- Be at the bus stop when the bus arrives, and pass in front of the bus when it is necessary to cross the street.
- Obey the bus driver at all times: Close windows when requested, change seats when requested. Respect the driver's privacy by not speaking to him unless it is an emergency.
- Permission to leave or board the bus at a bus stop other than the students' designated bus stop must be granted in writing by the parent or guardian, and then presented to the driver.
- Damage to buses occurring as a result of negligence or malicious destruction shall be the financial responsibility of the parent of the student causing the damage.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. a	Date: 06/25/25
Agenda Item Description: Appointment to Fill Board Vacancy	
Background: <p>On May 1, 2025, Board member Genaro Reyes passed away. This created a vacancy for the remainder of the term to which Mr. Reyes was elected in 2022.</p> <p>The Education Code provides that the Board may either appoint an individual to fill the seat for the remainder of the term (until 2026) or call a special election to fill the seat. The Board must make an appointment or call a special election by June 30, 2025, or the County Superintendent is required to call a special election to fill the vacancy.</p> <p>At its meeting on May 28, 2025, the Board decided to fill the vacancy by provisional appointment and formed a Board subcommittee to ensure that applicants are eligible.</p> <p>During the application window, the Board received one application from Vanessa Reyes Ortiz. Ms. Reyes-Ortiz was interviewed by the Board during its June 18 meeting.</p> <p>At this time, the Board will consider acting to make an appointment to fill the vacancy.</p>	
Status: Pending Board Appointment	
Fiscal Impact: N/A	
Educational Impact: N/A	
Recommendation: Appoint New Board Member to Fill Board Vacancy.	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. b	Date: 6/25/25
Agenda Item Description: Approve the new HTA 3-year collective bargaining agreement (2025–2028) including the 2025–26 tentative agreement language.	
Background: The previous agreement between the District and HTA covered July 1, 2021, through June 30, 2025. A new tentative agreement was signed in May 2025 covering terms for the 2025–26 school year, and was brought to the Board for approval in May 2025. This new 3-year agreement reflects that TA language and formally begins the updated agreement for 2025–2028 to maintain continuity and current terms.	
Status: Pending board approval.	
Fiscal Impact: Costs related to the 2025–26 negotiated items (e.g., salary or benefit changes), as previously approved.	
Educational Impact: None.	
Recommendation: Recommend the board approve the new HTA 3-year collective bargaining agreement (2025–2028) including the 2025–26 tentative agreement language.	

AGREEMENT

BETWEEN THE

**HAMILTON UNIFIED SCHOOL DISTRICT
AND
HAMILTON TEACHERS ASSOCIATION/CTA/NEA**

JULY 1, 2025 – JUNE 30, 2028

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Article I: Agreement

- 1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board of the Hamilton Unified School District (“District” or “Board”) and the HTA-Hamilton Teachers’ Association (“HTA” or “Association”), an employee organization.
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549, of the Government Code (“Act”).

Article II: Recognition

2.1 The District recognizes HTA as the exclusive representative of all certificated employees of the District, for the purposes of meeting and negotiating, excluding:

2.1.1 Management as designated by District;

2.1.2 Long-term and day-to-day substitutes; and

2.1.3 Adult Education teachers.

Article III: Definitions

- 3.1 “Unit Member” refers to any employee who is included in the appropriate unit as defined in Article II: Recognition, and is therefore covered by the terms and provisions of this Agreement.
- 3.2 “Work Days” means school days that are days of active duty assignment for unit members.
- 3.3 “Negotiate in good faith” means a serious and honest effort on the part of each party to reach agreement, and also the duty to meet and negotiate as provided by Section 3543.7 of the Act.
- 3.4 “Emergency” is defined as a sudden, unforeseen situation that is caused by factors beyond the control of the District including but not limited to: natural disaster, quarantine, government order, or traumatic event, such as the death of a student or staff, and that the Superintendent determines requires immediate action to avoid disaster, or where the HTA President and the Superintendent agree that a staff meeting should be called.

Article IV: Non-Discrimination

- 4.1 Neither the District nor the Association shall discriminate against any teacher on the basis of membership in any employee organization, participation in the activities of an employee organization, race, color, national origin, ancestry, religion, mental or physical disability, medical condition, marital status, age or gender, in the management of this contract.
- 4.2 Teacher application forms and oral interview procedures shall not refer to membership in or preferences for employee organizations.
- 4.3 All provisions of this Agreement shall be applied equally to all unit members.

Article V: Negotiation Procedures

- 5.1 Negotiations shall take place at mutually agreeable times and places. The times of the sessions, to the extent feasible, shall be equally divided between release time from duty and use of after-duty hours of members of the unit.
- 5.2 The Teachers will designate no more than four representatives for purposes of negotiations with the District during hours of duty assignment.
- 5.3 Agendas for subsequent negotiation sessions shall be mutually developed at the close of each meeting.
- 5.4 The Teachers shall be entitled to all district publications relating to negotiations that are a matter of public information, and an at-cost charge may be made for these publications if appropriate and necessary.
- 5.5 Either party may caucus as necessary during negotiations. Either party may request that a caucus period be expedited.
- 5.6 Either party may use representatives or consultants to assist in the negotiation process.
- 5.7 Any agreements reached by the parties shall be reduced to writing and signed by both parties.
- 5.8 Within thirty (30) days of ratification of the Agreement by both parties herein, the District shall post the contract on the District website and place a hard copy of the contract at the HES and HHS school offices.

Article VI: Personnel Files

- 6.1 The District shall not base any adverse action against a teacher upon materials which are contained in such teacher's personnel file unless:
 - 6.1.1 The materials had been placed in the file within a reasonable time of the incident giving rise to such materials; and
 - 6.1.2 The teacher was notified at such time that such materials were being placed in his/her file.
- 6.2 A teacher shall be provided a copy of any negative or derogatory material before it is placed in his/her personnel file and shall be given reasonable opportunity up to fifteen (15) calendar days to initial and date the material. Employees shall have a minimum of thirty (30) calendar days from the time of receipt of materials to respond to said materials. Any written response (optional) shall be attached to the material.
- 6.3 Access to personnel files shall be limited to members of District administration, the teacher, and confidential clerical employees on a need-to-know basis. Contents of all personnel files shall be kept in the strictest confidence.
- 6.4 Upon written authorization by the teacher, a representative of the Association shall be permitted to examine and/or obtain copies of materials in that teacher's personnel file.
- 6.5 The person or persons who draft and/or place material in a teacher's personnel file shall sign the material and signify the date on which such material was drafted and placed in the personnel file.
- 6.6 Education Code Section 44031 states that employee personnel records are permanent. ECS 44031 protects employees from arbitrary or prejudicial materials from being placed into the respective employee's personnel file. Further, the law states that an employee must be notified and provided a copy of any materials being placed into the personnel file prior to the document being placed within. Further, the employee will have the right to respond in writing as described in Education Code Section 44031 (see also Title 5 Cal. Regs. Section 16023, subd. (c)).

Article VII: Association Rights

- 7.1 The Association and its members shall have the right to make use of school equipment, buildings and facilities upon prior approval of the Superintendent and at times which do not interfere with the educational program of the District.
- 7.2 The Association shall have the right to post notices of activities and matters of Association concern on designated Association bulletin board space which shall be provided for each school in areas frequented by teachers. The Association may use District resources for communications to teachers, as subject to reasonable rules and regulations.
- 7.3 Authorized representatives of the Association shall be permitted to transact official Association business on school property at locations approved by the Superintendent or designee, and at times that do not interfere with assigned duties of employees.
- 7.4 The District shall place on the agenda of each Board meeting any matters brought to its consideration by the Association, provided that such matters are made known to the Superintendent's office five (5) workdays prior to said meeting. Exceptions shall be made for emergencies in accordance with provisions of the Brown Act.

Article VIII: District Rights

- 8.1 The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of California, and of the United States, including but without limiting the generality of the foregoing, the right:
 - 8.1.1 To the executive management organization and administrative control of the District and its properties and facilities, and the activities of its employees;
 - 8.1.2 To direct the work of its employees, determine the time and hours of operation, and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors for services;
 - 8.1.3 To hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such employees;
 - 8.1.4 To establish educational policies, goals and objectives; to insure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of district operations; and
 - 8.1.5 To build, move, or modify facilities, establish budget procedures, and determine budgetary allocation; determine the methods of raising revenue; and take action on any matter in the event of an emergency.
- 8.2 The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of California and the Constitution and laws of the United States.
- 8.3 The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement in case of “emergency.” The determination of whether or not an emergency exists is as defined in Article III: Definitions.

Article IX: Personal and Academic Freedom

- 9.1 Unit members shall be entitled in private life to full rights of citizenship and no personal, religious, or political activities of any teacher (or the lack thereof) shall be grounds for any disciplinary action or discrimination in regard to employment – providing that these activities do not violate any reasonable District regulation and/or state or federal law.
- 9.2 Unit members shall have the right to join or not to join a union of their choice without the District interfering in their decision.
- 9.3 District shall not interfere with a unit member’s freedom to exercise professional judgment – in speech, skills, creativity, materials, and the like – while teaching the curriculum and managing the classroom according to District-adopted content, state and federal law, and professional ethics.

Article X: Grievance Procedure

10.1 Definitions

A “grievance” is a formal written allegation by a unit member, a group of unit members, or an Association representative on behalf of, and with written authorization from, a unit member or group of unit members, that there has been a violation or misapplication of the specific provisions within this Agreement which has resulted in an adverse effect upon that member or member(s).

10.1.1. A grievance shall not include, and this grievance procedure shall not apply to, any of the following:

10.1.1.1. Any matter upon which the District is without authority to act;

10.1.1.2. Any alleged violation of law that does not also state a violation of a specific provision of this Agreement;

10.1.1.3. The evaluation of members of the unit, except for alleged violations of procedural matters;

10.1.1.4. Any attempt to alter or change this Agreement;

10.1.1.5. An appeal of any Board/District decision if such decision is a result of a state or federal regulatory commission or agency rule or decision; or state or federal law or court decision;

10.1.2. A “grievant” is:

10.1.2.1. A unit member;

10.1.2.2. A group of unit members; or

10.1.2.3. An Association representative acting on behalf of, and with written authorization from, a unit member or members.

10.1.3. A “day” is any day the District office is open for business.

10.1.4. The “immediate supervisor” is the lowest level administrator having line supervisory authority over the grievant who has been designated to adjust grievances.

10.1.5. A “party of interest” is the District, the grievant or the designated representative.

10.2. Procedures

10.2.1 Informal Level

10.2.1.1 Within fifteen (15) days of the alleged misinterpretation, misapplication, or violation giving rise to the grievance, the grievant shall attempt to resolve it by an informal conference with his/her immediate supervisor.

10.2.1.2 If the grievant is not satisfied with the informal resolution the grievant shall, within ten (10) days of the immediate supervisor's decision, proceed to Formal Level I.

10.2.2 Formal Level I

10.2.2.1 At the conclusion of the informal level, the grievant must present the grievance in writing to the immediate supervisor.

10.2.2.2 This statement shall be a clear, concise statement, specifying the article and section violated; circumstances involved, fully stating the facts surrounding the grievance; the decision rendered at the informal conference; and the specific remedy sought. This statement must be signed and dated by the grievant.

10.2.2.3 The immediate supervisor shall communicate his decision to the grievant in writing within ten (10) days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next level.

10.2.2.4 Within the above time limits either party may request a personal conference.

10.2.3 Formal Level II

10.2.3.1 If the grievant is not satisfied with the decision at Level I, he/she may, within five (5) days, appeal the decision in writing to the Superintendent.

10.2.3.2 This statement shall include a copy of the original grievance and appeal, the decisions rendered, and a clear, concise statement of the reasons for the appeal. The employee must sign and date the appeal.

10.2.3.3 The Superintendent shall communicate his decision to the grievant within ten (10) days. If the Superintendent does not respond within the time limits provided, or if the grievant is not satisfied with the decision rendered, the grievant may appeal to the next level.

10.2.4 If the immediate supervisor and Superintendent are the same person, Level II is omitted.

10.2.5 Formal Level III - Mediation

- 10.2.5.1 If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Formal Level II, the grievance may be referred to grievance mediation. Mediation will occur only with the concurrence of the District and Association.
- 10.2.5.2 If mediation is not chosen by both parties within 15 (fifteen) days, the grievance will proceed to Formal Level IV – Binding Arbitration.
- 10.2.5.3 Should mediation be agreed upon, the Association shall request that the California State Mediation and Conciliation Service assign a mediator to assist the parties in the resolution of the grievance.
- 10.2.5.4 The mediator, within 30 (thirty) days of request, shall meet with the Association and the District, at a time and place mutually agreeable to both parties.
- 10.2.5.5 If the grievance was initially filed by or on behalf of one or more individual unit members, such members may be present during mediation upon request of the Association.
- 10.2.5.6 If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association, and the District. This agreement shall be nonprecedential and shall constitute a settlement of the grievance.
- 10.2.5.7 In the event that the Association and the Superintendent or his/her designee has not resolved the grievance with the assistance of the conciliator/mediator, the Association may terminate Formal Level III and the grievance shall proceed to Formal Level IV.

10.2.6 Formal Level IV – Binding Arbitration

- 10.2.6.1 If the Association is not satisfied with the disposition of the grievance at Level II, or III, they may submit the grievance to Binding Arbitration. The grievant and the Association shall notify the Superintendent or designee within 15 (fifteen) days of the receipt of the response, or within ten (10) days of the Level III final mediation meeting, if the grievance is being submitted to Binding Arbitration.
- 10.2.6.2 The arbitration proceeding shall be conducted by a professional arbitrator to be selected by the District and Association within seven (7) days after the request is received by the Superintendent. If an arbitrator cannot be agreed upon, the following selection procedure will be employed:

- a. If any questions arise as to whether a grievance can be arbitrated or not, such question will be ruled upon by the arbitrator only after he/she has had an opportunity to hear the merits of the grievance.
 - b. The Association and the District shall jointly request a list of seven (7) qualified arbitrators experienced in arbitrating public school grievances from the California State Mediation and Conciliation Service.
 - c. The selection of an arbitrator shall be determined by an elimination process in which the first party shall be determined by a flip of the coin; then each party shall alternately remove a name until only one name remains.
 - d. HTA and HUSD shall request in writing a mutually agreed-upon deadline for the decision by the arbitrator, and shall include the deadline in the arbitration contract.
- 10.2.6.3 The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted unless expedited rules apply.
- 10.2.6.4 The Superintendent, Association, and grievant shall be given copies of the decision and the arbitrator's report. The decision of the arbitrator shall be final and binding on all parties.
- 10.2.6.5 The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. However, it is agreed that the arbitrator is empowered to include in any award such financial reimbursement or other remedies as he/she judges to be proper, with the exception that it is understood that the Association and District shall always be responsible for paying for their own respective costs (attorneys' fees, etc.) for preparing and presenting a case for arbitration. The arbitrator is specifically prohibited from including these fees in any award.
- 10.2.6.6 All costs for the services of the arbitrator, including but not limited to per diem expenses, travel, and subsistence expenses, and the cost of any hearing room, will be borne equally by the District and the Association.
- 10.2.6.7 The voluntary labor arbitration rules of the American Arbitration Association shall apply to all arbitrations conducted under this section.
- 10.2.6.8 All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file

and will not be kept in the regular personnel file of any of the participants.

10.3 Guidelines

- 10.3.1 A grievant may be represented at all stages of the grievance procedure by himself/herself or (at his/her option) by any representative. If the grievant is not represented by the Association or its representative(s), the Association shall still have the right to be present and to state its views at all stages of the grievance procedure.
- 10.3.2 In the event that a grievant chooses self-representation, no final solution of a grievance shall be made by District until the Association has received a copy of the grievance, any proposed solution, and has been provided an opportunity to file a written response. The Association must exercise its response privilege within ten (10) days of its receipt of the grievance and offer a proposed solution.
- 10.3.3 Nothing in this Article shall be construed as preventing any party to a grievance from seeking the advice and counsel of a representative of choice.
- 10.3.4 All communications required to be in writing shall be served by U.S. certified mail or shall be delivered personally with acknowledgment via signed receipt notice during non-student contact time.
- 10.3.5 Unit members required to be absent from their duties when directly involved in a grievance hearing as an Association representative or witness shall not suffer any loss of pay.
- 10.3.6 A separate grievance file for each grievance shall be maintained at the District Office. During processing of the grievance, materials relating to the grievance shall be maintained in this file.
- 10.3.7 Forms for filing and processing grievances shall be prepared by the Superintendent in consultation with the Association, and copies shall be available at each school site office.
- 10.3.8 Timelines as stated in the grievance procedure are maximums. Every effort should be made to expedite a grievance as quickly as is feasible. If the grievance is filed at a time when vacation and/or summer schedules would make its resolution difficult, its processing may, by mutual consent, be postponed until an appropriate time.
- 10.3.9 A grievance filed against a supervisor shall have its first hearing at the next appropriate level of this procedure. All established time lines will be adhered to beginning with the informal level.
- 10.3.10 If the grievant introduces new evidence at any level in the grievance procedure, the District may require that the grievance be returned to the prior level.

- 10.3.11 Meetings for the processing of grievances shall be scheduled as much as possible at times which will not interfere with the regular workday of the participants. If any grievance meeting or hearing must be scheduled during the regular workday, any unit member required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time.
- 10.3.12 The grievant shall be entitled, upon request, to representation by the Association or another teacher at any or all grievance conferences.

Article XI: Public Charges

- 11.1 Any parent or citizen complaint directed to the school administration about a unit member shall be communicated to the member and, if deemed to be serious enough to warrant investigation, shall be processed through the following procedures.
- 11.1.1 The Superintendent or designee will investigate charges made. If no substance to the complaint is found, the issue will be dropped and no entry will be made in the personnel file.
- 11.1.1.1 A copy of the complaint will be given to the employee within the ten (10) school day period, unless precluded by law or by board policy.
- 11.1.1.2 Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
- 11.1.1.3 A written complaint shall include:
- a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it.
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
- 11.1.2 If the Superintendent or designee and/or unit member deems that an administrative conference is advisable, an appropriate conference will be held. The complainant will be notified and requested to be present and to submit the complaint in writing. The unit member may elect to attend the conference.
- 11.1.3 If a mutually satisfactory resolution is achieved, the matter will be closed. Failure of the complainant to attend the conference and to submit written charges will cause the matter to be dropped.
- 11.1.4 A copy of the complaint with the resolution attached will be placed in the unit member's personnel file.
- 11.1.5 If either party at the administrative conference is not satisfied with the findings of the conference, that person may appeal the entire matter to a closed hearing of the Board unless the unit member requests a public hearing. The Board's decision will be the final decision of the District.
- 11.1.6 Either party at the Board Hearing may be represented by an advisor of choice. A copy of the complaint, with the Board's resolution attached, will be placed in the personnel file of the unit member.

- 11.1.7 A teacher shall be provided a copy of any negative or derogatory materials before it is placed in his/her personnel file and shall be given reasonable opportunity up to fifteen (15) calendar days to initial and date the material. Any written response (optional) shall be attached to the material.
- 11.1.8 Violations of procedures specified in this Article are grievable. Resolutions made under this article are not grievable.

Article XII: Work Hours/Work Year

12.1 Work Year

- 12.1.1 The regular school year for classroom teachers will consist of a total of 184 work days.
- 12.1.2 All classroom teachers shall be required to be present as assigned by the District on each work day during the regular school year.
- 12.1.3 Of the total 184 workdays during the regular school year, there shall be a total of 180 teacher workdays. The remaining four (4) days of the total 184 workdays during the regular school work year shall be considered non-teaching work days. If all requirements are met, the Superintendent may allow for flexibility regarding the non-teaching days.
- 12.1.4 The scheduling of all work days, both teaching and non-teaching, during the regular school year shall be at the discretion of the District with input from the certificated staff. These days shall not be on a weekend or a holiday except by mutual agreement between the Association and the District.
- 12.1.5 Nothing in this Article is to be interpreted as prohibiting a unit member from serving an extended year on terms mutually agreed to by the members and the District.
- 12.1.6 A mandatory check out procedure at the conclusion of a school year shall be on a contract work day. There shall be sufficient time prior to this date for any appropriate forms to be processed by district personnel as needed. This procedure will be developed at each site.

12.2 Work Day

- 12.2.1 The teacher's normal work day in fulltime status shall be seven and one-quarter (7.25) hours and normal work week shall be thirty-six and one quarter (36.25) hours including at least a thirty (30) minute duty-free lunch period providing at least a 5-minute transition allowance. Each unit member will be at work fifteen (15) minutes before the beginning of his/her class or the beginning of the school day as determined by the District.
- 12.2.2 The classroom teacher shall complete such additional duties or activities that are necessary to complete their professional responsibilities.
 - 12.2.2.1 8th grade and senior trip transportation will be covered by the District if the trip is within a 2-hour travel radius or 300 miles round trip.

12.3.0 Preparation Period

- 12.3.1 The District shall minimize disruption of teachers prep time by scheduling legally required meetings (IEP, SST, or 504 meetings) outside of prep time

when possible. Unscheduled parent visits to campus do not constitute a legally required meeting however the parties agree that it is a professional responsibility as stated in 12.2.2 and is in compliance with Board Policy 6020 Parental Involvement.

12.3.2 Elementary Schools

12.3.2.1 Elementary/Middle School Prep Time will be designated Monday-Friday, following the release of students until the end of contractual time to be no less than 50 minutes unless needed to be used for instructional minutes.

12.3.2.2 When Middle School teaching schedules are rotating with multiple teaching periods daily, Middle School teachers will follow 12.3.3 for the Preparation Period schedule.

12.3.3 High Schools

12.3.3.1 One Preparation Period equivalent in length of time to one of the teaching periods of the school will be assigned to the teacher.

12.3.3.2 A teacher may be assigned to teach a class absented by another teacher during a regular preparation period.

12.3.3.3 When such assignment is made the unit members shall be paid the percentage of the daily rate applicable to each period or shall be given one period credit toward compensatory time off to be taken during the year. The District will be responsible for recording the unit members' preference at the beginning of the year.

12.3.3.4 Such accumulation of time shall be taken in one-half or one full day increments up to a total of one full instructional day per year.

12.3.3.5 The teacher shall be required to perform those duties normally performed during the regular preparation period during an equivalent period of time at the end of the student school day.

12.3.3.6 When economically practicable the regular teacher preparation period shall be preserved and a substitute employed.

12.4 Professional Development Minimum Days

12.4.1 70 minutes each week will be allotted for Professional Collaboration. Professional Collaboration is defined as time in which Professional Learning Communities, Professional Development, and Staff Meetings will take place as determined by the Administration. It is understood that the district focus is to incorporate Professional Learning Environments as a premier focus of school improvement.

12.4.2 Professional Learning Communities, Professional Development, and Staff Meetings will take place on Fridays, 35 minutes after the completion of the scheduled minimum day. Whole staff meetings will not exceed thirty (30) minutes with the remainder of the time utilized in Professional Learning Communities focusing on student learning and student improvement.

12.4.3 Whole-district professional development will occur as needed not to exceed nine (9) Fridays (this excludes the minimum days for fair and bolts days). The District will present preliminary dates and topics during HULC at the first meeting of the school year. To the best of the District's ability to set these dates, it is understood that modifications may be made to this calendar with prior notice.

12.4.4 Sample Minimum Day Friday Staff Development Schedule:

- 12:30pm – 1:05pm: Lunch
- 1:05pm – 2:15pm (70): Staff Meeting, PLC, Professional Development
- 2:15pm – 3:15pm (60): Prep

12.4.5 The District will provide one day (up to 7.25 hours) timecard annually for work to be completed between July 1 and the first in-service day to complete mandated training and/or to prepare classrooms for the start of the school year. This timecard must be submitted by August 25th of that school year to the site administrator in order to receive payment. The rate of pay will be based on the teachers' hourly rate.

12.5 Early Release

12.5.1 In consideration for the additional staff hours required for professional development/staff meetings/PLC commitments listed in sections above release time will be allowed as described below.

12.5.1.1 At the conclusion of the student day on minimum day Fridays that are scheduled within the district calendar directly prior to the major school breaks of Thanksgiving, Winter Break, and Spring Break (if it falls on a Friday), unit members may leave upon completion of professional responsibilities (as stated in Article XII, 12.2, 12.2.2).

12.6 Extra Pay Positions

12.6.1 Any extra duty position filled is paid per the Extra Duty Salary Schedule; Appendix C.

12.6.2 Each unit member who has served in an extra-pay position during the current school year and expresses a willingness to be appointed to the same extra-pay position for the following year will be notified by May 1, of his/her reappointment, which is at the discretion of the District, for the next school year.

12.6.3 An extra-pay position that is not filled via the reappointment process will be declared an open position. When a position is declared open, the District will

publicize the open position by posting a notice of the open position at each school. The notice will include a list of qualifications for the position. All unit members who are interested in being considered for the position may submit an application to the District.

- 12.6.4 The District will first consider unit member applications for the open position. If a unit member candidate is properly qualified, as determined by the District, he/she will be appointed to the position. In the event that no unit member is appointed to the position, other applicants will be considered. Appointments to all extra-pay positions will be based on District timelines and contingent on the program being offered in the school for the following year.

Unit members may make a written request of the district to open a coaching position held by a walk-on coach not employed as a certificated or classified unit member of the district. The district has full discretion when considering the request to open or not to open the position. Such requests must be made by April 1st of the current school year for the following school year.

- 12.6.5 Each unit member who is appointed to an extra-pay position will work such time as necessary to complete the responsibilities in a professional manner as set forth in the District-adopted job description.

- 12.6.6 Coaches will receive an additional stipend of \$250 for any post season games per sport. The additional stipends will be paid to head coaches and assistant coaches who are paid during the regular season of play. Excluded would be non-paid /volunteer coaches. Coaches who choose to split the regular season stipends would also split the post season stipend of \$250.00.

12.7 Athletic Supervision

- 12.7.1 The District and Unit agree that athletics is a primary support for student learning that builds interest and attracts students to our district. The District and Unit agrees that supervision of athletic events outside the contract day are necessary for student, staff and community safety as well as a requirement to participate in the State of California Interscholastic Federation (CIF) that federation regulating high school sports. The District and Unit agree that supervision within a small district is cumbersome on all and further understand the need to have members of the unit assist administration with athletic supervision. Therefore, this agreement is to encourage sharing the load between high school staff, site and district administration. The District and Unit agrees to the following procedures:

- 12.7.1.1 The District and Unit agrees that Certificated staff may cover Minor Games and school dances as the administrative designee. Minor Games are defined as Soccer, Softball, Baseball and some Volleyball/Basketball games where coverage does not warrant both an administrator and/or Dean of Students supervision.

- 12.7.1.2 The District and Unit agrees that Certificated staff could also serve as an additional site administrative designee at such games that warrant more supervision.
- 12.7.1.3 The District agrees to create an administrative designee sign-up schedule in sufficient time for each of the fall, winter and spring sports.
- 12.7.1.4 The District agrees to provide training to Certificated staff annually regarding the procedures and process needed for each administrative duty while serving as the administrative designee for game supervision.

12.8.2 Compensation

- 12.8.2.1 The District agrees to compensate unit members with one hour of compensatory time for each hour of athletic supervision coverage served outside the contract day up to 21.75 (3 days) hours per school year (as described in article 12.3 section 12.3.3.3). The unit members shall place all athletic coverage hours onto a district timesheet and the district will enter the compensatory time into the district employee attendance system (AESOP) (note, compensatory time shall be paid to all unit members who are acting as administrative designee beyond their required duties).
- 12.8.2.2 All requests for compensatory time off must be submitted through AESOP and approved by the site administrator in a timely manner to ensure that a substitute teacher is secured for the vacancy.
- 12.8.2.3 Unit members who choose to accrue additional coverage over the maximum compensatory bank will be paid at a rate of \$30.00 per hour. Unit members may choose to be compensated at the rate of \$30.00 per hour for athletic coverage and not accrue compensatory time if they so desire.

12.9 Required Travel Between School Sites

- 12.9.1 A \$125 annual travel compensation to be issued with the June payroll for Certificated employees who are scheduled daily at Hamilton High School/Ella Barkley and Hamilton Elementary School or Hamilton Adult School for more than 20 school days annually using their personal vehicle.

Article XIII: Leaves

13.1 Definitions

- 13.1.1 “Paid Leave” is a leave during which the employee receives pay and other fringe benefits according to the terms of this contract.
- 13.1.2 “Unpaid Leave” is a leave during which the employee does not receive salary payments. Other District benefits contributed to by District are continued in effect.
- 13.1.3 “Unpaid Non-benefit Leave” is a leave during which employee does not receive any salary or any benefits earned as an employee. The employee may continue health and insurance coverages by reimbursing the District for the full cost of these programs.
- 13.1.4 “Immediate Family” is defined as mother, father, grandmother, grandfather, grandchild, spouse, registered domestic partner, or significant other, son, daughter, step-children, step-parents, brother, sister, in-laws, aunt, uncle, nieces or nephews, any other person living in the immediate household of the employee.
- 13.1.5 “Designated Person” an individual related to the employee by blood or whose association with the employee is equivalent to a family member.

13.2 Sick Leave

- 13.2.1 Every teacher shall be entitled to ten (10) days of paid sick leave for each full year of employment.
 - 13.2.1.1 Unused sick leave shall accrue from school year to school year.
 - 13.2.1.2 At the beginning of each school year, every teacher shall receive a sick leave allotment credit equal to the sick leave entitlement for the school year. A teacher may use credited sick leave at any time during the school year.
 - 13.2.1.3 With advance notice, the District may require a physician’s verification of illness and/or ability to return to work if a teacher has been on sick leave for three (3) or more consecutive days.

13.3 Maternity Leave

- 13.3.1 Maternity leave shall be granted according to state law. Absence due to pregnancy, or to illness/injury caused by pregnancy, childbirth, miscarriage or recovery therefrom shall, upon certification of a physician, be considered as sick leave according to the sick leave provisions of this contract.

- 13.3.2 The length of the leave, including the date on which the leave shall begin and the date on which the member shall resume duties, shall be determined by the unit member and the physician of the unit member.
- 13.4 Child-Rearing Bonding Leave
- 13.4.1 Employees may elect to utilize up to 12 weeks of child bonding leave occasioned by the birth of the employee's child, or the placement of a child with the employee in connection with the employee's adoption or foster care of a child as provided by the California Family Rights Act (CFRA).
- 13.4.2 Such leave shall be paid leave consistent with Education Code section 44977.5. Employees shall be permitted to use accumulated leave credits during child bonding leave. If an employee exhausts his/her accumulated sick leave prior to the expiration of the 12-week child bonding leave, she/he shall be entitled to differential pay as defined in Education Code section 44977.5 for the balance of the 12-week period.
- 13.4.3 At least four (4) weeks prior to the anticipated date on which child-rearing leave is to commence, the unit member will notify the District of intention to take such leave and will specify the length of the leave (special provisions will be made for emergencies). For birthing parent, the 12-week child bonding leave shall commence at the conclusion of any pregnancy disability leave. For non-birthing parents, the 12-week child bonding leave shall commence on the first day of such leave.
- 13.5 Child Adoption
- 13.5.1 Any unit member shall be entitled to Child Bonding Leave consistent with 13.4 above.
- 13.6 Paternity Leave
- 13.6.1 Non-Birthing Teachers will be afforded leave consistent with Child-Bonding Leave allowed in 13.4 above.
- 13.6.2 Non-Birthing Teachers may also be allowed an unpaid leave of absence for childcare for up to one (1) full year; concurrent with 13.4 and in compliance with the Family and Medical Leave Act.
- 13.7 The District and Unit understand that 13.4 Child-Rearing Bonding Leave is currently in law and agree that the contained language in 13.4 Child-Rearing Bonding Leave will be in effect upon signing of this MOU.
- 13.8 Extended Sick Leave
- 13.8.1 Any unit member who is absent from duties on account of illness or accident for a period of five (5) or fewer months shall receive the regular salary due that

employee less the amount actually paid the substitute to fill the position during the absence of the regular employee.

13.8.2 Benefits accruing under this provision shall be used only after entitlement to all regular sick leave, accumulated sick leave, or other available paid leave has been exhausted.

13.8.3 During each school year, when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of illness or accident for an additional period of five school months, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional five months in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed. The school district shall make every reasonable effort to secure the services of a substitute employee. See Ed. Code 44977.

13.8.3.1 For purposes of 13.8.3:

13.8.3.1.1 The sick leave, including accumulated sick leave, and the five-month period shall run consecutively.

13.8.3.1.2 An employee shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

13.8.3.2 The governing board of every school district shall adopt a salary schedule for substitute employees. The salary schedule shall indicate a salary for a substitute for all categories or classes of certificated employees of the district.

13.8.3.3 Excepting in a district the governing board of which has adopted a salary schedule for substitute employees of the district, the amount paid the substitute employee during any month shall be less than the salary due the employee absent from his or her duties.

13.8.3.4 When a person employed in a position requiring certification qualifications is absent from his or her duties on account of illness for a period of more than five school months, or when a person is absent from his or her duties for a cause other than illness, the amount deducted from the salary due him or her for the month in which the absence occurs shall be determined according to the rules and regulations established by the governing board of the district. The

rules and regulations shall not conflict with rules and regulations of the State Board of Education.

- 13.8.3.5 Nothing in this section shall be construed so as to deprive any district, city, or city and county of the right to make any reasonable rule for the regulation of accident or sick leave or cumulative accident or sick leave without loss of salary for persons acquiring certification qualifications.
- 13.8.3.6 This section shall be applicable whether or not the absence from duty is by reason of a leave of absence granted by the governing board of the employing district.

13.9 Industrial Accident and Illness Leave

- 13.9.1 Industrial accident and illness leave is granted to a unit member involved in an industrial accident or illness which results directly from his/her employment with the District. Such member shall qualify for the following benefits.
 - 13.9.1.1 Allowable leave shall be sixty (60) working days in any one (1) fiscal year for the same accident or illness.
 - 13.9.1.2 Allowable leave shall not be cumulative from year to year.
 - 13.9.1.3 All industrial accident or illness leave will commence on the first day of absence.
 - 13.9.1.4 Payment for wages lost on any one (1) day due to an industrial accident or illness shall not, when added to an award granted the unit member under the Workers' Compensation laws of the state, exceed that unit member's normal daily wage.
 - 13.9.1.5 Industrial accident or illness leave will be reduced by one (1) day for each day of authored absence regardless of any compensation award made under Workers' Compensation.
 - 13.9.1.6 If an industrial accident or illness overlaps into a second fiscal year, the unit members shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
 - 13.9.1.7 Industrial accident or illness leave is to be used in lieu of other Sick Leave entitlement until such entitlement under Industrial Accident or Illness Leave is exhausted. However, if a unit member is receiving Worker's Compensation, the unit member shall be entitled to use only so much of the accumulated or available Sick Leave benefits or other paid benefits that, when added to the Workers' Compensation award, will provide for a full day's wage or salary.

- 13.9.1.8 Periods of leave of absence, whether paid or unpaid, will not be considered a break in service. Any unit member receiving benefits as a result of this section shall remain within the State of California unless the Governing Board formally authorizes travel outside the state.
- 13.9.1.9 The Superintendent may request a unit member to submit to an examination by a competent practitioner of the Superintendent's choice in order to maintain eligibility for leave provisions under this subsection.
- 13.9.1.10 A unit member who has been medically released for return to duty, and who fails to accept an appropriate assignment, shall be considered as dismissed.

13.10 Professional Opportunity Leave

- 13.10.1 Upon the recommendation of the Superintendent, the Governing Board may grant a year's leave without pay to certificated staff members of advanced study in their major or minor fields, to improve their competency in current teaching assignments, or to obtain competencies in other fields of education.
 - 13.10.1.1 Professional Leave recipients shall receive advancement on the salary schedule as though they remained in the District.
 - 13.10.1.2 This leave will be considered after five (5) years in the District or after five (5) years since a similar leave has been granted by the District.
 - 13.10.1.3 Unit members on professional leaves shall notify the District of their intended return not later than March 1 of the school year prior to their return.
 - 13.10.1.4 If a Unit member wishes to extend the leave beyond one year, a new request must be submitted for an additional year by March 1 of the professional-leave year. The District, at its discretion, will consider such a request.

13.11 Personal Necessity Leave

- 13.11.1 Every unit member shall be entitled to use seven (7) days of his/her paid sick leave allotment during each school year in the case of the following:
 - 13.11.1.1 The death or serious illness of a member of the immediate family as defined in Section 10.1 of this Article.
 - 13.11.1.2 Serious accident involving the unit member's person or property, or the person or property of a member of the immediate family.

- 13.11.1.3 Eminent danger to the home or personal property of the unit member occasioned by flood, storm, fire or other natural calamity.
- 13.11.1.4 The unit member shall not be required to secure advance permission to use personal necessity leave for situations described in Section 13.11.1.1, 13.11.1.2, and 13.11.1.3 above.
- 13.11.2 Upon prior 24-hour notice to the District (exceptions at Superintendent's discretion), a unit member may use, at his/her election, up to three (3) days of unused sick leave for the purposes of personal business leave not listed in Section 13.10.1.1, 13.10.1.2, and 13.10.1.3 above. The unit member shall notify the District the anticipated length of absence as soon as practicable.
- 13.11.3 Upon application of the unit member and approval of District Governing Board, personal necessity leave under this subsection may be extended up to an additional five (5) days.
- 13.11.4 Faculty/Student Bereavement Leave
 - 13.11.4.1 Unit members may be granted release time during the work day for attending funerals of District employees or students in their classrooms, or parents, or siblings of such students. Such release time may be charged to Personal Necessity Leave, subject to finding qualified substitutes.

13.12 Bereavement Leave

- 13.12.1 Unit members are entitled to up to five (5) days of a bereavement leave of absence. When travel is within 200 miles one way, three (3) days of leave will be paid for by the District. Unit members may use up to two (2) additional leave days of any available time off to cover the days not paid by the District. If out-of-state travel or travel is over 200 miles one way, unit members are entitled to five (5) days of bereavement paid for by the District.
- 13.12.2 Bereavement leave shall not be deducted from sick leave. The employee may petition the Superintendent or designee about bereavement leave for person(s) other than immediate family as defined in Section 13.1.4 of this Article.
- 13.12.3 Bereavement leave of absence for reproductive leave loss
 - 13.12.3.1 Five (5) days of leave will be paid for by the District for a reproductive loss event. Unit members can, but do not have to, take their leave days consecutively, as long as their leave is completed within three months of the reproductive loss event.
 - 13.12.3.2 If a unit member experiences more than one reproductive loss event in a year, they are entitled to no more than 20 days of reproductive loss leave in that one-year period.

13.12.3.3 A unit member can take leave following their own reproductive loss event or a spouse or partner – if the employee would have been the parent of the child born or adopted.

13.12.3.4 Unit members who have worked for the District for at least 30 days before taking leave are eligible.

13.13 Catastrophic Leave

13.13.1 Under the catastrophic leave program, District employees may voluntarily donate sick leave credits to other eligible employees within the District who have been granted leaves of absence due to a catastrophic illness or injury.

13.13.2 All transfers of eligible leave credit shall be irrevocable. The Superintendent shall ensure that all donations are confidential.

13.13.3 Definitions

13.13.3.1 “Catastrophic illness” or “catastrophic injury” means an illness or injury that is expected to incapacitate the employee or his/her family members and that requires the employee to take time away from work in excess of 72.5 hours (or ten days).

13.13.3.2 “Catastrophic leave credit” means sick leave donated from one employee’s accrued sick leave account to another employee.

13.13.3.3 “Recipient” means any person meeting the eligibility requirements.

13.13.3.4 “Donor” means any person voluntarily transferring their sick leave credits to another employee.

13.13.3.5 “Participant” means any eligible employee within the District.

13.13.4 Sick Leave Credits.

13.13.4.1 Credits are received and donated on an hourly basis. A day’s sick leave is counted as seven and one-quarter (7.25) hours. Part-time employees may donate or receive sick leave on a pro-rated basis.

13.13.5 Recipients.

13.13.5.1 To be eligible to receive donations, the employee must satisfy all of the following conditions.

a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.

b. Be a participant in the catastrophic leave.

- c. Provide medical written verification from his/her licensed physician of a catastrophic illness or injury, indicating the incapacitating nature and probable duration of the illness or injury.
- d. Have used all available sick leave credits.
- e. Not be receiving other salary replacement credits such as worker's compensation.
- f. Not receive leave credits for the purpose of qualifying for STRS disability.
- g. Use the donated leave credits within twelve (12) consecutive months.

13.13.6 Donors

13.13.6.1 Donations may be solicited through an announcement by the District on behalf of an eligible recipient.

13.13.6.2 All transfers of eligible leave credit shall be irrevocable. The Superintendent shall ensure that all donations are confidential.

13.13.6.3 To donate sick leave credits, the employee must satisfy all of the following conditions:

- a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.
- b. Must be able to maintain a minimum of ten (10) accumulated sick days.

13.13.6.4 Unit members may donate a minimum of one full day of sick leave per year to a maximum contribution of ten (10) days.

13.14 Jury and Witness Duty Leave

13.14.1 The employee must return to work when it is not necessary for him/her to report for jury duty.

13.14.2 An employee shall be granted a leave of absence without loss of pay for any regularly scheduled jury duty when directed to appear as a witness in court other than as a litigant. The employee shall include the subpoena with the application directed to the Superintendent. If the leave of absence is approved with pay, the employee shall make payment to the school district the fees received for his/her services to the court as a juror or witness; exclusive of transportation, food, and lodging expense.

13.14.3 The employee must return to work in cases when it is not necessary for him/her to be absent the entire day. In the event an employee is excused from jury duty prior to noon, he/she shall return to work unless serving in Federal Court.

13.14.4 This policy shall not preclude the District Superintendent from discussing with the affected employee the practicality of seeking exemption when acceptance would tend to materially disrupt the district's operation.

13.14.5 If a litigant, the employee:

13.14.5.1 Shall be granted leave not to exceed five (5) days.

13.14.5.2 Shall be required to pay the substitute pay up to five (5) days.

13.14.5.3 Shall be limited to five (5) paid days.

13.15 Leave Status

13.15.1 Unit members on District-approved leave will maintain their seniority rank in terms of District service unless otherwise agreed.

Article XIV: Class Size

- 14.1 Conceptually, the parties agree that 24:1 ratio of pupils to classroom teachers is desirable. As options are evaluated, the District and the Association will consider this objective.
- 14.2 It is recognized that smaller class sizes in the primary grades are beneficial to the K-8 instructional program.
- 14.3 Class size, however, is dependent upon District resources, the educational needs of pupils, and the enrollment trends of the District. The parties acknowledge that retention of District flexibility in assignment and class load is essential to preserve jobs and District function.
- 14.4 In so far as practicable within the constraints of offering a variety of subjects to a limited number of students in a small high school, the District shall attempt to distribute students in classes of the same course title as equitably as possible.
- 14.5 The District and HTA agree with the changes in language for ARTICLE XIV to keep funds provided by the State of California flexible to the degree allowed under state law. The District and Unit agree to immediately meet and negotiate the language should it be found to be non-compliant with state laws regulating GSA (Grade Span Adjustment).
- 14.5.1 Class sizes in Kindergarten-3rd grade may be above the GSA 24-1 ratio set by the State of California with the understanding that the District will balance the number of students per grade level as closely as possible.
- 14.5.2 The maximum class size for K-3 will be as follows:
- | | |
|---|------|
| Kindergarten | 28:1 |
| First Grade | 28:1 |
| Second Grade | 28:1 |
| Third Grade | 28:1 |
| Combination Classes (K-5), if necessary | 27:1 |
- 14.5.3 For any combination class or should the ratio exceed the above, the site administrator will distribute classroom instructional support among those classes, if available.
- 14.5.4 Should the class size average reported on P-2 on the Class Size Penalty Report exceed 28:1 in a single grade span class or 27:1 in a combination class that teacher would receive a one-time payment of \$1000.00 to be paid in the June pay period.
- 14.5.5 For classes with a self-contained two single grade combination class (example: K-1 combination class), teachers are to receive a one-time payment of \$1,500 to be paid in the June pay period.
- 14.5.6 For classes with a self-contained three single grade combination class (example: K, 1, 2 combination class or any combination of three (3) grades span), teachers

are to receive a one-time payment of \$2,500 to be paid in the June pay period inclusive to grades Tk-5th.

Article XV: Teaching Conditions

- 15.1 Association and unit members shall have the right to provide input to the District on instructional materials and suitable facilities in which to teach.
- 15.2 Any condition deemed to be unsafe by a unit member shall be reported in writing to his or her immediate supervisor. Any action or response shall be provided by the supervisor in writing. A copy shall be submitted to the Superintendent.
- 15.3 If delay of corrective action would result in the health or safety of unit members and/or students being jeopardized, the Administration shall take all necessary steps to remove unit members and/or students from endangerment immediately.
- 15.4 If the unit member is not satisfied with the action or response, he or she may file a grievance. Once a condition has been reported by the unit member, in writing, the condition becomes the responsibility of the immediate supervisor.
- 15.5 In the event that the DISTRICT receives any information from recognized public entity (ies)/agency (ies), that a student, his or her parents or guardian have a known, established history of dangerous, violent and/or disturbed behavior, the building administrator will forward such information to the unit member(s) of that student within 24 hours when school is in session. The Unit member and site administrator shall discuss student needs and plan accordingly.
- 15.6 Conditions may arise which are not covered by the District safety plan. The unit member shall consult the local administrator for direction in such situations. In the absence of administrative direction, the unit member shall take reasonable and prudent action.
- 15.7 Unit members shall not be required to work under unsafe conditions or to perform tasks which endanger health, safety or well-being.
- 15.8 Each unit member shall be given an opportunity to participate in the District's decision to assign an aide to their classroom.

Article XVI: Transfer and Reassignment

16.1 Definitions

- 16.1.1 A transfer is the movement of a unit member from one work location to another work location, or from one program to another program such as year-round education, restructured schools, or reconfiguration. The transfer may include a change in grades or subject area as long as the move involves changing worksites.
- 16.1.2 A reassignment is the movement of a unit member from one subject area to another subject area, one grade level to another grade level, or from one configuration to another such as team teacher, restructuring or other reconfiguration within the same worksite.

16.2 Voluntary Transfer/Reassignment

- 16.2.1 A unit member may submit a request for transfer to the District at any time, whether or not a vacancy exists. A unit member may also submit a request for a transfer subsequent to the posting of a vacancy notice pursuant to the posting procedure of this Article.
- 16.2.2 If two (2) or more unit members with state required credentials for the position apply for a vacancy, the unit member with the greatest seniority shall receive first consideration.
- 16.2.3 A transfer request shall not be denied arbitrarily, capriciously, or without basis in fact.
- 16.2.4 If a unit member's request for a voluntary transfer is denied, the unit member, upon request, shall be granted a meeting with the administrator who denied the request to discuss the reasons for the denial. Following the meeting, the unit member may request and shall receive written reasons for the denial.
- 16.2.5 Unit members returning from leave shall be afforded all rights provided under this section.

16.3 Involuntary Transfer/Reassignment

- 16.3.1 Involuntary transfer/reassignment shall be made only for the following reasons:
 - 16.3.1.1 A decrease in the number of pupils which requires a decrease in the number of unit members;
 - 16.3.1.2 Elimination of program(s) and/or funding;
 - 16.3.1.3 Worksite closings; or

- 16.3.2 The needs and efficient operations of the District. The compatibility of the unit member with the school program and the ability of a unit member to teach a specific program shall be considered.
- 16.3.3 If a decrease in the number of pupils or the elimination of program(s) and/or funding occurs, the District shall seek volunteers prior to making any involuntary transfer/reassignment. If an involuntary transfer/reassignment becomes necessary, the unit member with the least seniority with the appropriate credential shall be considered first for reassignment.
- 16.3.4 Unit members returning from leave shall be afforded all rights provided under this section.
- 16.3.5 Unit members who are transferred/reassigned during the work year shall be allowed five (5) days of paid release time for preparation prior to the effective date of the transfer/reassignment. The District shall provide assistance in moving a unit member's material whenever a unit member is transferred/reassigned.
- 16.3.6 If the Unit member is moved from one classroom to another, the unit member will be given \$150 a day for a maximum of \$300 to complete the move as follows:
- 16.3.6.1 The District will schedule District custodial staff and equipment to assist in the movement.
 - 16.3.6.2 Scheduled assistance will happen between the year end dismissal of students and the beginning of Summer School or at another time upon mutual agreement prior to the beginning of school. Exceptions may occur due to summer school classroom usage, or construction.
 - 16.3.6.3 Unit member will submit a time sheet by June 30th of the fiscal year of classroom movement.
- 16.3.7 These clauses shall not affect itinerant teachers who may have to move rooms throughout the day when the normal and usual teaching assignments dictate such movement.

16.4 Notification of Assignment

- 16.4.1 Each unit member shall be given written notice not later than the Third Friday in May for next year's assignment. Such notice shall specify the grade level, subject/position to which the unit member will be assigned along with the room or rooms assigned as a teaching station for that unit member. This clause does not affect itinerant teachers who may change classrooms for subject matter or whose classroom instruction is held in multiple locations on a campus or in the district. In addition, such notice shall explain the nature of special problems, which may be experienced by pupils assigned to the unit member, if known. The

Unit agrees that service of such notice may be given either by email or personal service by the conclusion of the contract day on the third Friday of May. The unit and district understands that a unit member may be temporarily assigned a classroom or teaching station when construction occurs. In these cases, it is permissible to delay the actual teaching assignment or location until construction can be complete for that classroom or teaching station.

16.4.1.1 Assignment Limitations

16.4.1.1.1 Unit members shall be assigned only to positions for which they hold a valid California credential, and for which they are qualified.

16.4.1.1.2 At a unit member's sole discretion, the unit member may agree to an assignment outside the unit member's credential authorization(s), providing that the District shall secure all the necessary waivers, emergency credentials, and District Committee on Assignments approval.

16.4.1.1.3 At the end of a school year, the unit member, at her/his sole discretion, may withdraw from the voluntary assignment referred to in Section 16.2 above. Subsequently, the unit member shall be assigned in accordance with Section 16.4.1.1.1 above.

16.5 Vacancies

16.5.1 A vacancy is any position that does not have a unit member assigned to it. This includes any vacated, promotional, or newly created position, including positions created by reconfiguration or restructuring and any supplemental instructional programs offered by the District.

16.5.2 Upon knowledge of vacancies, the District shall deliver to the Association and post in all work sites a list of all vacancies which occur during the work year and for the following work year. The list shall contain the following:

16.5.2.1 A closing date which is at least ten (10) working days following the posting date.

16.5.2.2 A job description.

16.5.2.3 Credentials and qualifications necessary to meet the requirements of the position.

16.5.3 No assignment to fill the vacancy shall be made until after the closing date.

16.5.4 The District shall notify unit members by mail of any posted openings which may arise during the summer recess, intersession, or a period of leave.

16.5.5 The District shall, upon request of the unit member, deliver in writing, the reasons for the unit member not receiving the vacancy.

16.5.6 No outside applicant shall be selected to fill a vacancy if there is a qualified unit member applicant.

16.6 Seniority

16.6.1 Seniority is defined as the unit member's initial date of service in the bargaining unit.

16.6.1.1 Unit members with the same initial date of service shall have their seniority number determined by the following criteria:

16.6.1.1.2 Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education, etc.)

16.6.1.1.3 Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school

16.6.1.1.4 Credentials that permit supplementary authorization

16.6.1.1.5 Number of teaching and/or specialist service credentials

16.6.1.1.6 Earned degrees beyond the B.A. or B.S. level (e.g., masters, doctorate)

16.6.1.1.7 Multiple language skills relevant to District need (e.g., Spanish)

16.6.1.1.8 Preliminary v. Clear/Life credentials

16.6.1.1.9 National Board Certification

16.6.1.1.10 Application of Criteria as follows:

16.6.1.1.10.1

- Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education, etc.) Rating: +1 per credential, +1 per year of experience
- Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school Rating: +1 per year
- Credentials that permit supplementary authorizations Rating: +1 per supplementary authorization

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- Number of teaching and/or specialist service credentials
Rating: +1 per credential
- Earned degrees beyond the B.A. or B.S. level (e.g., masters, doctorate) Rating: +1 per degree
- Multiple language skills relevant to District need (e.g. Spanish) Rating +1 for Spanish
- Preliminary v. Clear/Life credentials Rating: +1 per preliminary +2 per Clear/Life Credential
- National Board Certification Rating: +1 per certificate

16.6.1.1.11 Tie-Breaking Procedure: In the event that common day hires have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

16.6.1.2 If a unit member is assigned by the District to a non-bargaining unit position, that unit member does accrue seniority for the purposes of this Article while working on such an assignment.

16.6.1.3 A unit member on a District-approved leave of absence shall continue to earn seniority while on leave.

16.6.1.4 A unit member's seniority shall accrue during layoff.

16.6.2 The provisions of Education Code Sections 44256, 44258.5 and 46300, 44258.1, 44258.2, 44258.7 and by reference Section 44258.9, as they relate to bargaining unit members, are incorporated into this section by the District and the Association as though fully set forth. In furtherance of this provision:

16.6.2.1 Members of the bargaining unit shall be assigned or reassigned to classes consistent with their credentials and major and/or minor subjects of study except as may be hereinafter provided. Where such exceptions are permitted, they shall occur only by mutual agreement among the bargaining unit members affected, the Association, and the District.

16.6.2.1.1 A bargaining unit member who qualifies under the provisions of Education Code Section 44256(b) to teach departmentalized classes or groups of pupils below grade nine (9), and who applies for authorization from the District, shall not be denied such authorization.

16.6.2.1.2 A bargaining unit member who qualifies under the provisions of Education Code Section 44258.2 to teach classes in grades five (5) to eight (8), inclusive, in a middle school and who applies for authorization from the District, shall not be denied such authorization.

16.6.2.1.3 A bargaining unit member who qualifies under the provisions of Education Code Section 44258.5(a) to teach any single subject classes and who applies for authorization from the District shall not be denied such authorization.

16.6.2.1.4 A bargaining unit member who qualifies under the provisions of Education Code Section 44258.7(b) to coach competitive sports for which pupils receive physical education credit and who applies for authorization from the District, shall not be denied such authorization.

16.6.3 Bargaining unit members shall be held harmless from the effects of any misassignment, whether voluntary or not, in any matter including, but not limited to, evaluation, transfer, salary, including extra duty salary, discipline, and layoff.

16.6.4 Any bargaining unit member who may have been inadvertently misassigned shall be provided with a notice of possible misassignment addressed to the County Superintendent. Such notice shall be signed by the bargaining unit member and transmitted forthwith by the District to the County Superintendent. A time-dated copy of this notice shall be provided to the bargaining unit member and the Association.

16.6.5 All reports, notifications, certifications, or verifications whose submission is required by Education Code Sections 44256, 44258.5 and 46300, 44258.1, 44258.2, 44258.7, and 44258.9 from the District to the County Superintendent or from the District to any other agency shall be provided to the Association.

16.7 School/Site Reconstitution

16.7.1 Unit members who are to be involuntarily transferred from a reconstituted school/site shall be accorded the same rights as unit members leaving a closed school.

16.7.1.1 The “first priority” to fill vacancies given to reconstituted and closed school unit members shall mean that such unit members shall be placed in vacancies prior to placing voluntary transfers, new hires, and/or returning temporary and leave of absence unit members into vacancies.

16.7.1.2 Unit members involuntarily transferred from a reconstituted school site shall be given five (5) days of release time or paid time at unit members’ pro-rata daily rate of pay for the purposes of moving to their new assignment. In addition, the District shall provide packing and moving assistance of unit members’ materials to the new assignment location.

16.8 Dual Immersion Program

16.8.1 The District agrees to follow the protocol as detailed in this article as it relates to the implementation of the Dual Immersion Program.

Article XVII: Evaluations

17.1 Definitions

- 17.1.1 “Job performance deficiencies” means in 3 or more elements in any two (2) CSTP standards may qualify as an unsatisfactory rating.

17.2 General Provisions

- 17.2.1 A fundamental premise for a successful evaluation program includes the necessity for honest and open communication between and among the evaluator and the evaluatee.
- 17.2.2 This process is intended to evaluate and assess the performance of certificated employees in accordance with the requirements set forth at Education Code section 44660 et.seq. The objective is to assist the certificated employee to establish, maintain, and improve the learning environment within the scope of the unit members’ responsibility.
- 17.2.3 Evaluations shall be based in part on District goals, classroom objectives, and the unit member’s professional growth plan. Mutual agreement on these factors between the evaluator and the evaluatee is highly desirable.
- 17.2.4 The written evaluation shall be narrative in nature and shall be based on the requirements of law and the identified needs of the unit member being evaluated. The evaluator shall not base any evaluation of classroom performance upon any information which is not within the scope of the unit member’s responsibility.
- 17.2.5 Formal classroom observations shall be no fewer than 20 minutes in duration for district schools, except by mutual consent of the evaluator and evaluatee, and no longer than 60 minutes.
- 17.2.6 The evaluation process will be supported by regular and on-going instructional coaching through focused inservice, District seminars, peer coaching, collaborative support, and facilitation of the unit member’s growth plan as established during the annual conference. (Appendix D-1)
- 17.2.7 No unit member shall be held accountable for any aspect of the educational program over which the member has no authority.
- 17.2.8 Only alleged violations of procedure for evaluation are grievable.
- 17.2.9 Upon the request of the member and by agreement of the site administrator, the District shall reschedule the evaluation to the following year when the unit member serves on a committee in a lead role such as WASC, or BTSA. This also includes extended service on CDE or other sponsored committees.

17.3 Frequency of Evaluation

17.3.1 Probationary/Temporary Unit Members:

- 17.3.1.1 All temporary/probationary employees shall be formally observed two times before February 15 of the first and second year of probation.
- 17.3.1.2 Every probationary and/or temporary member shall be formally evaluated by their immediate supervisor each year by March 1 using the form in Appendix D1.

17.3.2 Permanent Employees:

- 17.3.2.1 Every tenured employee shall be evaluated every other year pursuant to Education Code 44664 (a) (1) (2).
- 17.3.2.2 Employees with ten (10) or more years of service to Hamilton Unified School District may be evaluated at least once during every five (5) years.
- 17.3.2.3 All evaluations for permanent certificated employees shall be completed, reviewed, and signed by the unit member and administrator prior to May 1 of each year.
- 17.3.2.4 If a unit member is moved to a new program or grade level the district may provide coaching and or additional services to support quality teaching and content development to the unit member.

17.4 Alternative Evaluation Procedure

17.4.1 The District and the Association share the belief that offering alternatives to the traditional evaluation system will improve excellence in instruction by promoting the professional growth of experienced teachers.

17.4.1.1 Participants

17.4.1.1.1 The following certificated personnel will be eligible to participate in an alternate evaluation system:

- a) All permanent certificated employees who have worked for the District six consecutive years and who have received two satisfactory evaluations (excluding probationary evaluations) and with agreement by the site administrator may participate in the alternative evaluation process.
- b) Participation will be voluntary by the permanent certificated unit member with the approval of the site administrator.

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- c) There will be no limit on the number of participants at each site.
- d) The alternative evaluation option, if mutually agreed upon between the evaluatee and the site administrator, shall take the place of the traditional evaluation methods as outlined in Article 17 of the Collective Bargaining Agreement.

17.4.1.1.2 (a) Teachers whose participation in the alternative evaluation program is judged to detract from the teacher's instructional and professional performance may be returned, during the following evaluation period to the traditional evaluation process, whereby the unit member will not be evaluated that next year, unless they have received an unsatisfactory evaluation under the alternative evaluation process, as outlined in Article 17 of the Collective Bargaining Agreement between the District and HTA. The administrator must specify to the affected teacher, in writing, the reasons for the evaluation reassignment.

17.4.1.1.3 (b) A unit member may request to have the alternative evaluation process be extended beyond the current evaluation year when the unit member can demonstrate good cause for that extension. The extension request must be approved by the site administrator and the Superintendent.

17.4.2 Process

17.4.2.1 Goal Setting

- a. The certificated employee will develop goals as the foundation for his/her alternative evaluation option. During the goal-setting conference, the site administrator and the certificated employee will:
 - i. Agree on the goals and the selection of the alternative evaluation option.
 - ii. Develop timelines for completion.
 - iii. Review how the alternative evaluation option will enhance student learning.
- b. Alternative Evaluation Options

- i. The certificated employee should select alternative evaluation options that are in close alignment with his/her annual goals. The district-wide approved alternative options are described as follows:

I. Individual Growth Activities

Individual growth activities are designed to improve the employee's performance through the use of selected professional growth activities combined with self-analysis techniques. Examples of activities in this category are:

- Video-taping a classroom lesson (self-analysis)
- Portfolio assessments (training, development and use)
- Self-evaluation (formative and summative)
- Teacher-created projects

II. Educational Team Growth Activities

These activities are designed to reduce the isolation of the classroom teacher. The District and the Association agree that an increased level of collaboration contributes to the professional growth of each employee. Examples of Educational Team Growth Activities are:

- Cognitive coaching
- Video-taped lessons (with peer/administrator reviewers)
- Inter/intra disciplinary grade level teams
- Collaborative teaching and presentations to staff
- Teacher team created projects

III. Educational Research

The teacher may outline an instructional strategy or learning theory to be researched and implemented in the classroom. The design of the research and method of evaluation shall be included in the project. This may be completed in conjunction with graduate coursework or a District curriculum project.

17.4.3 Collaboration

17.4.3.1 The teacher and the site administrator will work together in the selection of the options and the development of the specific activities.

17.4.3.2 All participants in the alternative evaluation option will be encouraged to share the progress and results of their alternative individual or educational team activities with other colleagues. The time and format for this collaboration will be developed at each individual site in collaboration with the site administrator.

17.4.4 Timelines

- 17.4.4.1 The certificated employee will submit written alternative evaluation plan/goals no later than October 15 of each school year (this meets the Stull Bill requirements).

17.4.5 Final Report

- 17.4.5.1 The teacher and administrator agree upon a timeline of monitoring and progress of the selected teacher activities. The teacher must schedule an appointment with the administrator on or before April 15 of each year for their final review of their project. The teacher shall provide at the final conference a written report summarizing the project, its outcomes and areas of strength and areas of critical follow up for that teacher to achieve before the next evaluation season (the following two years). The written plan will be presented to the administrator in a final evaluation conference on or before April 15. The administrator may respond in writing providing additional guidance before May 1, annually, or sign and accept the project and conclude the alternative evaluation process for that unit member. It shall be the responsibility of the site administrator to include the final report in the employee's personnel file at the District office.

17.5 Evaluation Forms

- 17.5.1 The documents which are in Appendix D shall be the forms used for this process.
- D1: Certificated Probationary Evaluation Form
 - D2: Certificated Permanent Evaluation Form

17.6 Evaluation Conferences

- 17.6.1 Prior to the start of school, the personnel office shall notify the site principals in writing which unit members shall be evaluated that school year.
- 17.6.2 During the first two weeks of school each year a copy of either the Certificated Probationary Form or Certificated Permanent Evaluation Form shall be sent to each member who will be observed and evaluated that year.
- 17.6.3 Administrators shall schedule a pre-evaluation conference to take place prior to October 15 of the school year. At this conference, evaluation forms will be reviewed and a professional growth plan will be discussed and developed.
- 17.6.4 Observation dates shall be settled between the administrator and the certificated member. Sufficient time between observations for all teachers shall be necessary.

17.6.4.1 No formal observation of a bargaining unit member shall be conducted in the two weeks after the initial conference.

17.6.5 A post observation shall be held within a reasonable time period, (usually within 10 days of the observation, barring unforeseen circumstances beyond the control of the unit member or the administrator).

17.6.5.1 A mid-point conference may be requested by either administration or unit member.

17.6.5.2 A draft summary of the evaluation (Appendix D) will be prepared and given to the unit member ten (10) school days prior to the summative conference.

17.6.5.3 The final Evaluation of Teaching Performance will be prepared and discussed at a summative conference as follows:

17.7 Permanent Certificated Employee:

17.7.1 By May 1, the evaluator shall have met with each evaluated permanent unit member in a private conference, at which time evaluation of the unit member's work shall have been discussed and, if necessary, specific suggestions for improvement made.

17.8 Probationary/Temporary Unit Members:

17.8.1 By March 1, the evaluator shall have met with each evaluated Probationary/Temporary unit member in a private conference, at which time evaluation of the unit member's work shall have been discussed and, if necessary, specific suggestions for improvement made.

17.9 Probationary Non-Reelection

17.9.1 Prior to March 1, evaluators shall typically meet in a private conference with any temporary/probationary unit member.

17.10 Three (3) copies of the summative evaluation are to be distributed as-follows:

- One (1) copy to employee during the evaluation conference.
- One (1) copy may be retained by Superintendent/Principal/Evaluator.
- One (1) original placed in the personnel file of the evaluatee.

17.11 The unit member shall have the right to initiate a written response to the final Evaluation of Teaching Performance form. Such response shall become a part of the final evaluation.

17.12 Procedures Applicable to Employees Receiving an Unsatisfactory Evaluation

- 17.12.1 Any certificated unit member who receives an unsatisfactory evaluation shall, upon the member's request, be entitled to at least one (1) subsequent observation, conference and written evaluation. Subsequent observations and evaluations shall be mutually scheduled in the same year if possible. If insufficient time remains, then the subsequent observation conference and written evaluation shall be scheduled for the next year.
- 17.12.2 The evaluator of the unit member shall assist the unit member in correcting any cited deficiencies. Assistance shall include such items as specific recommendations for improvement on the evaluation form D-4, direct assistance in implementing such recommendations, and may include released time (as determined by Superintendent) for the unit member to visit and observe effective teachers in similar classes within the District or in other schools. Resources for the employee include, but are not limited to:
1. Peer helpers or colleagues
 2. BTSA
 3. Curriculum specialists
 4. Mentor and/or
 5. Teacher on Assignment
- 17.12.3 A permanent certificated employee who does not correct cited deficiencies, and who continues to be rated unsatisfactory by the District, shall be assigned to the PAR program as defined in ARTICLE XXIII. The permanent employee then may be subject to termination by the District for unsatisfactory performance after completion of the PAR process.

Article VXIII: Discipline

- 18.1 Employee discipline shall be addressed pursuant to Government Code Section 3543.2(b), Education Code Section 44932, and Education Code Section 44660.
- 18.2 Permanent certificated employees shall be subject to disciplinary action only for just cause and with due process.
- 18.3 Progressive Discipline
- 18.3.1 The progressive discipline procedures will be applied except where the serious nature of the offense may require the District to directly impose a written warning, written reprimand, or suspension without pay. Whether or not the serious nature of the offense required bypassing progressive discipline steps may be submitted to arbitration under Article 10 (Grievance Procedure) of the Agreement. Progressive discipline shall include any and all forms of discipline in an incremental manner, including, but not limited to dismissal.
- 18.4 An employee shall not be disciplined without prior notice and an opportunity for a conference prior to conclusion of any investigation.
- 18.5 Notice to employee must be fair and adequate: An employee, against whom disciplinary action is taken, shall be provided the following in writing, either in person or by certified/registered mail to the employee's last known address.
- 18.5.1 Statement of Charges: A statement of the specific charges against the employee shall be written in ordinary and concise language and shall include the cause and the specific acts and omissions on which the disciplinary action is based.

Article XIX: Staff Development Days

19.1 Staff Development Days

- 19.1.1 Staff development day components shall be based on the in-service needs of unit members and on the instructional program.
- 19.1.2 Unit members shall be scheduled for four (4) days per year for the purpose of in-service training.
- 19.1.3 Attendance is mandatory. Make up time must be commensurate with the missed in-service activity and must be approved by the site administrator.

Article XX: Reduced Work Year Employment Status

- 20.1 Certificated unit personnel desiring to participate in a part-time employment status may do so under the following conditions.
- 20.1.1 Participation is on a voluntary basis and subject to Board approval.
 - 20.1.2 Eligibility for this reduced work-year program is met only if unit member has been employed full time in a position requiring certification for at least ten (10) years, of which the immediately preceding five (5) years have been full-time employment in the Hamilton Unified School District, Hamilton Union High School District, or Hamilton Union Elementary School District.
 - 20.1.3 The unit member must have reached the age of fifty-five (55).
 - 20.1.4 Reduced workload status will be based on a full school work year as defined in this contract; and the minimum equivalent days worked must be equal to one-half ($\frac{1}{2}$) the number of days in a regular work year.
 - 20.1.5 A unit member accepted into this program shall perform instructional services at times mutually agreed upon and set forth in a written contract that specifies services.
 - 20.1.6 These activities and times, by definition, shall be in the best interests of the District as determined by the District.
 - 20.1.7 A unit member will be accepted into and allowed to continue in the reduced work program on a year-to-year basis; but in no event shall period exceed ten (10) years.
 - 20.1.8 During the contract period, the unit member must submit contributions to the STRS (State Teachers' Retirement System) based on the amount the unit member would have earned if he/she were employed on a full-time basis.
 - 20.1.9 Medical (health, dental and vision) benefits shall remain in effect as if the unit member were a regular full-time employee of the District during the contract period pursuant to Article XXII, Employee Benefits, Item 22.1.3.
 - 20.1.10 A unit member electing to participate in this program may return to a regular full-time certificated position in the District only by mutual consent of the member and District.

Article XXI: Salary Regulations

21.1 General

- 21.1.1 All current teachers shall be placed on the Teacher Salary Schedule. New teachers shall be placed on the salary schedule in accordance with their educational training and previous experience.
- 21.1.2 Teachers who serve less than the required annual number of working days or hours for regular full-time teaching positions shall receive salary in the ratio that the number of hours actually served bears to the total number of annual working days or hours for full-time position.
- 21.1.3 Salary warrants for regular teachers shall normally be issued on the last working day of the month. Salary warrants for services in addition to the teacher's regular assignment shall be made not later than the fifteenth day of the payroll period in which the service was performed.

21.2 Initial Step Placement and Step Movement

- 21.2.1 Teachers shall be given up to ten (10) years maximum credit at the time of initial placement on the salary schedule. Assignment of the number of years awarded based on the discretion of the District. Current Certificated employees this applies to will receive service credit (up to year 10) and be paid retroactively to 7/1/2021 for the 2021-22 school year only for employees hired after 7/1/2019.

CTE teachers shall be placed on the certificated salary schedule at a step determined by the District based on verified years of credentialed teaching experience in K-12 or post-secondary settings and/or full-time, directly related industry experience. A maximum of ten (10) years credit shall be granted for a combination of teaching and industry experience. See 21.3.7 for additional information on placement and advancement.

- 21.2.2 Advancement on the salary schedule shall be at the rate of one step for each year of teaching experience. A teacher must be employed for at least 75 percent of a school year before he/she shall be given credit for the years' experience for salary advancement purposes.

21.3 Horizontal Column Movement

- 21.3.1 Course credit for salary placement and movement shall be given only for post graduate, upper division, continuing education, or graduate course work taken at four-year colleges, universities, or graduate schools which are accredited by a regional accrediting commission, except under a waiver, as provided for in Item 21.3.5. See 21.3.6 for more detail on acceptable course work.
- 21.3.2 Semester hours (units), as defined by the particular accredited college or university, will be acceptable for placement on the salary schedule. Quarter

hours (units) shall be converted to semester hours (units) by multiplying the total of such hours (units) by two-thirds.

21.3.3 Teachers requesting reclassification from one class (column) to another must file such request with the Superintendent not later than June 1 of each year. Supporting records or transcripts verifying post graduate units of study that are to apply toward column movement must be filed with the Superintendent not later than September 15. If the teacher is unable to submit supporting records or transcripts verifying post graduate units of study that are to apply toward column movement, official notes in the form of a grade card or letter from the college or institution shall be submitted. Such temporary verifications, which indicate satisfactory completion of the course(s), shall be verified by transcripts within three (3) months of the month of the date of the temporary certificate.

21.3.4 The burden of proof of training, experience, possession of credential, and other required documents shall lie with the teacher, both for initial placement and for subsequent column movement. Any error in classification shall be corrected as soon as the error is verified.

21.3.5 If a teacher believes that participation in a lower division course will be of direct benefit to the district and that a similar benefit is not available at an upper division or graduate course level, such teacher may petition the District for a waiver. Such waiver, if granted, allows the units so approved to be counted for advancement on the salary schedule. Prior to the date of enrollment in a lower division course, the teacher must make formal application and receive pre-approval from the Superintendent.

21.3.6 Definition of Course work

21.3.6.1 Upper division, continuing education, or graduate courses that shall be credited:

- A subject directly related to the teaching assignment.
- A course recommended and/or approved by the site administrator for the improvement of instruction (may be lower division, with prior District approval)
- A subject directly related to an advanced degree in professional education or a teaching assignment.
- A subject required by the California credential, evaluation or renewal if the required course is a new requirement not in current law.

21.3.6.2 Lower division or graduate courses that shall be credited:

- Courses required by a California credential, evaluation or renewal.
- Courses required by an advanced degree related to the teaching assignment.
- A course, not previously taken, that is offered by a teacher training institution and which is directly related to the teaching assignment.

- Courses required as a foundation for the acquiring of an additional teaching assignment major or minor. Such courses will be credited when the full major or minor requirement has been met and the teacher has been assigned to the subject area.

21.3.7 CTE Teacher Placement and Advancement

21.3.7.1 CTE teachers shall be placed in columns on the certificated salary schedule according to credential status, verified units, and industry certification.

21.3.7.2 CTE teachers may move across columns by completing additional coursework, degrees, or certifications that directly enhance their teaching assignment or industry field. Prior written approval from the Superintendent is required for any coursework that does not meet the standard definitions but may qualify under exceptional circumstances.

An Industry Certification refers to a valid, current credential, license, or certificate issued by a recognized industry authority or professional organization that demonstrates proficiency and expertise in a specific occupation or technical skill area directly related to the CTE teacher’s instructional assignment.

21.3.7.2.1 Recognized industry certifications include, but are not limited to:

- State licensure (e.g., Licensed Vocational Nurse, General Contractor’s License)
- Nationally recognized certifications (e.g., ASE Certification for Automotive Technology, AWS (American Welding Society) Certified Welder (CW), ServSafe for Culinary Arts, CompTIA A+ for Information Technology)
- Union Apprenticeship Completion Certificates (e.g., Journeyman Status in a skilled trade)
- Certificates issued by industry-recognized organizations or accrediting bodies directly tied to the CTE industry sector taught.

21.3.7.2.2 For salary placement purposes, an Industry Certification shall be considered equivalent to:

- Fifteen (15) semester units of post-secondary coursework, for placement on the salary schedule.
- Column movement from Column III to Column IV on the salary schedule requires verification of an

Industry Certification or equivalent coursework/units as approved by the District.

- All Industry Certifications must be current (unexpired), directly related to the CTE teacher's assignment, and verified by submission of official documentation to Human Resources prior to placement or advancement on the salary schedule.

21.4 Statement of Units

21.4.7 The District shall provide each teacher by the first day of October, a statement of the number of units that the District has on file for them. This statement shall also include the total number of days of sick leave that have accumulated.

21.5 Annual Advancement

21.5.7 Each unit member shall advance in a class, one (1) step per year, for each year of experience until additional steps cease to exist.

21.5.8 The Unit and the District agree to meet and confer regarding any forms or required process for pre-approval of upper division, graduate, or continuing education units. Until such time as a new form and process is agreed upon, HTA and the District agree that unit members will request, of the superintendent pre-approval of the coursework. The request will include a brief description of the course and the benefits to the current teaching assignment/school/ and their professional development.

21.5.9 Starting with the 2022-2023 school year, years of credit per column will be extended as follows:

- Column I: increase from 4 to 8 years
- Column II: increase from 8 to 12 years
- Column III: increase from 12 to 15 years
- Column IV:
 - Step 28-31: No Change
 - Step 32-35: Regular step increase Step 32 with next increase at Step 36.
 - Step 36: 1%

*Please note, the above language outlined in 21.5.9 is no longer applicable as the column structure has changed. The above language is kept in the contract for historical purposes only.

STATUS Article XXII: Employment Benefits

22.1 Active Employees

- 22.1.1 Each eligible employee shall be entitled to receive health insurance benefits as outlined in Appendix B.

Health benefits are deemed to be a portion of the compensation provided by the District for service and, as such, each eligible unit member shall be entitled to twelve (12) months of benefits coverage for one (1) years' service to the District as defined in Article XII Work Hours/Work Year of this agreement.

22.2 Eligibility for health insurance

- 22.2.1 Fulltime employees (6/6 time or 36.25 hours per week): 100% of the district cap.²

Part-time employees (5/6 time or 29.0 hours – 36 hours per week): 100% of the district cap.

Part-time employees (3/6 time and 4/6 time or 18 hours – 28.9 hours per week): 50% of the district cap.

Part-time employees (2/6 time or less or less than 18 hours per week): May participate at his/her own expense.

22.3 Eligibility for life insurance

- 22.3.1 The District shall provide life insurance to all certificated employees as outlined in Appendix B.

- 22.4 The District will not change the level of existing health benefit coverage except through the negotiations process.

- 22.5 Individual unit members receiving benefits currently in excess of that for which they are now contractually eligible shall continue to receive health benefit coverage at their current level.

22.6 In Lieu Compensation

- 22.6.1 Any savings from the health plan selection or opt out option as allowed by the health care administrator below the District's health benefit contribution will be remitted to the employee in a prorated monthly health stipend.

- 22.6.2 Unit members who work less than fulltime and are eligible for health insurance benefits pursuant to Article XXII, Section 22.2, may elect compensation in lieu of medical benefits once per year during the Open Enrollment period.

- 22.6.2 Unit members previously electing ‘in-lieu of benefits’ may surrender ‘in-lieu of benefits’ and claim the standard medical benefits package during the Open Enrollment period each year or following the loss of their existing medical coverage through a spouse or domestic partner.
- 22.6.3 Unit members selecting compensation in lieu of medical benefits will provide The District with documentation or an affidavit showing they are fully insured for medical benefits through a spouse’s or domestic partner’s employment.
- 22.6.4 Unit members electing compensation in lieu of medical benefits will receive The District’s contribution per year paid in a prorated stipend.
- 22.6.5 Unit members electing compensation in lieu of medical benefits may enroll in the Dental Insurance Program. The Dental Insurance premium will be deducted from the compensation in lieu of benefits.
- 22.6.6 Unit members electing compensation in lieu of benefits may enroll in the District Vision Plan. The Vision Plan’s premium will be deducted from the compensation in lieu of benefits.
- 22.6.7 Spouse or domestic partners who are also full time District employees are not eligible for in lieu of benefits.
- 22.6.8 This in lieu of provision shall be effective to the extent it comports with obligations and provisions of the CVT Health Benefit Program.
- 22.6.9 This in lieu of benefits option will cease if the District selects a new medical benefits carrier requiring universal participation, or if the state or federal law requires universal participation of all fulltime employees.

22.7 Retired Employees

- 22.7.1 For a full-time employee who retires, the District agrees to provide health, vision and dental benefits until the retired employee reaches the age of sixty-five (65).
- 22.7.2 Medical benefits provided shall be the same as those which are provided to an active certificated employee in the month that the benefit is received, subject to the following conditions.
 - 22.7.1.1 The unit member must have served at least 15 (fifteen) years in the Hamilton Unified School District as an employee;
 - 22.7.1.2 The unit member must have reached a minimum age of fifty-five (55) before retirement;
- 22.7.3 A retiree’s dependents will be added at District cost, up to the District cap, to retiree’s coverage so long as retiree is eligible.

22.7.4 Coverage will cease at death of the employee before age sixty-five (65) except that dependent coverage will continue until the end of the month in which the retiree would have reached the age of sixty-five (65).

22.7.5 An employee who has been granted retirement benefits pursuant to this subsection and who subsequently obtains employment outside the District with an employer who provides fully paid health insurance, shall be required to terminate the health insurance provided by the District.

22.7.6 Said employee shall relinquish any and all rights to the benefits provided under this sub-section, irrespective of whether said employee continues to retain employment with an employer providing insurance benefits. Thus, a retired employee shall in no event, nor under any circumstances, ever be entitled to reclaim any of the benefits provided for under this Agreement.

22.7.7 In Lieu Compensation for Retired Employees

22.7.7.1 Retired employees who are eligible for health insurance benefits pursuant to Article XXII Section 22.7.2 may elect compensation in lieu of medical benefits at a rate of \$9,500 as allowed by law or STRS. This provision will be retroactive upon approval. Retroactive means that the cash in lieu begins July 1, 2015 for currently retired employees.

22.7.7.2 Retired employees who elect in lieu compensation may enroll in the District Vision or Dental Plans. Any premium costs will be deducted from the employee's prorated stipend.

22.7.7.3 Once selected, retirees may not return to district paid medical benefits.

22.8 COBRA

22.8.3 Cobra will be applied pursuant to Federal law (COBRA).

22.9 Payroll Deduction

22.9.3 Current Employees

22.9.3.1 Should the required annual premiums for the employee selected benefit plan as defined in Appendix B exceeded the District's required annual contribution set forth in Appendix B, the shortfall shall be converted to eleven equal payments. The eleven equal payments will be deducted from the employee's pay over eleven months.

22.9.4 Retired Employees

- 22.9.4.1 Should the required annual premiums for the retired employee benefit plan selected (Appendix B) exceed the District's required annual contribution set forth in Appendix B, the shortfall shall be converted to a monthly sum. The retired employee shall remit payment monthly to the District. Failure to do so shall result in cancellation of insurance coverage for non-payment of premiums.

22.10 Golden Handshake

- 22.10.1 If authorized by statute, the District may make the statutory Golden Handshake available to eligible credentialed bargaining unit members who apply. Any such application must, of necessity, meet the statutory requirements. An employee who wishes to receive the Golden Handshake shall make application no later than December 31 of the affected school year for retirement at the end of the school year. The employee may "condition" his/her retirement on receipt of the Golden Handshake.

Article XXIII: Peer Assistance and Review

23.1 General

23.1.1 The Hamilton Teachers Association and the Hamilton Unified School District strive to provide the highest possible quality of education. In order for students to succeed in learning, all teachers should succeed in teaching. The Association and the District believe that all teachers should focus on continuous improvement in professional practice and that teachers having difficulties can benefit from the assistance and review of colleagues.

23.1.2 This Program shall not deal with teachers' employment issues which arise from accusations of neglect of duty or misconduct which are distinct from teachers' evaluations in relationship to the California Standards for the Teaching Profession and Article XVII: Certificated Employee Evaluations, of this Contractual Agreement.

23.2 Purpose

23.2.1 The parties have cooperated in the design and implementation of this Peer Assistance and Review Program ("Program" or "PAR") to improve the quality of instruction through opportunities for professional development and peer assistance. Teachers referred to, or who volunteer in, this Program are viewed as valuable professionals.

23.2.2 The Program allows exemplary teachers to assist certain permanent and beginning teachers in the areas of subject matter knowledge, teaching strategies and teaching methods.

23.2.3 The extent of the Program's assistance and review depends on whether the participating teacher is:

23.2.3.1 a participating teacher with an unsatisfactory evaluation in one (1) or more of the domains of the California Standards for the Teaching Profession ("CSTP"); or

23.2.3.2 a beginning teacher; or

23.2.3.3 a voluntary participating teacher.

23.2.4 The Program's assistance shall be provided through Consulting Teachers, but shall not involve the participation in, nor the conducting of, the annual evaluation of unit members as set forth in Article XVII: Certificated Employee Evaluations, of this Agreement and Education Code section 44660 et seq.

- 23.2.5 Program resources shall be utilized in the following order:
- 23.2.5.1 Participating Teachers with an unsatisfactory evaluation in one (1) or more of the domains of the CSTP;
 - 23.2.5.2 Beginning Teachers; and then
 - 23.2.5.3 Voluntary Participating Teachers.

23.3 Definitions

- 23.3.1 “Classroom Teacher” or “Teacher.” Any unit member who is covered by Article II: Recognition, of this Agreement.
- 23.3.2 “Participating Teacher.” A classroom teacher who either volunteers for, or is required by this Article to participate in, the Program. Such teacher shall be an individual who meets one (1) of the following qualifications:
- 23.3.2.1 “Participating Teacher with an Unsatisfactory Evaluation.” A unit member with permanent status whose most recent performance evaluation contained one (1) or more “Unsatisfactory” ratings in the domains of the CSTP, as specifically designated by Article XVII: Certificated Employee Evaluations, of this Agreement.
 - 23.3.2.2 “Beginning Teacher.” For purposes of this Article, a unit member who is either (1) probationary; (2) employed pursuant to a full-year temporary contract; or (3) any District teaching intern participating in a program established according to Education Code Sections 44305 et seq. and 44325 et seq. Support to a Beginning Teacher pursuant to this Program is to be closely coordinated with other District programs for training and assistance to beginning teachers.
 - 23.3.2.3 “Voluntary Participating Teacher.” A unit member with permanent status who wishes to engage in a professional growth activity pursuant to a Professional Growth Plan utilizing the assistance of a Consulting Teacher.
- 23.3.3 “Consulting Teacher.” An exemplary teacher who meets the requirements of Section 5 of this Article and who shall provide program assistance to the Participating Teacher. The Consulting Teacher shall possess at least the following minimum qualifications:
- 23.3.3.1 He/she shall be a credentialed classroom teacher with permanent status;
 - 23.3.3.2 He/she shall have possessed at least five (5) years of recent experience in classroom instruction;

23.3.3.3 He/she shall have demonstrated exemplary teaching ability, as indicated by, among other things, effective communication skills, subject-matter knowledge, knowledge of and commitment to District curricular goals and standards and the California Standards for the Teaching Profession, and mastery of a range of teaching strategies necessary to meet the needs of the pupils in different contexts;

23.3.3.4 He/she shall have demonstrated a continuing ability to work cooperatively and effectively with other teachers and administrators, shall have demonstrated effective leadership skills and abilities, and shall have substantial experience working on school or District committees; and

23.3.3.5 He/she shall have the ability to communicate effectively, both orally and in writing.

23.3.4 “Principal” or “Evaluating Principal.” The certificated administrator appointed by the District to evaluate a certificated teacher pursuant to Education Code section 44600 et seq. and Article XVII: Certificated Employee Evaluations, of this Agreement.

23.3.5 “Joint Teacher/Administrator Peer Review Panel.” That body which governs and oversees the PAR Program, as described more fully in Section 4 of this Article, and whose responsibilities include, but are not limited to, administration of the Program, selection and oversight of Consulting Teachers, and recommendations to the Governing Board regarding Participants for inclusion in the program.

23.4 Joint Teacher/Administrator Peer Review Panel

23.4.1 General Provisions

23.4.1.1 The Joint Teacher/Administrator Peer Review Panel (“Panel” or “Joint Panel”) shall consist of three (3) members.

- a. Two (2) members shall be certificated classroom teachers who are chosen to serve by the Association.
- b. The third member shall be a District administrator chosen by the District to serve on the Joint Panel.
- c. The District and the Association shall individually determine the method for selection, and the qualification to serve, of its selected Panel member(s), as well as the method for filling of Panel vacancies.

23.4.1.2 To promote continuity, appointees shall serve staggered three (3) year terms.

- 23.4.1.3 The Joint Panel shall establish its own meeting schedule. To meet, at least two-thirds of the members must be present, one (1) of whom must be a District administrator. Such meetings shall take place during the regular teacher workday, with a grant of release time to panel members and, if necessary, Consulting Teachers and Participating Teachers, or during non-school time.
- 23.4.1.4 The Joint Panel shall establish procedures and regulations necessary to carry out the requirements of this Article, including but not limited to a procedure for the selection of a Panel Chairperson.
- 23.4.1.5 In addition to his/her regular salary, a Joint Panel member shall receive an annual stipend of One Thousand Dollars (\$1,000).

23.4.2 Duties and Responsibilities With Regard to Consulting Teachers

The primary responsibility of the Joint Panel shall be the selection and oversight of the Consulting Teachers. In addition, the Joint Panel shall be responsible for the following.

- 23.4.2.1 Establishment and administration of a procedure for application as a Consulting Teacher in accordance with Section 5 of this Article.
- 23.4.2.2 Assigning the Consulting Teacher, and thereafter annually evaluating the effectiveness of that teacher in his/her role as a Consulting Teacher.
 - a. If so determined, the Joint Panel may remove a Consulting Teacher from the Program.
 - b. Reasons for removal include, but are not limited to, the specific needs of the Program or the inadequate performance of Consulting Teacher.
- 23.4.2.3 The Joint Panel shall coordinate with the District to provide annual training for the Joint Panel members, Consulting Teachers and, where appropriate, Participating Teachers.

23.4.3 Duties with Regard to a Participating Teacher with an Unsatisfactory Evaluation

- 23.4.3.1 The Joint Panel shall send written notification of required participation in the Program to the Participating Teacher with an Unsatisfactory Evaluation, the Consulting Teacher and the site Principal.
- 23.4.3.2 Thereafter, the Joint Panel shall review the final report prepared by the Consulting Teacher regarding the progress in the PAR Program of the Participating Teacher with an Unsatisfactory Evaluation.

23.4.4 Annual Evaluation

23.4.4.1 By March 1 of each year, the Panel shall submit a written and oral report to the Governing Board and the Association.

- a. The report shall include an assessment of the Program's impact and success, including recommendations for improvement of the PAR Program.
- b. The annual assessment may include interviews of Program Participants, Principals, and others as deemed appropriate.
- c. The report shall include recommendations regarding Participating Teachers with Unsatisfactory Evaluations.

23.5 Consulting Teachers

23.5.1 General Provisions

23.5.1.1 Each application to serve as a Consulting Teacher must be supported by two (2) references from individuals with specific knowledge of his/her qualifications, as follows.

- a. A District administrator or immediate supervisor;
- b. An Association representative; and/or
- c. Another classroom teacher.

23.5.1.2 All applications and references shall be treated with confidentiality. Applications and references shall be submitted directly to the Joint Panel by the author of the Application for Consideration as Consulting Teacher.

23.5.1.3 Consulting Teachers shall be selected by a majority vote of the Joint Panel following classroom observations by the Joint Panel. A Consulting Teacher cannot be a member of the Joint Panel.

23.5.1.4 The term of the Consulting Teacher shall be one (1) year with annual renewal for up to three (3) years. A teacher may not serve in the position for more than three (3) full terms, each one (1) year in duration, or a maximum of three (3) years, provided other acceptable candidates are available.

23.5.1.5 A Consulting Teacher serves on a part-time basis.

- a. He/she shall have a regular full-time teaching assignment but shall be provided with release time for each assigned Participating Teacher.
- b. In addition to his/her regular salary, a part-time Consulting Teacher shall receive an annual stipend of Four Thousand Dollars (\$4,000), or whatever the current Mentor receives.

23.5.1.6 Duties and Responsibilities with Regard to Program Participants

- a. Consulting Teachers shall assist Participating Teachers by demonstrating, observing, coaching, conferencing, referring, or by other activities which, in his/her professional judgment, will assist the Participating Teacher in remedying the specific areas recommended for improvement by the evaluating Principal.
- b. The Consulting Teacher shall meet with the referred Participating Teacher with an Unsatisfactory Evaluation to discuss the PAR Program, to develop a plan designed to assist the Participating Teacher in complying with the Professional Improvement Plan.
- c. The plan must include performance goals for the Participating Teacher. In addition, the Consulting Teacher and Participating Teacher shall discuss and develop a process for evaluating that teacher's participation in the Program.
- d. The Consulting Teacher shall conduct multiple observations of the Participating Teacher with an Unsatisfactory Evaluation during classroom instruction, and shall have both pre-observation and post-observation conferences.
- e. The Consulting Teacher shall monitor the progress of the Participating Teacher with an Unsatisfactory Evaluation and shall provide periodic written reports to the teacher for discussion and review.
 - 1) A "draft" copy of the Consulting Teacher's report shall be submitted to, and discussed with, the Participating Teacher with an Unsatisfactory Evaluation who shall then have ten (10) days to submit written comments to the Consulting Teacher before the report is finalized and presented to the Participating Teacher for signature. The participating Teacher's signing of the report does not

necessarily mean agreement, but rather than he/she has received a copy of the report.

- 2) The Consulting Teacher shall promptly submit a final report to the Joint Panel. The Participating Teacher with an Unsatisfactory Evaluation shall have the right to submit a written response, within twenty (20) days of the receipt of the “draft” report, and have it attached to the final report.

23.6 Program Participation

23.6.1 By participating Teachers with an Unsatisfactory Evaluation

23.6.1.1 Any such teacher must participate in the Program.

23.6.1.2 Such teacher will be assigned a Consulting Teacher. A Participating Teacher shall have the right of reconsideration should he/she be dissatisfied with the Consulting Teacher assigned him/her. In such case, the Participating Teacher shall inform the Peer Review Panel, in writing, of the bases for his concerns. Upon such notification and determination of validity, the Panel shall assign another staff member to assume Consulting Teacher duties to that teacher. The granting of requests for reconsideration shall not be unreasonably denied by the District.

23.6.1.3 The Consulting Teacher’s assistance and review shall focus on the specific areas recommended for improvement by the Participating Teacher’s evaluator in the Professional Improvement Plan (PIP).

- a. These recommendations shall be written, aligned with the student learning, clearly stated, and consistent with Education Code section 44662. These recommendations shall be considered the performance goals required by Education Code sections 44664(a) and 44500(b) (2).
- b. The Principal and the Consulting Teacher assigned to the Participating Teacher shall meet with the Participating Teacher to discuss the recommended areas of improvement outlined by the Principal and the types of assistance that should be provided by the Consulting Teacher.
- c. The Consulting Teacher and the evaluating Principal are expected to develop a cooperative relationship and shall coordinate and align the assistance that should be provided to Participating Teachers by the Consulting Teacher.
- d. The Consulting Teacher and the Participating Teacher shall meet to discuss the plan for assistance. After that meeting,

the Consulting Teacher will provide the assistance set forth in Section 5 above which shall also involve conducting multiple classroom observations of the Participating Teacher.

23.6.1.4 Before March 1 of each year, the Consulting Teacher shall complete a written assessment of the teacher's performance and participation in the Program consisting solely of:

- a. A description of the assistance provided to the Participating Teacher; and
- b. A description of the results of the assistance in the targeted areas.

This report shall be submitted to the Joint Panel, with a copy also submitted to the Participating Teacher and the Principal.

23.6.1.5 The results of the teacher's participation in the Program shall be available for use as part of the Participating Teacher's annual evaluation.

- a. The evaluating Principal shall have the discretion as to whether, and how, to use the results set forth in the report in the annual evaluation.
- b. The Consulting Teacher's report on participation in that Program shall be made available to the District for placement in the Participating Teacher's personnel file if the report is referenced by the Principal in the evaluation.

23.6.1.6 After receiving the report, the Joint Panel shall determine whether the Participating Teacher will benefit from continued participation in the Program.

23.6.1.7 The District shall have the sole authority to determine whether the Participating Teacher has been able to demonstrate satisfactory improvement.

23.7 By Beginning Teachers

23.7.1 A Consulting Teacher will be assigned to one (1) or more Beginning Teachers to provide assistance. During the first year of assistance to a Beginning Teacher, the Consulting Teacher shall concentrate the assistance in the area of the CSTP. In the second year of assistance to a Beginning Teacher, assuming continued employment, the Consulting Teacher will focus the assistance in the areas listed by the evaluating Principal as needing improvement and/or assistance.

- 23.7.2 The Consulting Teacher and the evaluating Principal shall have a cooperative relationship, and shall coordinate the assistance provided to the Beginning Teachers.
- 23.7.3 Because Beginning Teacher participation in the Program is not legally mandated, a Consulting Teacher shall not report to the Joint Panel, Principal or Governing Board regarding the progress of the Beginning Teacher. Further, neither the Consulting Teacher nor the Joint Panel will make written reports regarding individual Beginning Teachers, nor forward to the Governing Board the names of individual Beginning Teachers who participate in the Program.
- 23.7.4 The Consulting Teacher shall provide an annual assessment of the Program's overall effectiveness for Beginning Teachers and specific areas for improvement in the Program to the Joint Panel.
- 23.7.5 The Joint Panel will annually report to the Governing Board and the Association on the overall effectiveness of the Program for Beginning Teachers.
- 23.8 By Voluntary Participating Teachers
- 23.8.1 Voluntary Participating Teachers are expected to be high performing individuals who either wish to grow and learn with the assistance of a peer, or who seek assistance due to a change in assignment or the institution of new curriculum. The Program for Voluntary Participating Teachers will focus on practical application of either certain teaching skills, the acquisition of a new subject matter, or expanded practice in the CSTP.
- 23.8.2 The Voluntary Participating Teacher must first submit to the evaluating Principal a written plan for professional growth requesting the assistance of a Consulting Teacher. If the plan is approved by the Principal and involves a Consulting Teacher, the plan will be submitted to the Joint Panel for the assignment of a Consulting Teacher. The Consulting Teacher shall meet with the Principal and the Voluntary Participating Teacher for planning and coordinating the plan.
- 23.8.3 The purpose of participation in the Program for the Voluntary Participating Teacher is for peer assistance only and the Consulting Teacher shall not participate in a performance review of the Voluntary Participating Teacher. The Voluntary Participating Teacher may terminate his/her participation in the Program at any time.

- 23.8.4 Because permanent teachers with satisfactory performance are not mandated by law to participate in the Program, both the Consulting Teacher and the Joint Panel will be on an “only as required” basis as determined by the individual plan.
- 23.8.5 All communications between the Consulting Teacher and a Voluntary Participating Teacher shall be confidential. Without the written consent of the Voluntary Participating Teacher, such communication shall not be shared with others including, but not limited to, the site Principal, the evaluator or the Joint Panel.
- 23.9 Other Provisions
- 23.9.1 Functions performed by unit members as Consulting Teachers or members of the Joint Panel pursuant to this Article shall not constitute either management or supervisory functions as defined by Government Code section 3540.1(g) and (m). Such unit members shall continue to enjoy all rights afforded to other certificated bargaining unit members of the District.
- 23.9.2 Unit members who perform functions as Consulting Teachers or Joint Panel members under this Article shall have the same protection from liability and access to appropriate defense as other public school employees pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the California Government Code.
- 23.9.3 All documents and information relating to a specific employee’s participation in this Program is regarded as a personnel matter. Such records are, therefore, exempt from disclosure under the California Public Records Act (Government Code section 6250, et seq.) as a personnel record.
- 23.9.3.1 The annual evaluation of the Program’s impact, excluding any information on identifiable individuals, shall be subject to disclosure under the Public Records Act.
- 23.9.3.2 The selection process for Consulting Teachers, to the extent it contains records related to identifiable individuals, will be treated as confidential and will not be disclosed except as required by law.
- 23.9.3.3 This Article shall not be grievable. Any claim(s) that this Article has not been properly implemented shall be presented in writing to the Joint Panel with copies to the District and the Association. Any such claim shall be addressed in the Joint Panel’s annual report to the Governing Board.
- 23.9.3.4 Expenditures for this Program shall not exceed the revenue received under AB-1X and, where applicable, BTSA.

- 23.9.3.5 Nothing in this Article shall in any way modify or affect the rights of the District under provisions of the Education Code relating to the employment, classification, retention, nonreelection or release of certificated employees.
- 23.9.3.6 The parties acknowledge that the State of California has laws and/or regulations that allow the District to participate in the Peer Assistance and Review Program. However, the Parties also acknowledge that there is no guarantee that the aforementioned laws and/or regulations will remain in effect. Consequently, the Parties further agree that, if the aforementioned laws and/or regulations change in any way, the provisions of this Article will immediately expire.

Article XXIV: Medical Administrative Administration Activities (M.A.A.)

- 24.1 Article XXIV will be suspended.
- 24.2 Newly agreed upon language for Medical Administration Activities (MAA) will be contained in Appendix G and will sunset upon the District choosing not to continue in the MAA program time survey.

Article XXV: Shared Contracts

- 25.1 Shared contract unit members working less than sixty percent (60%) shall accrue service credit for annual salary advancement in direct relation to their percentage of employment. No unit member shall remain more than two (2) years on a single, existing, salary schedule step. Any unit member working seventy-five percent (75%) or more of the full-time workdays of any given school year shall receive a full year's service credit for each year worked.
- 25.2. Both members of a team are responsible for information from in-services and staff or grade level meetings. One (1) member of the team will be required to attend these meetings at no increased cost to the District and will be responsible for sharing all information with the team partner. Both are also responsible for taking an active part in District and school in-services, parent conferences, yard duty, and other duties as required. When additional time of service is required, then the employee will be paid for the additional time at his/her regular rate of pay; otherwise, the employee will have the option of leaving when his/her usual time has been fulfilled. A calendar will be developed by the school site administrator specifying required work days and required extra-class responsibilities for each team.”
- 25.3. When an employee in the shared contract program uses a substitute, he/she must indicate which leave provision is being used, such as sick leave, personal necessity, or other leave. The person sharing the contract with the individual will, if he/she desires to do so, substitute for the partner and be paid as a substitute teacher; otherwise, a regular substitute will be employed.”

Article XXVI: Miscellaneous Provisions

- 26.1 This Agreement shall supersede any rules, regulations, or practices of the District existing on the date of ratification which are inconsistent with terms of Agreement.
- 26.2 Within thirty (30) days of ratification of the Agreement by both parties herein, the Board shall post the contract on-line on the District website and provide one hard copy at the Hamilton Elementary and Hamilton High School offices.

Article XXVII: Duration

The parties agree to a new contract duration of July 1, 2025 through June 30, 2028. The parties agree that the only reopener during the life of the agreement is Article XII WORK HOURS/WORK YEAR upon written notice by either party.

- 27.1 This Agreement shall remain in full force and effect from the date of ratification by both parties through and including June 30, 2028.
- 27.2 On or before October 1 of each year for the following year's negotiations, either the District or the Association may give written notice to the other party of its desire to negotiate:
 - 27.2.1 The Salary Schedule (Appendix A), Benefits Package (Appendix B); and Extra Duty Pay (Appendix C).
 - 27.2.2 Two other Articles of each party's choice.
 - 27.2.3 Any Article mutually agreed upon.
- 27.3 In the event that neither party gives appropriate written notice under this article, this Agreement shall be extended for at least one (1) more year each time notice is not given.

SIGNATURE PAGE

Agreement between the Hamilton Unified School District

and

Hamilton Teachers Association/HTA/CTA

July 1, 2025- June 30, 2028

Ratified by HTA: _____

Approved by the HUSD Governing Board: _____

Signed this _____ day of _____, 2025.

Maria Reyes, President
Hamilton Teachers Association (HTA)

Dr. Jeremy Powell, Superintendent
Hamilton Unified School District

Lead Negotiator
Hamilton Teachers Association (HTA)

Wendell Lower, Board President
Hamilton Unified School District

APPENDIX A: Certificated Salary Schedule

HAMILTON UNIFIED SCHOOL DISTRICT
 CERTIFICATED SALARY SCHEDULE
 TEACHERS DISTRICT COUNSELORS/DEAN OF STUDENTS
 2025-2026
 Effective July 1, 2025
 CAP \$14,870

STEP	COLUMN I Less Than Clear/Intern	COLUMN II Preliminary CTE	COLUMN III BA +30 Clear CTE	COLUMN IV BA + 45 Clear CTE +15 OR Clear CTE + Industry Certification	COLUMN V MA + 12 BA + 60 Clear CTE +45 with Industry Certification	COLUMN VI MA + PPS*
1	51,081	53,890	57,624	60,603	63,531	79,873
2	52,606	55,499	59,353	62,323	65,440	81,781
3	54,191	57,171	61,139	64,193	67,403	83,743
4	60,537	61,789	62,971	66,118	69,422	85,764
5		63,600	64,862	68,102	71,504	87,845
6			66,807	70,142	73,656	89,994
7			68,812	72,247	75,863	92,203
8			70,875	74,415	78,136	94,477
9			73,001	76,649	80,481	96,821
10			75,191	78,944	82,897	99,235
11			77,447	81,316	85,379	101,721
12			79,769	83,756	87,948	104,288
13				86,270	90,582	106,922
14				88,859	93,302	109,641
15				91,524	96,097	112,436
16 - 19					98,990	115,333
20 - 23					102,611	118,951
24 - 27					105,006	121,348
28 - 31					108,161	124,500
32 - 35					111,405	128,235
36					112,518	129,518

184 days for Teachers (Columns I - V)

*194 days for District Counselors/Dean of Students (Column VI)

COLA of 1.5% effective 7/1/25 / CAP \$14,870

Board approved: 5/28/2025

APPENDIX B: Employee Benefits

EMPLOYEE BENEFITS

Effective July 1, 2023

1.0 District-paid Health Insurance Cap

- \$14,870 for fulltime employees (5/6-time and greater)
- \$7,435 for part-time employees (3/6- and 4/6-time)
- Zero (\$0) for 2/6-time or less

2.0 Medical plans

- California Valued Trust Medical
- Composite Rate Structure
- Plan options as selected by the unit annually.

3.0 Dental plan

- Delta Dental Standard Plan
- Composite Rate Structure
- Incentive Plan with two (2) cleanings and \$2,000 calendar year with orthodontic benefits

4.0 Vision plan

- VSP
- Composite Rate Structure
- Plan B with \$10 deductible

5.0 Life Insurance

- \$25,000 term life insurance plan
- Dependents may be added at employee expense

APPENDIX C: Extra Duty Salary Schedule

EXTRA DUTY SCHEDULE		
Rate based off of Certificated Salary Schedule, Column III, Step 1 (% increases on Sports/Athletics only).	2025-26	\$57,624.00
SPORTS/ATHLETICS		
Sport	HUSD Percent	Current Stipend (Rate (Certificated Salary Schedule (Column III, Step 1)
Basketball		
Head Varsity - Boys	7.00%	\$4,034
Head JV - Boys	5.00%	\$2,881
Head Varsity - Girls	7.00%	\$4,034
Head JV - Girls	5.00%	\$2,881
Baseball/Softball		
Head Varsity-Baseball	7.00%	\$4,034
Head JV - Baseball	5.00%	\$2,881
Head Varsity - Softball	7.00%	\$4,034
Head JV - Softball	5.00%	\$2,881
Cheerleading		
Cheerleader Advisor	7.00%	\$4,034
Cross Country		
Head Varsity	7.00%	\$4,034
Football		
Head Varsity	8.00%	\$4,610
Varsity Assistant	5.00%	\$2,881
Head JV	5.00%	\$2,881
JV Assistant	4.00%	\$2,305
Junior High Sports		
All Middle School Sports will be paid at this percent (Middle School Only - New sports or teams will be approved annually by the Superintendent by July 1.)	4.00%	\$2,305
Soccer		
Head Varsity-Boys	7.00%	\$4,034
Head Varsity-Girls	7.00%	\$4,034
Track		
Head Varsity	7.00%	\$4,034
Track-Assistant Coach	4.00%	\$2,305
Volleyball		
Head Varsity	7.00%	\$4,034
Head JV	5.00%	\$2,881
Wrestling		
Head Varsity	7.00%	\$4,034
Assistant Coaches		
Assistant Coaches (Assignment will be at the discretion of the Athletic Director and High School Principal. Four Assistant Coaches are available per school year)	2.00%	\$1,152
STUDENT ACTIVITIES		
Activity	Current	
(Max of 2) Middle School 8th Grade Class Advisor	\$	200.00
(Max of 4) High School Junior Class Advisor	\$	300.00
Academic Decathlon	\$	832.00
Agriculture Instructor/Farm Manager (per high school Ag. Teacher)	\$	6,268.00
BCLAD/LDS Certification	\$	1,200.00
CSF	\$	800.00
CJSF	\$	400.00
Drama Advisor	\$	876.00
Elementary Activities Director	\$	1,500.00
MEChA	\$	715.00
Yearbook Advisor HHS	\$	1,514.00
Yearbook Advisor HES	\$	400.00
INACTIVE STIPENDS (SPORTS/ATHLETICS & STUDENT ACTIVITIES)		
After School Tutoring/ Extended/ GATE	\$	45/hr
Assistant Coach	\$	546.00
Athletic Trainer	\$	2,500.00
Choir Director	\$	4,722.00
Counselor-Academic	\$	3,677.00
Counselor-Substance Abuse	\$	2,917.00
Counselor-CAHSEE	\$	2,184.00
Counselor-10th Grade	\$	4,819.00
District GATE Coordinator	\$	1,500.00
MESA Advisor Elementary School	\$	400.00
MESA Advisor High School	\$	400.00
Music Director	\$	286.00
<i>Extra Duty Schedule Notes:</i>		
Board approved: TBD		

APPENDIX D1: Certificated Probationary Evaluation Form

Hamilton Unified School District

Probationary Certificated Employee Summary Evaluation

School Year: _____ Probationary Status: YR1 ___ YR2 ___

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
1.	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	Outstanding <input type="radio"/>	Satisfactory <input type="radio"/>	Needs Improvement <input type="radio"/>	Unsatisfactory <input type="radio"/>
1.1	Using knowledge of students to engage them in learning				
1.2	Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests				
1.3	Connecting subject matter to meaningful, real-life contexts				
1.4	Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs				
1.5	Promoting Critical Thinking Through inquiry, problem solving, and reflection				
1.6	Monitoring student learning and adjusting instruction while teaching				

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
2.	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	Outstanding <input type="radio"/>	Satisfactory <input type="radio"/>	Needs Improvement <input type="radio"/>	Unsatisfactory <input type="radio"/>
2.1	Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully				

Hamilton Unified School District
Probationary Certificated Employee Summary Evaluation
School Year: _____ **Probationary Status:** YR1 ___ YR2 ___

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

2.2	Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students	
2.3	Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe	
2.4	Creating a rigorous learning environment with high expectations and appropriate support for all students	
2.5	Developing, communicating, and maintaining high standards for individual and group behavior	
2.6	Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn	
2.7	Using instructional time to optimize learning	

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
3.	UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		○	○	○	○
3.1	Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks				
3.2	Applying knowledge of student development and proficiencies				

Hamilton Unified School District
Probationary Certificated Employee Summary Evaluation
School Year: _____ Probationary Status: YR1 ___ YR2 ___

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

	to ensure student understanding of subject matter	
3.3	Organizing curriculum to facilitate student understanding of the subject matter	
3.4	Utilizing instructional strategies that are appropriate to the subject matter	
3.5	Using and adapting resources, technologies, and standards aligned instructional materials, including adopted materials, to make subject matter accessible to all students	
3.6	Addressing the needs of English learners and students with special needs to provide equitable access to the content	

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
4.	PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		○	○	○	○
4.1	Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction				
4.2	Establishing and articulating goals for student learning				
4.3	Developing and sequencing long-term and short-term instructional plans to support student learning				
4.4	Planning instruction that incorporates appropriate				

Hamilton Unified School District
Probationary Certificated Employee Summary Evaluation
School Year: _____ Probationary Status: YR1 ___ YR2 ___

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

	strategies to meet the learning needs of all students	
4.5	Adapting instructional plans and curricular materials to meet the assessed learning needs of all students	

Hamilton Unified School District
Probationary Certificated Employee Summary Evaluation
School Year: _____ Probationary Status: YR1 ___ YR2 ___

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
5.	ASSESSING STUDENTS FOR LEARNING	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.1	Applying knowledge of the purposes, characteristics, and uses of different types of assessments				
5.2	Collecting and analyzing assessment data from a variety of sources to inform instruction				
5.3	Reviewing data, both individually and with colleagues, to monitor student learning				
5.4	Using assessment data to establish learning goals and to plan, differentiate, and modify instruction				
5.5	Involving all students in self-assessment, goal setting and monitoring progress				
5.6	Using available technologies to assist in assessment, analysis, and communication of student learning				
5.7	Using assessment information to share timely and comprehensible feedback with students and their families				

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
6.	DEVELOPING AS A PROFESSIONAL EDUCATOR	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Hamilton Unified School District
Probationary Certificated Employee Summary Evaluation
School Year: _____ Probationary Status: YR1 ___ YR2 ___

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

6.1	Reflecting on teaching practice in support of student learning	
6.2	Establishing professional goals and engaging in continuous and purposeful professional growth and development	
6.3	Collaborating with colleagues and the broader professional community to support teacher and student learning	
6.4	Working with families to support student learning	
6.5	Engaging local communities in support of the instructional program	
6.6	Managing professional responsibilities to maintain motivation and commitment to all students	
6.7	Demonstrating professional responsibility, integrity, and ethical conduct	

Areas of Strength/Accomplishments/Commendations:
Areas Needing Improvement/Recommendations:

APPENDIX D2: Certificated Permanent Evaluation Form

Hamilton Unified School District Permanent Certificated Employee Summary Evaluation School Year: _____

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
1.	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1	Using knowledge of students to engage them in learning				
1.2	Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests				
1.3	Connecting subject matter to meaningful, real-life contexts				
1.4	Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs				
1.5	Promoting Critical Thinking Through inquiry, problem solving, and reflection				
1.6	Monitoring student learning and adjusting instruction while teaching				

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
2.	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.1	Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully				

Hamilton Unified School District Permanent Certificated Employee Summary Evaluation School Year: _____

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

2.2	Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students	
2.3	Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe	
2.4	Creating a rigorous learning environment with high expectations and appropriate support for all students	
2.5	Developing, communicating, and maintaining high standards for individual and group behavior	
2.6	Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn	
2.7	Using instructional time to optimize learning	

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
3.	UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.1	Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks				
3.2	Applying knowledge of student development and proficiencies				

Hamilton Unified School District Permanent Certificated Employee Summary Evaluation School Year: _____

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

	to ensure student understanding of subject matter	
3.3	Organizing curriculum to facilitate student understanding of the subject matter	
3.4	Utilizing instructional strategies that are appropriate to the subject matter	
3.5	Using and adapting resources, technologies, and standards aligned instructional materials, including adopted materials, to make subject matter accessible to all students	
3.6	Addressing the needs of English learners and students with special needs to provide equitable access to the content	

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
4.	PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		○	○	○	○
4.1	Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction				
4.2	Establishing and articulating goals for student learning				
4.3	Developing and sequencing long-term and short-term instructional plans to support student learning				

Hamilton Unified School District
Permanent Certificated Employee Summary Evaluation
School Year: _____

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

4.4	Planning instruction that incorporates appropriate strategies to meet the learning needs of all students	
4.5	Adapting instructional plans and curricular materials to meet the assessed learning needs of all students	

Hamilton Unified School District Permanent Certificated Employee Summary Evaluation School Year: _____

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
5.	ASSESSING STUDENTS FOR LEARNING	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.1	Applying knowledge of the purposes, characteristics, and uses of different types of assessments				
5.2	Collecting and analyzing assessment data from a variety of sources to inform instruction				
5.3	Reviewing data, both individually and with colleagues, to monitor student learning				
5.4	Using assessment data to establish learning goals and to plan, differentiate, and modify instruction				
5.5	Involving all students in self-assessment, goal setting and monitoring progress				
5.6	Using available technologies to assist in assessment, analysis, and communication of student learning				
5.7	Using assessment information to share timely and comprehensible feedback with students and their families				

California Standards/Areas of Expectation		Performance Level Achieved & Comments			
6.	DEVELOPING AS A PROFESSIONAL EDUCATOR	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Hamilton Unified School District Permanent Certificated Employee Summary Evaluation School Year: _____

Employee: _____ Position: _____

Evaluator Name/Title: _____ Site/Dept.: _____

Employee Last Evaluation Date: _____ Employee Next Evaluation Date: _____

6.1	Reflecting on teaching practice in support of student learning	
6.2	Establishing professional goals and engaging in continuous and purposeful professional growth and development	
6.3	Collaborating with colleagues and the broader professional community to support teacher and student learning	
6.4	Working with families to support student learning	
6.5	Engaging local communities in support of the instructional program	
6.6	Managing professional responsibilities to maintain motivation and commitment to all students	
6.7	Demonstrating professional responsibility, integrity, and ethical conduct	

Areas of Strength/Accomplishments/Commendations:
Areas Needing Improvement/Recommendations:

APPENDIX E: Seniority Criteria

4 February 2009

Board of Trustees
Hamilton Union Elementary School District
Hamilton City, CA 95951

Members of the Board:

In an effort to establish a legally acceptable seniority list for certificated employees, I did some research and have found the following:

1. The California Education Code section 44845 states: *"Every probationary or permanent employee employed after 30 June 1947 shall be deemed to have been employed on the date upon which he first rendered paid service in a probationary position."*
2. The California Education Code section 44955 states: *"As between employees who first rendered paid service to the district on the same date, the governing board shall determine the order of termination solely on the basis of the needs of the district and the students thereof."*

Section 44955 further states that such an employee who is subject to layoff may request a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees with the same start date.

To this end, I am proposing a procedure for addressing common dates of hire for certificated employees, model criteria to be used, and rating system to be applied in accordance with the provisions of Section 44955. Attached for your review and use are the following:

- a. Model criteria (in the form of a board policy or board-approved administrative regulation) along with a proposed rating system
- b. Rating calculation form

Other school districts that have laid off certificated employees in the last couple of years using a form of these model criteria have been successful in sustaining the layoff decision. Administrative law judges have accepted the criteria as an objective means of establishing an order of termination for employees with a common start date. Also, please note that the former lottery style of breaking ties is no longer considered a valid method by administrative law judges and has not been accepted since 1983.

AR 4112

Hamilton Union Elementary School District

**CRITERIA TO DETERMINE THE ORDER OF TERMINATION AMONG
CERTIFICATED EMPLOYEES WITH THE SAME DATE OF PAID SERVICE**

1. Purpose of establishing criteria

The purpose of adopting criteria for establishing an order to termination of employees who first rendered paid probationary service to the District on the same date is to comply with the requirements of Education Code Section 44955.

2. Criterion to be used

The Board of Trustees finds that to make effective release of employment decisions, objective criteria must be established. This will ensure that District employees are treated fairly and equitably. To this end, the needs of the District and its students will be best served by using the following criteria in establishing the order of termination described above.

- a. Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education, etc.)*
- b. Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school*
- c. Credentials that permit supplementary authorizations*
- d. Number of teaching and/or specialist service credentials*
- e. Earned degrees beyond the B.A or B.S. level (e.g., masters, doctorate)*
- f. Multiple language skills relevant to District need (e.g., Spanish)*
- g. Preliminary v. Clear/Life credentials*
- h. National Board Certification*

3. *Application of Criteria*

- a. Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education, etc.)

Rating: +1 per credential, +1 per year of experience

- b. Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school

Rating: +1 per year

- c. Credentials that permit supplementary authorizations

Rating: +1 per supplementary authorization

- d. Number of teaching and/or specialist service credentials

Rating: +1 per credential

- e. Earned degrees beyond the B.A or B.S. level (e.g., masters, doctorate)

Rating: +1 per degree

- f. Multiple language skills relevant to District need (e.g., Spanish)

Rating: +1 for Spanish

- g. Preliminary v. Clear/Life credentials

Rating: +1 per preliminary, +2 per Clear/Life Credential

- h. National Board Certification

Rating: +1 per certificate

4. *Tie-Breaking Procedure*

In the event that common day hires have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

Hamilton Union Elementary School District

Rating Calculations worksheet for common dates of hire

Common date of first paid service: _____

Criteria – Points Earned

Employee Name _____

A B C D E F G H Total Rank

APPENDIX F: Dean of Counselor/Dean of Students TA

Hamilton Unified School District
and
Hamilton High School Teachers Association/CTA/NEA

APPENDIX F

Memo

To: HUSD Board of Trustees; Thomas Loera, President
From: Hamilton Teachers Association/CTA/NEA
Date: April 18, 2013
Re: Tentative Agreement 2013-14 District Counselor/Dean of Students **(agreed 4/18/13)**

The following represents Hamilton Teachers Association's proposed Tentative Agreement to the job description, as described in this memo and associated salary schedule below for the position of District Counselor/Dean of Students.

Within 1 day of receipt of this Tentative Agreement regarding the District Counselor/Dean of Students position, the District agrees to rescind, in writing, the layoff notices for Kelly Langan and Maria Reyes. Those employees represent the current Counseling and Dean of Student positions.

HTA agrees to the following column to be added to the approved teacher's salary schedule beginning with the 2013-14 school year. *COLUMN 5 (District Counselor/Dean of Students 194 days).

COLUMN V*
MA + PPS
55790
57122
58493
59904
61357
62859
64411
65989
67627
69313
71049
72842
74682
76582
78535
80556
83084
84759
86961

APPENDIX G1: District Counselor/Dean of Students Job Description

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: DISTRICT COUNSELOR /DEAN OF STUDENTS

SALARY RANGE:	\$55,790 - \$86,961 (Steps 1-28+)	DIVISION:	Certificated
DEPARTMENT:	District and Site Administration	LOCATION:	Various District Sites
REPORTS TO:	Superintendent-Principal/Site Principal	WORK YEAR:	194 days
APPROVED BY:	Board of Trustees	DATE:	July 1, 2013

SUMMARY: Under the direction of site administration, will serve as the lead certificated member in the absence of the administrator. Act as liaison between students, teachers, and parents. Optimize the learning of all pupils to enable them to use their learning effectively by guiding their education in a way that provides for student's personal, social, vocational, and educational aspirations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

General District Assignment

1. Serve as lead student behavioral expert.
2. Meet with parents regarding student behaviors and write plans of assistance to assist students to learn acceptable behaviors.
3. Assist in development and implementation of positive school-wide behavior support system.
4. Assist site Principal with school and program improvement process.
5. Facilitate Student Study Teams and serve as site administrator for IEP meetings for Special Education students.
6. Serve as site lead in development and use of Data Director (or similar systems) for assessment of student progress.
7. Conduct home visits as needed to assist student achievement and behavioral reform.
8. Attend all Open House, Back-to-School and Parent Conferences as needed.
9. Assist District Testing Coordinator or serve as District testing coordinator for CELDT, STAR, CAHSEE, and Common Core (and others) ensuring all testing is completed within the State of California requirements.
10. Assist District and site administration with creation of master schedules for all District schools.
11. Counsel students regarding needed adjustments in their schedule.
12. Assume responsibility for the accurate maintenance of students' permanent records in conjunction with site Administrative Assistant.
13. Assume responsibility for the interpretive evaluation and recording of students' incoming school transcript.
14. Arrange for homework assignments for students with prolonged absences.
15. Graduation/promotion responsibilities: (1) Prepare eligibility list for graduation/promotion. (2) Keep parents informed of students who are failing. (3) Notify parent(s) when students become ineligible for graduation/promotion.
16. Approve all part-time programs for assigned students.
17. Assist department chairman and teachers in the assigning of students into classes for the coming year.
18. Assume the functional responsibility for the registration of students.
19. Administer, interpret, and utilize State standardized tests and their results.
20. Administer, interpret, and utilize other tests as needed.
21. Meet with groups of students to discuss school graduation/promotion requirements, college and vocational plans, school orientation, and class selections, as time provides.

22. Carry out other duties as may be assigned by the Principal.
23. Counsel with students and parents on problems relative to scholarships, vocational choices, and pertinent test results.
24. Make studies of test data in relation to the needs of the school.
25. Responsible for the preparation of letters of recommendation for students making such requests.
26. Provide career guidance to students and their parents.
27. Advise students about regional and in-school occupational programs.
28. Participate in school and District studies to determine vocational curriculum needs of students.
29. Assist in the dissemination of information to students and their parents about school occupational programs.
30. Arrange for school presentation on vocational schools.
31. Support District athletic events with supervision.

District Counselor:

1. Perform all “General District Assignment” duties described above at assigned site.
2. Coordinate with local area college representatives and assist students in post high school planning and programs.
3. Administer and interpret EAP, PSAT, and/or AP state standardized tests.

District Dean of Students:

1. Perform all “General District Assignment” duties described above at assigned site.
2. Supervise site activities including but not limited to student recess, lunch, and bus deliveries.
3. Serve as lead to District education programs as assigned.

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 use of a personal computer and related software.
2. Demonstrate commitment to students and learning.
3. Demonstrate knowledge of instructional leadership, curriculum development, and program design.
4. Demonstrate knowledge of essential State and federal laws regarding IDEA and FAPE.
5. Demonstrate knowledge of behavioral assessments and adolescent intervention strategies.
6. Demonstrate the ability to utilize student data software known as DATA Director (or similar) and demonstrate the ability to teach others to utilize it to inform instruction.
7. Working knowledge of related functions of the AERIES software.

Ability to:

1. Understand and follow oral and written instructions.
2. Use tact, discretion, and courtesy at all times.
3. Establish and maintain effective working relationships with District staff, faculty, students, parents and others encountered in the course of work.
4. Facilitate large and small group processes.

EDUCATION AND/OR EXPERIENCE: Master’s Degree in social work, school counseling or psychology required and three years of progressive experience in school counseling or related fields preferred.

LANGUAGE SKILLS: Ability to communicate effectively orally and in writing.

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, co-workers, and community members.

CERTIFICATES AND LICENSES: Pupil Services Credential required. Administrative Credential desired. California Driver's License (required by the first day of service).

OTHER SKILLS AND ABILITIES: Valid California Driver's License and proof of adequate automobile insurance as stipulated by the State of California. Must provide a DMV driving record print out, which indicates a satisfactory record prior to the time of employment.

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 or more. 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 these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.

APPENDIX G2: Multiple Subject Teacher Job Description

HAMILTON UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Multiple Subject Teacher

SALARY RANGE: Certificated	DIVISION: Teacher – Elementary/TK-5 or 6
DEPARTMENT: Certificated Staff	LOCATION: Hamilton Elementary School
REPORTS TO: Site Administration or Designee	WORK YEAR: 184
APPROVED BY: Governing Board	DATE: January 30, 2024

SUMMARY: Under administrative supervision, Multiple Subject Teachers are to teach self-contained classes in grades transitional kindergarten through fifth/sixth grade. To plan, prepare and implement lesson plans for assigned classes; to provide instruction; to evaluate student progress and provide special assistance as necessary; develop appropriate relationships with students; maintain professional standards as outlined in board policy; and to perform related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities)

1. Teach in accordance with the approved courses of study and at a rate and level commensurate with established student progress expectations, using adopted textbooks and other instructional materials authorized for such courses. Dual Immersion Teachers are to provide instruction in Spanish.
2. Utilize a variety of instructional strategies to respond to students' diverse needs while still being cognitively challenging.
3. Provide remedial programs for students who have not achieved competency commensurate with their potential.
4. Provide full class, small group, and individual instruction as appropriate.
5. Establish a classroom environment that is safe and supportive, where risk taking is encouraged, where students feel free to contribute their ideas, and where teacher and student interactions are respectful and polite.
6. Provide clear behavior expectations for students and monitor student behavior throughout the class and school campus. Supervise students; enforce District and school rules, regulations, policies and procedures; recommend disciplinary actions, as necessary.
7. Use information about individual students as well as their academic strengths, needs, and progress to plan instruction that addresses the instructional and emotional needs of all students.
8. Closely monitor student learning in order to understand how students are progressing toward the learning objectives and utilize this information to appropriately plan/modify lessons.
9. Provide students with instructive and timely feedback that will move their learning forward and communicate student progress to families and appropriate staff.
10. Support and cooperate with colleagues in order to promote a professional school culture.
11. Attend professional meetings such as staff meetings and professional development.
12. Attend student focused meetings such as Individualized Education Plan (IEP) meetings, 504 meetings and parent conferences.
13. Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence.
14. Perform basic attendance accounting and business services as required, i.e. purchase orders, field trip requests, etc.
15. Operate standard office and classroom equipment, including a computer, assigned software and assistive devices.
16. Perform other non-instructional duties according to district policies and procedures.
17. Plan and coordinate work of paraprofessionals while in classroom.

Marginal Functions:

1. Exercise supervision and care over books, supplies, and equipment; instruct students on proper use and preservation of school properties.
2. Maintain a clean and safe classroom environment.
3. Procure and order supplies and equipment.

QUALIFICATION REQUIREMENTS:**Education:**

Bachelor's degree from an accredited college or university.

Credential:

Possession of a valid California credential, or equivalent, which authorizes teaching of the assigned subjects/students; English Learner Authorization; Every Student Succeeds Act (ESSA) certification for self-contained classes or in the in the subject(s) being taught in a core class; Dual Immersion Teachers must possess a BCLAD (Bilingual, Cross cultural, Language and Academic Development) in the language used for student instruction; Transitional Kindergarten Teachers must possess least 24 units in Early Childhood Education and/or professional experience in a classroom setting with preschool age children comparable to the 24 units of education and appropriate authorizations.

Knowledge, Skills, Abilities, and Personal Characteristics:

Knowledge of the fundamental principles and accepted practices, current trends, literature and research related to the grade(s) and courses taught; knowledge of teaching strategies and classroom management; knowledge of applicable laws, codes, regulations, policies and procedures; knowledge of record-keeping and report preparation techniques; ability to plan, organize, prioritize and manage time; ability to communicate effectively with students, parents, peers, administrators, and other district personnel, both individually and in a group; ability to observe, monitor, and evaluate student progress and behavior; ability to establish and maintain cooperative and effective working relationships with others; possess a positive attitude towards students, learning and teaching; knowledge of assessment tools; Dual Immersion Teachers must have the ability to read, write and speak fluently in Spanish; demonstrate flexibility and responsiveness; maintain consistent, punctual and regular attendance.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician, surgeon, or medical officer (CA Education Code Section 44893); evidence of freedom from active tuberculosis (CA Education Code Section 49406).

WORKING CONDITIONS**Work Environment:**

Indoor classroom environment, occasionally outdoors; continuous contact with staff, students, and the public; may drive a vehicle to conduct work.

Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation).

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; sufficient vision to read printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Adopted:

Page | 2

Proposed: January 20, 2023
Revision: December 20, 2023

APPENDIX G3: Single Subject Teacher Job Description

HAMILTON UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Single Subject Teacher

SALARY RANGE: Certificated	DIVISION: Teacher – 6-8/9-12
DEPARTMENT: Certificated Staff	LOCATION: Hamilton Elementary School/ Hamilton High School
REPORTS TO: Site Administration or Designee	WORK YEAR: 184
APPROVED BY: Governing Board	DATE: January 30, 2024

SUMMARY: Under administrative supervision, Single Subject Teachers are to teach subject specific classes in grades sixth through twelfth grade. To plan, prepare and implement lesson plans for assigned classes; to provide instruction; to evaluate student progress and provide special assistance as necessary; develop appropriate relationships with students; maintain professional standards as outlined in board policy; and to perform related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities)

1. Teach in accordance with the approved courses of study and at a rate and level commensurate with established student progress expectations, using adopted textbooks and other instructional materials authorized for such courses.
2. Utilize a variety of instructional strategies to respond to students' diverse needs while still being cognitively challenging.
3. Provide remedial programs for students who have not achieved competency commensurate with their potential.
4. Provide full class, small group, and individual instruction as appropriate.
5. Establish a classroom environment that is safe and supportive, where risk taking is encouraged, where students feel free to contribute their ideas, and where teacher and student interactions are respectful and polite.
6. Provide clear behavior expectations for students and monitor student behavior throughout the class and school campus. Supervise students; enforce District and school rules, regulations, policies and procedures; recommend disciplinary actions, as necessary.
7. Use information about individual students as well as their academic strengths, needs, and progress to plan instruction that addresses the instructional and emotional needs of all students.
8. Demonstrate knowledge of the subject matter and standards of each subject/grade being taught.
9. Closely monitor student learning in order to understand how students are progressing toward the learning objectives and utilize this information to appropriately plan/modify lessons.
10. Provide students with instructive and timely feedback that will move their learning forward and communicate student progress to families and appropriate staff.
11. Support and cooperate with colleagues in order to promote a professional school culture.
12. Attend professional meetings such as staff meetings and professional development.
13. Attend student focused meetings such as Individualized Education Plan (IEP) meetings, Section 504 meetings, and parent conferences.
14. Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence.
15. Perform basic attendance accounting and business services as required, i.e. purchase orders, field trip requests, etc.
16. Operate standard office and classroom equipment, including a computer, assigned software and assistive devices.
17. Perform other non-instructional duties according to district policies and procedures.
18. Plan and coordinate work of paraprofessionals while in classroom.

Marginal Functions:

1. Exercise supervision and care over books, supplies, and equipment; instruct students on proper use and preservation of school properties.
2. Maintain a clean and safe classroom environment.
3. Procure and order supplies and equipment.

QUALIFICATION REQUIREMENTS:**Education:**

Bachelor's degree from an accredited college or university.

Appropriate experience may be substituted for a Bachelor's degree for those with Career and Technical Education (CTE) credentials.

Credential:

Possession of a valid California credential, or equivalent, which authorizes teaching of the assigned subject(s)/students; English Learner Authorization; Every Student Succeeds Act (ESSA) certification for self-contained classes or in the in the subject(s) being taught in a core class.

Knowledge, Skills, Abilities, and Personal Characteristics:

Knowledge of the fundamental principles and accepted practices, current trends, literature and research related to the grade(s) and courses taught; knowledge of teaching strategies and classroom management; knowledge of applicable laws, codes, regulations, policies and procedures; knowledge of record-keeping and report preparation techniques; ability to plan, organize, prioritize and manage time; ability to communicate effectively with students, parents, peers, administrators, and other district personnel, both individually and in a group; ability to observe, monitor, and evaluate student progress and behavior; ability to establish and maintain cooperative and effective working relationships with others; possess a positive attitude towards students, learning and teaching; knowledge of assessment tools; demonstrate flexibility and responsiveness; maintain consistent, punctual and regular attendance.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician, surgeon, or medical officer (CA Education Code Section 44893); Evidence of freedom from active tuberculosis (CA Education Code Section 49406).

Hazards

Some positions (e.g., chemistry teacher) may require handling materials that could be hazardous.

WORKING CONDITIONS**Work Environment:**

Indoor classroom environment; in some positions (e.g., physical education teachers), some or all of the work is conducted outdoors; continuous contact with staff, students, and the public; may drive a vehicle to conduct work.

Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation).

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; sufficient vision to read printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. c	Date: 6/25/25
Agenda Item Description: Approve the CSEA 3-year collective bargaining agreement (2024–2027) to include the 2025–26 tentative agreement language.	
Background: The District and CSEA reached a tentative agreement in April 2025 regarding updates for the 2025–26 school year. This tentative agreement was brought to the Board for approval in May 2025. The 3-year collective bargaining agreement, originally effective from July 1, 2024, through June 30, 2027, is now being updated to incorporate the newly negotiated language for 2025–26 to ensure the agreement remains current.	
Status: Pending board approval.	
Fiscal Impact: Costs related to the 2025–26 negotiated items (e.g., salary or benefit changes), as previously approved.	
Educational Impact: None.	
Recommendation: Recommend the board approve the CSEA 3-year collective bargaining agreement (2024–2027) to include the 2025–26 tentative agreement language.	

AGREEMENT

Between

Hamilton Unified School District

And

California School Employees Association

Chapter 623

July 1, 2024 - June 30, 2027

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ARTICLE 1 – AGREEMENT

- 1.1. The articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”), by and between the Hamilton Unified School District, hereinafter referred to as District, and the California School Employees Association and its Hamilton Chapter #623, hereinafter referred to as CSEA.
- 1.2. This Agreement shall remain in full force and effect from **July 1, 2024** through **June 30, 2027**.
- 1.3. If any provision of this Agreement, or any application thereof, to any classified employee represented by CSEA is held by a government agency or court of competent jurisdiction to be contrary to law, then such provision or application will be deemed invalid (to the extent required by such decision) but all other provisions or applications shall continue in full force and effect. In the event of invalidation of any portion of this Agreement, the parties agree to meet after such determination for the purpose of seeking to reach an agreement for the replacement of the invalidated article or section.
 - 1.3.1. In the event of invalidation of any portion of this Agreement, the parties agree to meet within thirty (30) working days after such determination for the purpose of seeking to reach agreement for the replacement of the invalidated article or section.

1.4. RATIFICATION OF ADDITIONS OR CHANGES

Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.

1.5. REOPENERS

Either party may reopen salary, health, and welfare benefits and up to two (2) articles of each party’s choosing during the term of this contract (see any tentative agreements for limitations).

**** Per tentative agreement signed May 30, 2024 and June 3, 2024:

The Parties agree that this closes successor negotiations for the 2024-2025 school year. Except as set forth above, all of the articles and provisions of the parties July 1, 2023, to June 30, 2024, Collective Bargaining Agreement shall be carried over unchanged into the new July 1, 2024, to June 30, 2027, Collective Bargaining Agreement.

For the 2025-2026 reopener, the Parties agree to negotiate salary, health and welfare benefits, and up to two (2) reopeners of each party’s choosing. In addition, Article 14: Discipline shall be an automatic reopener for the 2025-2026 reopener. The Parties agree to commence negotiations for the 2025-2026 reopener during the 2024-2025 school year.

For the 2026-2027 reopener, the CBA may be reopened pursuant to CBA Article 1.5.

ARTICLE 2 – RECOGNITION

- 1.1. The District hereby acknowledges that CSEA is the exclusive representative of all classified employees who are not management, supervisory, confidential, substitutes or certificated.

ARTICLE 3 – DISTRICT RIGHTS

- 3.1. It is understood and agreed that the District retains all its powers and authority to direct, manage and control to the full extent of the law. Included in but not limited to those duties and powers are the exclusive right to:
- a. Determine its organization.
 - b. Direct the work of its employees.
 - c. Determine the times and hours of operation.
 - d. Establish its educational policies, goals, and objectives.
 - e. Insure the rights and educational opportunities of students.
 - f. Determine staffing patterns.
 - g. Determine the number and kinds of personnel required.
 - h. Determine the curriculum.
 - i. Maintain the efficiency of District operations.
 - j. Build, move, or modify facilities.
 - k. Establish budget procedures and determine budgetary allocation.
 - l. Determine the methods of raising revenue.
 - m. Take action that is supported by law on any matter in the event of an emergency.
 - n. In addition, the District retains the right to hire, classify, assign transfer, evaluate, promote, terminate and discipline employees.
- 3.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.
- 3.3 The provisions of this Article shall not be construed to override specific terms of this Agreement or to abrogate or limit rights guaranteed or provided by legal decisions or the operation of the law.

ARTICLE 4 – ORGANIZATIONAL RIGHTS

- 4.1 CSEA shall have the following rights in addition to those which are expressly set forth in other Articles of this Agreement. See Appendix B for definitions.
- a. The right to reasonable release time and access to areas in which employees work for the purpose of representing bargaining unit members on grievances.
 - b. The right to review employee's personnel files and any other records dealing with employees when accompanied by the employee or upon written authorization of the employee.
 - c. The right to use, without charge, facilities, buildings, bulletin boards, mailboxes and the use of the school mail system for official communication directed to members by CSEA on matters related to representation.
 - d. To be supplied with an updated alphabetical list of all bargaining unit members to include the hire date, classification, contract hours and work location by the 1st of October each year.
 - e. The right to review or receive upon request, copies of materials related to wages, hours, other terms and conditions of employment or any other documents which are relevant for CSEA to fulfill its duties and obligations as the exclusive representative of bargaining unit employees covered by this Agreement.
 - f. The right to reasonable release time for the purpose of negotiating reopener and successor agreements.
 - g. The right to release time for one elected CSEA conference delegate to attend the annual CSEA conference.
 - h. The right to reasonable release time for the Chapter President or his/her designee for the purpose of attending to CSEA business.

4.2 VOLUNTARY DEDUCTIONS

The District shall, upon appropriate written authorization from any employee, deduct for any insurance premiums, credit union payments, savings bonds, or other plans or programs, which have been jointly approved by CSEA and the District. The District shall pay to the designated payee, within a reasonable time of the deductions, all sums so deducted.

4.3 DUES

4.3.1 The District shall distribute CSEA-supplied membership applications to new hires but not make any statement suggesting employees must join. The District shall refer all employee questions about CSEA or dues over to the CSEA Labor Relations Representative. CSEA shall defend and indemnify District for any claims arising from its compliance with this clause.

4.3.2 The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the employee drops out during a specified window period. The District need not keep track of this period which shall be tracked by CSEA within its membership database.

4.4 DUES DEDUCTION

- 4.4.1 The District shall deduct, in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA.
- 4.4.2 The District shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission.
- 4.4.3 There shall be no charge by the District to CSEA for regular membership dues deductions.
- 4.4.4 CSEA has the sole and exclusive right to have employee organization membership dues deducted by the District for bargaining unit members.
- 4.4.5 The District shall, without charge, pay to CSEA within fifteen (15) days of the deduction all sums so deducted.
- 4.4.6 Along with each monthly payment to CSEA, the District shall furnish without charge an alphabetical list of all bargaining unit members identifying them by name, hourly rate of pay, and days per year in paid status and indicating the amount deducted, if any.

4.5 MEMBERSHIP INFORMATION

- 4.5.1 The District shall take all reasonable steps to safeguard the privacy of CSEA member's personal information, including but not limited to members Social Security Numbers, personal addresses, personal phone number, personal cellular phone number, and status as a union member.

4.6 HOLD HARMLESS PROVISION

- 4.6.1 CSEA shall defend and indemnify District for any claims arising from its compliance with this Article and for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the District to cancel or change membership dues authorization. The District shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization.
- 4.6.2 CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.

4.7 BARGAINING UNIT INFORMATION AND NEW HIRE ORIENTATION

4.7.1 DISTRICT NOTICE TO CSEA OF NEW HIRES

- 4.7.1.1 The District shall provide the CSEA Labor Relations Representative and Chapter President notice of any newly hired employee, within ten (10) days of date of hire, via email. The notice shall include the

following information: full legal name, date of hire, classification, and site.

4.7.2 EMPLOYEE INFORMATION

4.7.2.1 “Newly hired employee” or “new hire” means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the CSEA unit.

4.7.2.2 Periodic Update of Contact Information and New Hire Information

The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically in Excel format via the CSEAdesignated FTP site or service. The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically in Excel format via the CSEA-designated FTP site or service, on the last working day of the month in which they were hired. This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

Submission of a full bargaining unit file shall satisfy the New Hire list each month.

This contact information and new hire information shall include the following information, with each field listed in its own column:

- i. First name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work extension;
- x. Home street address (incl. apartment #)
- xi. City;
- xii. State;
- xiii. Zip Code (5 or 9 digits)

- xiv. Home telephone number (10 digits)
- xv. Personal cellular telephone number (10 digits)
- xvi. Personal email address of the employee;
- xvii. Last four numbers of the social security number;
- xviii. Birth date;
- xix. Employee ID;
- xx. CalPERS status (“Y” if in CalPERS; “N” if not in CalPERS);
- xxi. Hire date

4.7.3 NEW EMPLOYEE ORIENTATION

4.7.3.1 “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

4.7.3.2 In the event the District conducts an individual or group new employee orientation, the District shall provide CSEA mandatory access to any such orientation. CSEA shall receive not less than ten (10) days’ notice in advance of a new employee orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was not reasonably foreseeable.

- i. After new employees meet with human resources staff the District shall provide CSEA with no more than thirty (30) minutes of paid release time during any group orientation session, for one (1) CSEA representative, or thirty (30) minutes during an individual orientation session, for one (1) CSEA representative, to present union information to new bargaining unit members. CSEA’s participation shall be scheduled at a mutually agreed-upon time with the District and shall occur during the employee’s regular work hours, where practicable.
- ii. The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time. During CSEA’s orientation session, no District manager or supervisor or non-unit employee shall be present.

4.7.3.3 In addition to the provisions regarding District-conducted orientations (section 3.2), CSEA shall have thirty (30) minutes of uninterrupted time to meet with each new hire at their assigned worksite during any period of their regular working hours for a CSEA orientation if the employee has not attended a CSEA orientation within 30 days of hire or has not previously attended a CSEA orientation. The new hire shall be relieved of their duties for the purpose of attending the orientation on paid time. The District shall provide CSEA up to thirty (30) minutes of paid release time, in addition to reasonable travel time, for one (1) CSEA

representative to attend the orientation. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation. During the orientation, no District manager or other non-unit employee shall be present. Site Administrators shall be notified at least 48 hours prior to visitation.

- 4.7.3.4 The District shall include the CSEA membership application or a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.

ARTICLE 5 – PERSONNEL FILES

- 5.1 Personnel files of each bargaining unit member shall be maintained in the District's central administrative offices.
- 5.2 Every bargaining unit member shall have the right to examine his/her file upon request provided such inspection takes place outside the employee's normal working hours.
- 5.3 Employees shall be provided with a copy of any derogatory material before it is placed in the employee's personnel file. The employee's written response, if submitted within ten (10) workdays shall be attached to the material.
- 5.4 Any person who places written material or drafts written material for placement in the bargaining unit member's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.
- 5.5 Information of a positive nature will be entered into the personnel file of a bargaining unit member provided it was written by the immediate supervisor or is related to the bargaining unit member's job performance.
- 5.6 All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the Bargaining Unit Member.
- 5.7 Upon request, a bargaining unit member shall be provided a copy of any material included in his/her personnel file. A bargaining unit member shall have the right to authorize a CSEA representative to examine their file and obtain a copy of material in the file. The CSEA representative shall provide a form with the bargaining unit member's signature authorizing the review of materials.
- 5.8 Material not subject to inspection by the bargaining unit member includes rating reports or records which were obtained prior to the employment of the bargaining unit member or obtained in connection with a promotional examination.

ARTICLE 6 - EVALUATIONS

- 6.1 Evaluations shall be considered as a tool to provide bargaining unit member with information related to job performance and shall include not only a review of the past but a plan for future improvement as well as a provision for commendations for exemplary employees.
- 6.2 Evaluations shall be conducted by the bargaining unit member's immediate supervisor. All evaluations of classified employees shall be reviewed by the site administrator for which the employee works. If the immediate supervisor's assessment is in conflict with that of the site administrator, the matter will be reviewed by the Superintendent, or in his absence, the Chief Business Officer, to gain clarity prior to the evaluation being shared with the employee.
- 6.3 Permanent bargaining unit members shall be evaluated once each year prior to May 1st. Such evaluation shall consist of an overview of the current school year.
- 6.4 Probationary bargaining unit members shall be evaluated three times during the first six months of employment, or one hundred thirty (130) days of paid service, whichever is longer. Preliminary progress evaluations shall occur once at two months, once at four months, and once at six months. The employee shall receive a final evaluation prior to their six month anniversary date. Should the District fail to conduct at least the final evaluation prior to the employee's anniversary date, the employee shall be deemed a permanent employee.
- 6.5 No evaluation shall be based on statements or events which cannot be investigated. Evaluations shall be made based upon the direct observation and knowledge of the evaluator.
- 6.6 Within ten (10) days of learning of any matter which may warrant placement of a negative rating on a bargaining unit member(s) evaluation, the immediate supervisor shall discuss with the bargaining unit member his/her concerns. No negative rating shall be placed on a bargaining unit member(s) evaluation without this discussion.
- 6.7 Any negative evaluation shall include specific deficiencies and specific recommendations for improvement and provisions for assisting the employee in implementing any recommendations made. Additional training, courses and counseling referrals are options for specific recommendations for improvement.
- 6.8 At any meeting to discuss an evaluation, the bargaining unit member is entitled to the right to representation if the bargaining unit member feels that the evaluation might lead to discipline. Such representative shall have the right to speak on behalf of the bargaining unit member.
- 6.9 The signing of an evaluation by a bargaining unit member only means that the bargaining unit member has received a copy of the evaluation, not that the bargaining unit member agrees with the contents of the evaluation.

- 6.10 Bargaining unit members shall be given release time without loss of pay for the opportunity to review and comment on any evaluation before it is entered into the District personnel files.

ARTICLE 7 – GRIEVANCE PROCEDURE

7.1 DEFINITIONS

- 7.1.1. A “grievance” is a claim by a bargaining unit member or CSEA that there has been a violation, misinterpretation or misapplication of this Agreement.
- 7.1.2. A “grievant” is the person or person, including CSEA or representatives, making the claim.
- 7.1.3. A “day” is any day in which the district office is open for business.

7.2 GENERAL

- 7.2.1 The purpose of this procedure is to secure at the lowest possible administrative level a resolution to the grievance caused from the interpretation and application of this Agreement.
- 7.2.2 The time limits specified should be considered firm, but may be extended by mutual agreement in writing.
- 7.2.3 Bargaining Unit members will inform their representative, i.e. local CSEA Representative/President their desire to file a grievance prior to the actual filing.
- 7.2.4 Bargaining unit members are entitled to representation by CSEA at all levels.
- 7.2.5 No reprisals of any kind will be taken by any person against any aggrieved person, any party in interest, any member of CSEA, or any other participant in the grievance procedures by reason of such participation.
- 7.2.6 A bargaining unit member may be represented at all stages of the grievance procedure by himself or herself or, at their option, by a representative of CSEA. A bargaining unit member may at any time present grievances to the District and have such grievance adjusted without the intervention of CSEA as long as the adjustment is reached prior to arbitration and the adjustment is consistent with the terms of this written Agreement. The District shall not agree to a resolution of the grievance until CSEA has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.
- 7.2.7 CSEA shall (on its own behalf or on the behalf of the affected employee(s)) initiate with the Superintendent a grievance which affects more than one bargaining unit member at more than one location or if the immediate supervisor does not have the authority to remedy the grievance.
- 7.2.8 Time limits shall begin the day following receipt of a written decision.

- 7.2.9 All documents, communication, and records resulting from the processing of a grievance shall be filed separately from the personnel file of any participant.
- 7.2.10 Appropriate forms for the filing and processing of grievances will be developed jointly by the District and CSEA and provided to bargaining unit members, as necessary, at the cost of the District.
- 7.2.11 If the District does not respond in a timely fashion, the grievance automatically proceeds to the next level.
- 7.2.12 Appropriate forms for the filing and processing of grievances will be developed jointly by the District and CSEA and provided to bargaining unit members, as necessary, at the cost of the District.
- 7.2.13 If the District does not respond in a timely fashion, the grievance automatically proceeds to the next level.

7.3 GRIEVANCE PROCEDURE

7.3.1 Level One (Informal)

- 7.3.1.1 Alleged grievances should be discussed in a private, informal conference between parties involved. At least one such private meeting should take place between the parties before the grievance procedure is involved. Grievant may request presence of CSEA representative.
- 7.3.1.2 If the same alleged grievance is made by more than one employee against one respondent, only one employee on behalf of self and the other complainants may process the complaint through the adjustment procedure upon signed written consent of other involved grievants. Names of all aggrieved parties shall appear on all documents related to the settlement of the grievance.
- 7.3.1.3 The administrator/supervisor has five working (5) days to respond to any informal grievance.
- 7.3.1.4 The time limit provided for in this policy may be extended by mutual written agreement of the parties. Any decision not appealed within the limits from one level to the next level in the grievance policy shall be considered settled on the basis of the last decision and not subject to further appeal.

7.3.2 Level Two (Formal)

- 7.3.2.1 Within five (5) working days of receipt of the administration or supervisor informal decision, the grievant has the right to move to formal level two of the grievance process should the decision not settle the issue. The formal level two grievance shall be delivered in writing

to the site administrator/immediate supervisor stating the reasons for disagreement, specific contract violations, and an acceptable solution.

- 7.3.2.2 Within five (5) working days the site administrator/supervisor shall communicate his/her decision to the employee in writing. If the administrator does not respond or the grievance is not settled with the grievant in an acceptable solution, within five (5) working days from receipt of the written decision of the site administrator/supervisor, the grievant may appeal to the next level.

7.3.3 Level Three

- 7.3.3.1 Within five (5) working days the grievant shall submit in writing a request to have the matter mediated with the Superintendent. The Superintendent shall call a meeting within ten (10) working days between the grievant and the supervisor to hear the level-three grievance. In the event the Superintendent is the immediate supervisor, the time period shall be automatically extended for up to five (5) additional days so that the President of the Governing School Board or his/her appointee may hear the grievance and render a decision. In either case, the grievant shall submit to the Superintendent a formal statement of grievance that includes the sections of the contract and an acceptable solution to the grievance. The site administrator/supervisor shall forward all responses of the prior grievance level(s) prior to the level-three conference.
- 7.3.3.2 Within five (5) working days, the Superintendent or in the event the President of the Governing School Board sits as moderator, shall in writing notify all parties of their decision. If this decision is an acceptable conclusion or a negotiated agreement is reached to the grievance, the grievance shall be deemed settled. If the decision or an agreement is not accepted/reached, the grievant may request in writing to have the grievance move to level four (Hearing before the School Board).

7.3.4 Level Four

- 7.3.4.1 Within thirty-two (32) working days of receipt of the appeal from the grievant, the School Board shall conduct a hearing on the grievance in an open or closed public session as requested by the grievant. At the hearing, the grievant shall have an opportunity to testify, present evidence, and present witnesses pertaining to the grievance.
- 7.3.4.2 Prior to the final resolution of the grievance, the district Board shall provide a copy of the grievance and the proposed resolution to CSEA. CSEA shall have seven (7) days to comment on the proposed resolution.
- 7.3.4.3 If the decision is not satisfactory, the grievant has the option of requesting of CSEA that the grievance be submitted to arbitration.

- 7.3.4.4 CSEA shall notify the District in writing of its determination within thirty (30) days of the Board's written decision.
- 7.3.4.5 Either party may call witnesses and present evidence relevant to the arbitration issues. Bargaining unit members called as witnesses will be released from duty without loss of pay to testify at the arbitration.
- 7.3.4.6 The arbitrator's decision will be in writing and will set forth to all parties his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The arbitrator will have no power to add to, subtract from or modify the terms of this Agreement. Should it become necessary to decide an issue, an arbitrator is required to review issues of "external law".
- 7.3.4.7 Provided the arbitrator abides by his or her jurisdictional mandates, doesn't commit fraud, or have a conflict of interest, the decision of the arbitrator shall be binding.
- 7.3.4.8 All costs, for the direct services of the arbitrator will be borne equally by the District and CSEA. Other costs will be borne by the party incurring them.

ARTICLE 8 – TRANSFERS & PROMOTIONS

8.1 DEFINITIONS

- 8.1.1 A transfer shall mean the movement of an employee from one school to another regardless of the number of hours per day or days per year. A transfer shall not involve a change in classification or job title.
- 8.1.2 A promotion shall mean the movement of an employee from one classification to a higher classification.
- 8.1.3 A demotion shall mean the movement of an employee from one classification to a lower classification.
- 8.1.4 A lateral transfer shall mean the movement of an employee from one classification to a different classification on the same salary range.
- 8.1.5 An involuntary transfer shall mean the movement of an employee from one school to another regardless of the number of hours per day or days per year that the employee has not initiated. An involuntary transfer shall not involve a change in classification or job title and shall not be used for disciplinary purposes. Any employee who will be involuntarily transferred shall be given at least ten-(10) working-days-notice along with the reason for the transfer.

8.2 POSTING OF NOTICE

- 8.2.1 Notice of job vacancies shall be posted on bulletin boards in prominent locations at each district job site for not less than six (6) full working days. Employees meeting the minimum requirements for the vacancy shall apply by sending notice to the Personnel Department prior to the deadline. Bargaining unit members who are on leave or layoff shall be sent a copy of the notice by first class mail on the date of the position posting.
- 8.2.2 The job vacancy notice shall include, the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, work shift times, days per week and months per year assigned to the position, the salary range and the deadline for filing to fill the vacancy.
- 8.2.3 Vacancies shall be filled in the following priority order:
 - a. Reemployment Lists (if in effect)
 - b. Transfers
 - c. Lateral Transfers
 - d. Demotions
 - e. Promotions
 - f. Outside candidate - If no bargaining unit member applies for the vacancy or meets the minimum qualifications

ARTICLE 9 – HOURS AND OVERTIME

- 9.1 Workweek – The workweek for each regular employee shall consist of five (5) consecutive workdays, Monday through Friday, unless otherwise designated by the District as posted in the job announcement.
- 9.2 Workday – The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. At the time of employment, bargaining unit employee shall be assigned a fixed, regular, and ascertainable minimum number of hours.
- 9.2.1 The District and/or an employee may wish to propose a special project that requires modification of the employees shift days/hours. When a project is proposed, the District and Employee may sign a side letter that states the following:
- 9.1.1.1 The date, duration, and details will be delineated in the side letter.
- 9.1.1.2 Either the District or the employee may cancel the side letter by a written notice to the other party with 30 day notice to canceling.
- 9.3 Adjustment of Assigned Time – Any part time employee in the bargaining unit who works an average of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period. Employees who work over assigned hours must have pre-approval of their supervisor before working overtime.
- 9.4 Rest Periods – All bargaining unit employees shall be granted rest periods which, insofar as practicable, shall be in the middle of each work period at the rate of fifteen (15) minutes per three and three quarters (3 ³/₄) hours worked or more; two rest periods of fifteen (15) minutes shall be granted to an employee who works at least six (6) hours. Employees who work less than three (3) hours shall have a ten (10) minute rest period. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.
- 9.5 Overtime – All overtime hours shall be compensated at a rate of pay equal to one and one-half the regular rate of pay of the employee for all work required or permitted. Overtime is defined to include any time worked in excess of eight (8) hours per day or of forty (40) hours in any assigned work week. Any employee that works over eight (8) hours in a day or 40 hours in an assigned work week without prior approval from the employee’s supervisor will not receive overtime compensation or compensatory time off.
- 9.5.1 Compensatory Time – Compensatory time off (CTO) in lieu of cash compensation may be accrued in lieu of compensation for overtime. CTO shall be taken, at a time that is mutually acceptable to the employee and the District. All paid overtime or CTO must have prior authorization for the overtime/CTO from the employee’s supervisor. Any approved overtime will be submitted monthly to your supervisor on a timesheet denoting your request for overtime or CTO. The supervisor will forward this request to the district payroll clerk for documentation. All requests for Comp time off will be submitted through the AESOP system.

- 9.5.2 Employees may accrue and carry up to 40 hours of CTO. The employee may request to be paid for their CTO bank of time once annually in June. The employee must submit in writing a request for payment of their CTO bank to the District Chief Business Officer prior to the last day business day in May of the school year. If no such written request is received, it will be assumed the employee wishes to carry over the accrued CTO bank to the following school year.
- 9.5.3 In economic times of financial hardship, the District may require employees to use any compensatory time that is recorded in lieu of overtime. In these events, the unit will be notified in writing after the District issues a first or second interim report showing the District is presenting a qualified or negative budget to the School Board. In such events, the District will work with the unit members to schedule time off that will minimally impact the operation of the department, site or district office.
- 9.5.4 Transportation Assignments – Whenever it is necessary to provide the use of a school vehicle to transport more than eight (8) students, the District shall assign the task to a classified employee.
- 9.5.5 Overtime shall be distributed to employees in the bargaining unit within each department in order of bargaining unit seniority. If the employee with the greatest bargaining unit seniority elects to refuse the overtime assignment, it shall be offered to employees in the bargaining unit in descending order of seniority until the assignment is made. If overtime is mandatory and no unit member volunteers, the supervisor will distribute equally among unit members the required overtime on a reverse seniority rotational basis. Refusal by a senior employee in the bargaining unit of any overtime assignment shall not waive his/her right under this section to be offered any subsequent overtime assignment in order of seniority. Under extraordinary circumstances CSEA and the District agrees that a department head may work overtime usually owned by CSEA.
- 9.6 When a classified employee is requested to work on any paid holiday, he/she shall be paid compensation, or elect to take compensatory time off for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half (1½) of his/her regular rate of pay.
- 9.7 Minimum Call In Time – Any employee called in to work at a time when the employee is not scheduled to work, shall receive a minimum of two (2) hours pay at the appropriate rate of pay under this agreement.
- 9.8 Right of Refusal -- Any employee shall have the right to reject any offer or request for overtime, or call back or call in time, except in the case of an emergency declared by the Superintendent or his/her designee.
- 9.9 Hours Worked – For the purpose of computing seniority, all time during which an employee is in regular paid status, excluding overtime, as a probationary or permanent employee, shall be construed as hours worked.

9.10 Standby Time – All standby time shall be considered as regular hours worked and shall be compensated on a straight time or overtime basis as are other hours worked under this Agreement.

9.10.1 Bus drivers on special trips, including but not limited to athletic events, field trips and curricular trips who are required to remain on standby for the duration of the event for which the special trip is made, shall be paid for all standby hours at their regular rate of pay.

9.10.2 Whenever any combination of driving and standby hours in a day exceeds the established workday, all excess hours shall be compensated at the appropriate overtime rate based on the employee's regular pay rate. Unit members may choose to adjust their work schedules for the day that they are assigned to drive if the trip/event exceeds their scheduled work time. **(TA 5-13-2014)**

9.10.3 Notwithstanding any other provisions of this Agreement, if a special trip requires an overnight stay, the District shall be relieved of the obligation of standby payment for any hours between the time a bus driver is relieved of duties for the evening and the time resumed the following morning.

9.11 COMPENSATION DURING REQUIRED TRAINING PERIODS

9.11.1 An employee who is required to attend training sessions or otherwise engage in training of any kind in order to continue his/her employment in a position shall receive compensation as follows:

~~9.11.1.1~~ 9.11.1.1 When the training occurs during the employee's regularly assigned working hours, the employee shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled. All employees attending the two formal days of training shall complete a timesheet for the amount of hours worked in excess of their regular contract hours.

9.11.1.2 When the regularly assigned hours of work and training combined total in excess of eight (8) hours on a regularly assigned work day, or when the training occurs at any time other than the regularly assigned work week, the employee shall be paid at the overtime rate appropriate for the day and/or time at which training occurs. The overtime rate shall be based on the employee's regular rate of pay.

9.11.1.3 If the employee does not complete training within regularly assigned working hours, the employee shall have the opportunity to complete the trainings on District equipment, if necessary, during their scheduled working hours. The District will provide one day (up to 8 hours) timecard annually for work to be completed between July 1 and the last working day before Christmas Break to complete the mandated training for the school year. This timecard must be submitted by January 25 of that school year to the site administrator in order to receive payment. The rate of pay will be based on the employee's hourly rate.

9.11.1.4 All costs incurred under a district mandated training program for employee transportation, registration fees, and supplies, shall be paid by the District.

9.11.1.5 12 month employees will be granted one Floating Bolt Day in lieu compensation of the additional District training days annually.

ARTICLE 10 – PAY AND ALLOWANCES

- 10.1 The regular rate of pay for bargaining unit members shall be in accordance with Appendix “A.”
- 10.2 All employees in the bargaining unit shall be paid at least once per month payable on or before the last working day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.
- 10.3 Any error that is discovered that affects the salary of an employee shall be adjusted up to a three (3) year period. If the error is in favor of the employee, the employee will be compensated by the amount plus five percent (5%) interest for a period of no more than three (3) years. The amount will be paid within a forty-five (45) calendar day period. If the error is in favor of the District, a mutually acceptable repayment plan will be undertaken which will reduce the employee’s monthly check accordingly.
- 10.4 Any payroll adjustment due an employee in the bargaining unit as a result of working out of class, working overtime, or reasons other than payroll errors shall be included in either the following end-of-the-month or the 10th of the month payroll check. The supplemental pay period is from the 11th of the previous month to the 10th of the current month.
- 10.5 Any paycheck for an employee in the bargaining unit which is lost after receipt or which is not delivered within seven (7) days of mailing, if mailed, shall be replaced not later than five (5) working days following the employee’s notice to the payroll department for replacement of the check.
- 10.6 The District shall offer less than full time unit employees the opportunity to substitute for absent bargaining unit members. This opportunity shall be subject to the following:
- 10.6.1 Absent unusual circumstances, there will be no overlap in hours (i.e. the employee must first be able to perform his/her regular assignment).
- 10.6.2 The substitute assignment shall not result in overtime costs for the District. In such cases, the District may split the assignment or may offer the substitute opportunity to persons who are on the Classified substitute list.
- 10.6.3 The District and Unit agree that parental involvement is critical to maximize the educational opportunities for all students. Further, District and Unit agree that Unit members and certain classifications within the Unit require training and background parameters that are preserved by this agreement and state and federal laws.

10.6.4 Certain classifications that require certain certifications as a means to protect children are as follows:

- a. Paraprofessionals as detailed in the Elementary and Secondary Education Act (ESEA, see below)
- b. Preschool Assistant and Preschool Teacher.

10.6.5 Title I Paraprofessionals whose duties include instructional support must have:

- a. High school diploma or the equivalent, and
- b. Two years of college (48 units), or
- c. AA Degree (or higher), or
- d. Pass a local assessment of Knowledge and Skills in assisting in instruction.

10.6.6 Other classifications who directly supervise children who are required to submit to a background check as prescribed by Ed Code 44830.1, 45125, 45125.01.

- a. Child Nutrition Staff
- b. Yard Duty Supervisors
- c. District Universals
- d. District Bus Driver
- e. Office Clerical

10.6.7 The District and Unit wish to ensure that parent involvement is protected while complying with state and federal statutes requiring the protection of children. The District and Unit agree that parents may volunteer in their child's classroom up to five (5) hours weekly per child in their respective family. Such volunteerism is under the direct supervision of a classroom teacher and is not considered to infringe upon the aforementioned legal requirements or this agreement.

10.6.8 This agreement does not inhibit parental involvement with those activities that are usual and customary known as parent involvement, for example PTO, Boosters and other like committees.

10.7 When a bargaining unit member substitutes in a higher bargaining unit position, they shall be paid as follows:

10.7.1 If his/her regular hourly rate of pay is less than Step 1 of the classification in which they will substitute, they shall receive Step 1.

10.7.2 If his/her regular hourly rate of pay is more than Step 1 of the classification in which they will substitute, they shall receive one hundred five percent (105%) of

Step 1, or an additional \$1.00 per hour of the employee's current hourly rate, whichever is higher.

- 10.7.3 If a unit member is appointed in writing by the Superintendent to conduct the duties of a department manager, that unit member shall receive one hundred ten percent (110%) of that unit member's current hourly rate of pay. If more than one unit member is undertaking the duties of the manager, the compensation will be split equally. This clause shall exclude coverage for vacations. (Contingent upon acceptance of the district counter offer, the district will agree to retro current food service employees who are serving during the 2017-2018 school year during the second semester.)
- 10.7.4 A bargaining unit member may substitute in the place of a department manager up to one full school year at step one of that particular manager's pay rate. The selection of the bargaining unit member to cover the absence of that manager will be solely at the discretion of the district.
- 10.8 Split Shift Differential – Based upon District needs, bargaining unit employees may be assigned to a split shift assignment. A split shift assignment is one which has more than one (1) hour between the work segments (e.g. work from 7:00 a.m. to 11:00 a.m., no assignment from 11:00 a.m. to 3:00 p.m., work from 3:00 p.m. to 7:00 p.m.). Each employee assigned a split shift shall be paid a differential. The differential shall be:
- 10.8.1 Two and one-half percent (2½%) of his/her step placement on the salary schedule if the actual "split" (excluding up to one hour for a meal break) is three hours or less.
- 10.8.2 Five percent (5%) of his/her step placement on the salary schedule if the actual "split" (excluding up to one hour for a meal break) is more than three hours.
- 10.9 Mileage Reimbursement – Employees required to use his/her own automobiles in the performance of their assigned duties, or if attendance is required at job related meetings or conferences, shall be reimbursed for mileage at the IRS mileage rate. If requested use by the District results in an increase of employee insurance premiums, the District will pay for the increase in premium costs.
- 10.10 Lodging and Meals – Any employee, who as a result of a work assignment, must be lodged away from home overnight shall be reimbursed by the District for the cost of lodging and meals in accordance with Board Policy. If requested by the employee, the District shall provide advance funds to the employee for such lodging and meals.
- 10.11 Compensation During Required Training Periods – An employee who is required to attend training sessions or otherwise engage in training of any kind in order to continue his/her employment in a position shall receive compensation as follows:
- 10.11.1 When the training occurs during the employee's regularly assigned working hours, the employee shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled.

- 10.11.2 All costs incurred under a District mandated training program for employee transportation, registration fees, and supplies, shall be paid by the District.
- 10.12 Physical Examination – The District agrees to provide the full cost of any medical examination of regular employees, including TB test or X-rays, required for continued employment or when directed by the employee’s supervisor or required for license renewal.

ARTICLE 11 – HEALTH AND WELFARE BENEFITS

11.1 GENERAL PROVISIONS

- 11.1.1 The District will not change the level of existing health benefit coverage except through the negotiations process.
- 11.1.2 The District contribution to health benefits for medical, dental, and vision coverage for full time employees shall be capped at the annualized rate of \$14,870 as of July 1, 2023 and until the district and CSEA negotiate a successor agreement.
- 11.1.3 Employees whose current benefit coverage is higher than that as defined in this article shall continue to receive their current benefits until such time as they are no longer employed by the district.
- 11.1.4 In addition to the benefits listed in 11.1.2, the district shall provide at no expense to the employee a \$25,000 life insurance policy.
- 11.1.5 Beginning with the 2011-2012 fiscal year, the District will no longer pay the costs of disability insurance (1.19% of the salary) for unit members. Unit members may individually elect to pay the cost of disability insurance. In response to this, the salary schedule for the 2010-2011 (Appendix A) shall be increased by 1.19% at each step and range effective July 1, 2011.
- 11.1.6 Eligible employees who began employment after the beginning of a new fiscal year shall receive the prorated portion of the District’s contribution to health benefits for medical, dental, and vision coverage.

11.2 FULL TIME EMPLOYEES

- 11.2.1 A full-time employee for purposes of this article shall be defined as an employee who works a minimum of six hours per day/thirty (30) hours per week.
- 11.2.2 The district shall contribute the annualized cap of \$14,870 per year for health benefits to qualifying unit members.

11.3 PART TIME EMPLOYEES

- 11.3.1 A part time employee for purposes of this article shall be defined as an employee who works less than six hours per day/ thirty hours per week.
- 11.3.2 The district shall provide life insurance at no cost to the employee.

11.4 RETIRED EMPLOYEES

11.4.1 For each eligible fulltime employee who retires during the life of this contract, the district shall provide health benefits (medical, dental, vision).

11.4.2 The district contribution for the benefits shall be set at the same dollar level as that for active employees each year.

11.4.3 To be eligible for health benefit coverage, the unit member must have served a minimum of fifteen (15) years in the district (Hamilton Union High School District, Hamilton Union Elementary School District, and Hamilton Unified School District) and have reached the age of fifty-five (55).

11.4.4 In Lieu Retiree Benefits

11.4.4.1 Retired employees who are eligible for health benefits may elect compensation in lieu of medical benefits at a rate of \$9,500 as allowed by law or PERS.

11.4.4.2 Retired employees who elect in lieu compensation may enroll in the District Vision or Dental Plans. Any premium costs will be deducted from the employee's prorated stipend.

11.4.4.3 Once selected, retirees may not return to District paid medical benefits.

11.4.5 The district shall continue to provide coverage until one of the following occurs:

11.4.5.1 The death of an employee;

11.4.5.2 The employee reaches the age of sixty-five (65);

11.4.5.3 The employee becomes eligible for Medicare or Medical;

11.4.5.4 The employee gains active employment elsewhere and becomes eligible for health insurance at his/her new employment; or

11.4.5.5 The retiree's dependents will be added to the retiree's coverage for as long as the retiree is eligible.

11.5 TRANSITION COVERAGE

11.5.1 Pursuant to federal law (COBRA), an employee who has been receiving health benefits, and who terminates his/her position or is terminated (except for gross misconduct), is entitled to continue group coverage at his/her expense for up to eighteen (18) months). Note: For a limited time pursuant to federal law, an eligible employee who is terminated may purchase health insurance for up to nine (9) months and pay 35% of the insurance premium.

11.5.2 In certain circumstances, the employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to thirty-six (36) months.

11.5.3 Continued coverage may be subject to an administrative fee levied by the program administrator

ARTICLE 12 – HOLIDAYS

- 12.1 The parties agree to provide a floating holiday to all eligible unit members for the Juneteenth Holiday from 2020/2021 School Year for use during the 2021/2022 School Year. The District agrees to provide all employees in the bargaining unit with the following paid holidays:
- a. New Year's Day – January 1
 - b. Martin Luther King Day
 - c. Lincoln's Birthday
 - d. President's Day
 - e. Spring Vacation Day – Good Friday
 - f. Memorial Day – Last Monday in May
 - g. Independence Day – July 4
 - h. Juneteenth Day – June 19
 - i. Labor Day – First Monday in September
 - j. Admission Day – September 9 (Floating holiday selected by employee requires prior District approval)
 - k. Veteran's Day – November 11
 - l. Thanksgiving Travel Day – Day before Thanksgiving Day
 - m. Thanksgiving Day – Thursday proclaimed by the President
 - n. Thanksgiving Travel Day – Day after Thanksgiving Day
 - o. Christmas Eve – December 24
 - p. Christmas Day – December 25
 - q. New Year's Eve – December 31
- 12.2 Additional Holiday – Any day proclaimed by the President of the United States or the Governor as a mandatory holiday shall be observed by the District office.
- 12.3 Holiday Eligibility – Except as otherwise provided in this Article, an employee must be in a paid status on his/her normal working day preceding or succeeding the holiday to be paid for the holiday.
- 12.3.1 Employees in the bargaining unit who are not normally assigned to work during the Christmas recess shall be paid for any holidays above provided they were in a paid status during any portion of their normal working day immediately preceding or succeeding the holiday period.
- 12.4 Holidays on Saturday or Sunday or on Day Off – When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday not a holiday shall be deemed to be that holiday.
- 12.4.1 The operation of this section shall not cause any employee to lose any of the holidays clearly indicated in this Article.
- 12.5 If any holiday as listed in 12.1 is a student attendance day in any given year, eligible employees shall be awarded a floating holiday to be designated by the employee and approved by the District.

ARTICLE 13 – LEAVES

13.1 Sick leave for illness or injury will accrue to all bargaining unit members on the basis of one (1) day's leave for each month of service rendered. If a bargaining unit member works at least five (5) days in any month, the bargaining unit members shall accrue sick leave for that month. Sick leave for part-time employees shall be computed proportionately. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.

13.1.1 Credit for sick leave need not be accrued by the employee prior to taking leave; such leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to receive more than six (6) days credit, or the proportionate amount to which he/she may be entitled until the first day of the calendar month after completion of six (6) months of active service with the District.

13.1.2 Permanent employees shall be credited on the employee's first workday of the school year, with one (1) year's allowance (e.g. 12 days for a 12 month employee) of sick leave, which must be subsequently earned. In the event an employee leaves the classified service after having used more than the total amount earned to date at the rate of one (1) day per month, the unearned portion shall be deducted from his/her final warrant. In case the final warrant is insufficient to compensate for unearned leave, the separated employee shall reimburse the District by cash payment.

13.1.3 Unused sick leave credit may be accumulated without limit and may be transferred to any other California school district with the transferring employee pursuant to law.

13.1.4 Injury or illness attributed to pregnancy shall be treated as an illness for the purpose of sick leave.

13.1.5 An employee is required to notify the District Office, on a daily basis, of his/her absence for reasons of personal illness and the anticipated date of return. Exception to this requirement shall be made when the employee's absence beyond one day is based upon advice from a qualified medical practitioner.

3.1.5.1. With advance notice, the District may require a physician's verification of illness and/or ability to return to work if an employee has been on sick leave for five (5) or more consecutive days.

13.1.6 Upon retirement, an eligible employee may convert all unused sick leave into service credits in accordance with PERS regulations.

13.4 Extended Illness Leave

Article 13.2 per Education Code Section 45196.... A regular classified employee shall once a year be credited with a total of not less than 100 working days of paid sick leave,

including days to which he or she is entitled under Education Code Section 45191 (Article 13.1). Such days of paid sick leave in addition to those required by Education Code Section 45191 shall be compensated at not less than 50 percent of the employee's regular salary. The paid sick leave authorized under such a rule shall be exclusive of any other paid leave, holidays, vacation, or compensating time to which the employee may be entitled.

- 13.5 Entitlement to Other Sick Leave – When a permanent classified employee who is on illness or injury leave has exhausted all paid leave he/she is entitled to, he/she may be placed on a six month unpaid leave. If at the end of the six months unpaid leave the employee is still unable to return to work, he/she shall be placed on a reemployment list of 39 months.

13.3.1 If a permanent classified employee has remaining sick leave, vacation or compensating time available he/she shall be entitled to exhaust it prior to being placed on a six-month unpaid leave.

- 13.6 Industrial Accident and Illness Leave – In addition to other benefits that an employee may be entitled to under the Worker's Compensation laws of this State, employees shall be entitled to the following benefits:

13.6.1 An employee suffering an injury or illness arising out of, and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) work days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year; when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

13.6.2 Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation laws of this state, exceed the normal wage for the day(s).

13.6.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may be used. If, however, an employee is still receiving temporary disability payments under the Worker's Compensation laws of this state at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave pay which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

13.6.4 An employee absent from duty because of an industrial accident or illness leave, who has used all available paid leave pursuant to this Agreement and is unable to return to duty, may be granted a leave of absence without pay for further recuperation.

13.6.5 Any time an employee on industrial accident or illness leave is able to return to work, he/she shall be reinstated in his/her position.

- 13.6.6 The District reserves the right at District expense to require a medical examination by a District selected doctor at any state of an industrial accident claim.
- 13.6.7 Any employee on industrial accident leave shall not leave the state without written consent from the District.
- 13.7 Catastrophic Leave
- 13.7.1 Under the catastrophic leave program, District employees may voluntarily donate sick leave credits to other eligible employees within the District who have been granted leaves of absence due to a catastrophic illness or injury.
- 13.8 Sick Leave Credits.
- 13.8.1 Credits are received and donated on an hourly basis.
- 13.9 Recipients.
- 13.9.1 To be eligible to receive donations, the employee must satisfy all of the following conditions.
- a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.
 - b. Provide medical written verification from his/her licensed physician of a catastrophic illness or injury, indicating the incapacitating nature and probable duration of the illness or injury.
 - c. Have used all available sick leave credits.
 - d. Not be receiving other salary replacement credits such as worker's compensation.
- 13.10 Donations may be solicited through an announcement by the District on behalf of an eligible recipient.
- 13.11 All transfers of eligible leave credit shall be irrevocable. The Superintendent shall ensure that all donations are confidential.
- 13.12 To donate sick leave credits, the employee must satisfy all of the following conditions:
- a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.
 - b. Donation per employee not to exceed ten days (10 days) accumulated sick days.

13.13 Bereavement leave of absence is for the death of any unit member's immediate family or reproductive loss defined in this Article. Unit members are entitled to up to five (5) days of bereavement leave of absence for each qualifying event.

13.11.1 Bereavement leave of absence for the death of any unit member's immediate family:

13.11.1.1 Three (3) days of leave will be paid for by the District. Unit members may use up to two (2) additional leave days (Personal Necessity, Comp. Time or Vacation) to cover the days not paid by the District.

13.11.1.2 If out-of-state travel is over 200 miles one way, unit members are entitled to five (5) days of bereavement paid for by the District.

13.11.1.3 Immediate Family shall mean and include the following: husband, wife, mother, father sister, brother, son, step and foster son, daughter, step and foster daughter, grandparent, grandchild, stepmother, stepfather, stepson, stepdaughter of the employee or the employee's spouse and any other relative person of either the employee or the spouse living in the immediate household of the employee.

13.11.1.4 Additional time off, with pay shall be granted by the District, when an employee's emotional condition warrants such consideration; however, such additional time off shall be subtracted from the employee's accumulated sick leave.

13.11.2 Bereavement leave of absence for reproductive leave loss:

13.11.2.1 Five (5) days of leave will be paid for by the District for a reproductive loss event (as defined in Government Code 12945.6). Unit members can, but do not have to, take their leave days consecutively, as long as their leave is completed within three months of the reproductive loss event.

13.11.2.2 If a unit member experiences more than one reproductive loss event in a year, they are entitled to no more than 20 days of reproductive loss leave in that one-year period.

13.11.2.3 A unit member can take leave following their own reproductive loss event or a spouse or partner – if the employee would have been the parent of the child born or adopted.

13.11.2.4 Unit members who have worked for the District for at least 30 days before taking leave are eligible.

13.14 Jury Duty – An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The employee will reimburse the District that amount that he/she receives from the County for jury duty. Any meal, mileage, and/or

parking allowance provided the employee for jury duty shall not be considered in the amount reimbursed to the District.

13.15 Personal Necessity Leave – Any seven (7) days of absence per year earned for sick leave under Section 13.1 of this Article may be used by the employee, at his/her election, in cases of personal necessity on the following basis.

13.15.1 The death of a member of the employee’s immediate family when additional leave is required beyond that provided in Section 13.11 of this Article or death not covered under bereavement leave but which of great personal concern to the employee;

13.15.2 As a result of an accident or illness involving an employee’s person or property or the person or property of his/her immediate family as listed in Section 13.11.1 or an incident of such an emergent nature that the immediate presence of the employee is required during his/her work day;

13.15.3 Appearance in court as a litigant or as a witness under an official order;

13.15.4 Illness of a member of the immediate family as defined in 13.11.3 of such a nature as to require the presence of the employee during his/her normal workday. In addition to those listed in 13.11.3, 13.13.4 applies to individuals outlined in the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) which includes “Designated Persons” defined in Appendix B.

13.15.5 Employees shall be granted up to two (2) days for paternity or adoption leave. (see 2017-18 TA)

13.15.6 One (1) day of this leave may be used in each fiscal year for Compelling Personal Importance. The employee using such leave shall be required to file a written statement with the Personnel Department that such leave was not used for any of the following purposes:

- a. Engaging in other employment
- b. Work stoppage or strike
- c. Other personal reasons approved by the Superintendent, which cannot reasonably be taken care of outside the hours of assigned duty.

13.16 Military Leave – An employee shall be entitled to military leave as provided for in the Military and Veteran’s Code and the Education Code.

13.17 Pregnancy Disability Leave – A Unit member may use all available leaves for disability due to pregnancy, childbirth, or related medical conditions and recovery from these conditions.

13.17.1 The length of pregnancy disability leave, including the date on which the leave shall begin and the date on which the unit member is no longer disabled because

of pregnancy and shall return to work shall be determined by the unit member's physician.

- 13.17.2 Before returning to work from a pregnancy disability leave, the unit member shall obtain a "return to work" certification from her health care provider stating that she is able to resume her job duties.
 - 13.17.3 Pregnancy disability leave shall not be granted to provide periods of convalescence beyond disability prior to or following child birth. Pregnancy disability leave shall not be granted for childcare.
- 13.18 Parental/Child Bonding Leave – Employees may elect to utilize up to 12 weeks of child bonding leave occasioned by the birth of the employee's child, or the placement of a with the employee in connection with the employee's adoption or foster care of the child as provided by the California Family Rights Act (CFRA).
- 13.18.1 Eligibility for Parental Leave:
 - 13.18.1.1 All full-time and part-time employees who have been employed for 12 months with the employer are entitled to utilize parental leave.
 - 13.18.1.2 There is no threshold number of hours that part-time employees, as well as full-time employees, must work in order to be eligible for parental leave.
 - 13.18.2 Commencement of Leave
 - 13.18.2.1 For birthing mothers, the 12-week child bonding leave shall commence after the conclusion of any pregnancy disability leave.
 - 13.18.2.2 For non-birthing parents, the 12-work week child bonding leave shall commence on the first day of such leave.
 - 13.18.2.3 Child bonding leave shall run concurrently with the CFRA Leave and the total amount of child bonding leave and the CFRA Leave shall not exceed 12 work weeks in a 12-month period.
 - 13.18.3 A unit member may use accumulated sick leave for the purpose of Child Bonding Leave. Pursuant to Education Code Section 45196.1, if an employee exhausts his/her sick leave prior to expiration of the 12-week child bonding leave, the employee shall be entitled to differential as defined in 1.12 of Appendix B ~~Definitions~~, for the balance of the 12-week period. Should the employee choose not to use available sick leave, the employee will not receive differential pay.
 - 13.18.4 Pursuant to CFRA, child bonding leave may be used within one year of the birth, adoption or foster care placement of a child.
 - 13.18.5 The employee must provide the district with at least thirty (30) days prior notice of intent to take child bonding leave, except in case of emergency.

- 13.18.6 Where both parents are employees of the District, the two parents are entitled to share a total of 12 work weeks of bonding leave.
- 13.18.7 The employee is entitled to take parental leave in intermittent periods within the 12-month period; however, the aggregate amount of parental leave taken shall not exceed 12 works weeks in the 12-month period.
- 13.18.8 If a school year concludes before the 12-work week period is exhausted, the employee may take the balance of the 12-work week period in the subsequent school year.
- 13.18.9 The employee is also entitled to use his or her vacation leave in taking parental leave, if the employee choses to do so.
- 13.18.10 Other Leaves – The District expressly reserves the sole right to grant or deny, on any terms mutually acceptable to the District and the employee, any other leave which may be requested by an employee.
- 13.18.11 Break In Service – No absence under the provisions of any paid leave provided for in this Article shall be considered a break in service. During the period the employee remains in paid status, all benefits provided to an active employee under the provisions of this Agreement shall continue to accrue.

13.19 MISCELLANEOUS

- 13.19.1 Each absence must be reported in AESOP. The absence must explain the reasons for the leave.
- 13.19.2 Leaves of absence may be taken in hourly increments.

ARTICLE 14 – DISCIPLINE

14.1 PROCEDURES

- 14.1.1 Bargaining unit members shall be disciplined for violation of the rules and regulations of the District, this Agreement and the law.
- 14.1.2 Unsatisfactory performance or misconduct of a major nature or serious situations involving the health and welfare of students or employees shall bypass the progressive discipline procedures.
- 14.1.3 Recommendations for discipline shall be for reasonable cause including but not limited to unsatisfactory performance.
- 14.1.4 Prior to the imposition of discipline of five (5) days or more suspension without pay or greater penalty, the bargaining unit member will be provided an opportunity for a “Skelly hearing” and the bargaining unit member given the opportunity to respond orally or in writing. Preliminary charges will be provided in writing to the bargaining unit member and a copy also shall be sent to the CSEA Labor Relations Representative in advance of the “Skelly hearing” which will give the bargaining unit member a reasonable opportunity of not less than five (5) days prior to the hearing. A copy of the preliminary charges provided to the CSEA Labor Relations Representative does not prejudice the right of a bargaining unit member to select his/her representative in the discipline proceeding.
 - 14.1.4.1 A Skelly officer shall be assigned to the bargaining unit member who shall not be the person who initiated and/or recommended that the bargaining unit member be disciplined.
 - 14.1.4.2 The Skelly officer shall provide a written response after the Skelly conference with a decision as to whether the charges are to be upheld, the recommended discipline reduced, or the charges dropped.
- 14.1.5 After the Skelly officer has provided a written response and prior to a formal evidentiary hearing, the bargaining unit member shall be informed of the specific charges against him or her and the evidence which supports it. The bargaining unit member shall also be given a statement of his or her right to a formal hearing on such charges. The bargaining unit member may request a hearing within ten (10) days after service of the notice to the bargaining unit member. Failure to request the hearing within ten (10) days means the bargaining unit member has waived the right to a hearing. The hearing may not be scheduled sooner than thirty (30) days from the time the charges were originally served. The notice shall include a card or paper which when signed constitutes a demand for hearing and a denial of all charges.
 - 14.1.5.1 The burden of proof shall be the District’s.
- 14.1.6 The District will provide one (1) copy each to the bargaining unit member and to the CSEA Labor Relations Representative of all necessary and relevant documents the District intends to introduce at the hearing or requested by CSEA. The District

and CSEA will identify any exhibits, any physical items, and any witnesses that the parties expect to introduce or to call at the hearing by no later than ten (10) working days prior to the hearing.

- 14.1.7 Any bargaining unit member against whom a recommendation of disciplinary action has been issued may be placed on paid administrative leave or remain in active duty status at the discretion of the District. If the proposed discipline is upheld as outlined in section 14.1.5, and the bargaining unit member requests a formal hearing, then the bargaining unit member may be placed on unpaid leave 30 days from such request and remain on unpaid leave through the final decision rendered by the hearing officer pursuant to 14.1.8. The District may also place an employee on unpaid compulsory leave as allowed by the Education Code, including pursuant to section 45190.
- 14.1.8 The District shall use a hearing officer to hear disciplinary actions whose decision shall be final and binding. The hearing officer is limited to the following:
 - 14.1.8.1 Adopt the proposed decision in its entirety.
 - 14.1.8.2 Reduce the disciplinary action.
 - 14.1.8.3 Reject the proposed disciplinary action in its entirety.

14.2 CAUSES

14.2.1 Grounds for discipline of any bargaining unit member include but are not limited to the following:

- a. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- b. Incompetency.
- c. Inefficiency.
- d. Neglect of duty.
- e. Insubordination.
- f. Dishonesty.
- g. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.
- h. Possessing or being under the influence of a controlled substance at work or away from work, or furnishing alcohol or a controlled substance to a minor. Possessing or being under the influence of a controlled substance while not on duty shall be cause for discipline if the conduct adversely affects the district or the employee's ability to perform the duties or responsibilities of his/her position.
- i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the district or the employee's ability to perform the duties or responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of no contest, is deemed to be a conviction for this purpose.
- j. Absence without leave.
- k. Immoral conduct which adversely affects the district or the employee's ability to perform the duties or responsibilities of his/her position.
- l. Discourteous treatment of the public, students, or other employees.
- m. Improper political activity.
- n. Willful disobedience.
- o. Misuse of district property.
- p. Violation of district, board or departmental rule, policy, or procedure.
- q. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's job description or otherwise necessary for the employee to perform the duties of the position.
- r. A physical or mental disability which precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law.
- s. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age while acting in the capacity of a district employee.
- t. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual

or suspected violation of state or federal law occurring on the job or directly related thereto.

- u. Any other misconduct either during or outside of duty hours which is of such nature that it adversely affects the district or the employee's ability to perform the duties or responsibility of his/her position.

14.2.2 Except as defined in the items above, no disciplinary action shall be taken for any cause which arose before the bargaining unit member became permanent, nor for any cause which arose more than two (2) years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the bargaining unit member when it could be reasonably assumed that the bargaining unit member would have disclosed the facts to the District.

ARTICLE 15 – VACATION

- 15.1 Applicable employees in the bargaining unit shall earn paid vacation time under this Article.
- 15.2 Pay for vacation days for bargaining unit employees shall be the same as that which the employee would have received had he/she been in a working status.
- 15.3 Vacation time shall be earned and accumulated on an annual basis in accordance with the following schedules:
- a. 1 year = 10 days vacation
 - b. 2 years = 11 days vacation
 - c. 3 years = 12 days vacation
 - d. 4 years = 13 days vacation
 - e. 5 years = 14 days vacation
 - f. 6 years through 15 years = 15 days vacation
 - g. 16 years and over = 20 days vacation
- 15.4 Less than full-time employees (8 hours per day) shall earn the same number of vacation days listed above regardless of the number of months the employee works per year. (Example: A 5-hour employee working 10 months per year shall be entitled to earn 10 days of vacation at 5 hours per day for a total of 50 hours vacation for the year.)
- 15.5 Vacation shall be scheduled in advance at times requested by employees, to the extent practicable as determined by the employee's immediate supervisor and within the work requirements of the District.
- 15.6 Employees submitting vacation requests shall be given priority by the date the vacation request was submitted to and approved by the immediate supervisor. If vacation requests are submitted on the same date from the same site, the supervisor shall approve the request of the employee with greater seniority.
- 15.7 An employee may carry over one year's earned vacation days from the previous year. Excess days, above one year, will be paid off to the employee in the September 10th pay of each year at the employee's previous year's hourly rate.
- 15.8 An employee may request in writing that vacation of up to twenty days may be carried over into the next work year for a total of 40 days. The employee must include in their written request a plan for the use of the excessive days prior to June 30, of each year to avoid an additional cost to the District. Special request for an additional carryover in the third year will be on a case by case basis. In the event that a third year of carryover is approved, the employee agrees to take the time off as planned and will not incur additional costs to the District.
- 15.9 An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another leave authorized by this Agreement or mandated by law. Upon request, the employee shall supply notice and supporting information regarding the justification for such interruption or termination.

- 15.10 Vacation shall not be scheduled during the first six (6) months of employment.
- 15.11 When a holiday, as defined in this Agreement, falls during the scheduled vacation of any employee, such holiday shall not be charged against the employee's vacation balance, provided the employee was in paid status on the day preceding the holiday or the day following the holiday.

ARTICLE 16 – WORKING CONDITIONS

- 16.1 Any personal tools and equipment used by an employee at District request shall, in the event of loss or damage, be full compensated for at District expense.
- 16.2 The District shall provide, and pay for, TB tests and bi-annual bus driver physicals which are required by the Education Code and/or Title 5. If required, TB testing shall also include chest x-rays.
- 16.2.1 The District specifically reserves the right to meet this requirement by arranging for such tests to be performed at the (1) District, or (2) a clinic or a practitioner's office which is acceptable to the District and CSEA.
- 16.3 The District shall make every reasonable effort to conform to and comply with all health, safety and sanitation requirements imposed by state or federal law regulations adopted under state or federal law.
- 16.4 Should the employment duties of an employee in the bargaining unit require the use of specialized equipment or gear to insure the safety of the employee or others, the District agrees to furnish such equipment or gear or to reimburse the employee for the full cost of procuring such.
- 16.5 No employee shall be in any way discriminated against as a result of reporting any condition believed to be a violation of health, safety, and sanitation requirements imposed by state or federal law or regulations adopted under state or federal laws.

ARTICLE 17 – SUMMER SESSION EMPLOYMENT

- 17.1 Unless precluded by the funding source, when the District maintains school sessions at times other than during the regular August to June academic year, it shall assign bargaining unit members of the District to perform the required services.
- 17.2 No bargaining unit member who is not normally required to render services between the end of the academic year in June to the beginning of the next academic year in August shall be required to perform services during such period.
- 17.3 Assignments during the summer session shall typically be made on the basis of seniority for employment in the classification of service that is required.
- 17.4 A bargaining unit member shall, for services performed in the summer session, receive a prorated portion of the compensation and benefits which are applicable to that employee and classification during the regular academic year.

ARTICLE 18 – MISCELLANEOUS PROVISIONS

- 18.1 This Agreement shall supersede any rules, regulations or practices of the District which are inconsistent with its terms.
- 18.2 Upon initial employment, each employee of the bargaining unit shall receive a copy of:
- a. The applicable job description;
 - b. A statement of the monthly or hourly rate for his/her classification;
 - c. A statement of the employee's regular work site;
 - d. The assigned hours per day, days per week and months per year, and;
 - e. A statement of the accrual rate for days of sick leave and vacation.
- 18.3 The above information in 18.2 shall be provided to each employee, at the employees request, at the beginning of each school year. This information shall be consistent with the provisions of this contract.
- 18.4 The District shall provide each bargaining unit employee and each new bargaining unit employee with a copy of this Agreement at no cost to the employee.

ARTICLE 19 – NO DISCRIMINATION

- 19.1 The District shall not discriminate in any manner against a unit member because of race, religion, creed, national origin, age, or sexual orientation as provided by Title VII, Civil Rights Act.
- 19.2 The District shall not threaten or discriminate against a unit member for the exercise of any rights guaranteed by law.

ARTICLE 20 – LAYOFFS

- 20.1 Bargaining unit members shall be subject to layoff for the reasons set forth in Education Code Section 45117, due to lack of work or lack of funds, and are entitled to the layoff procedures including layoff notice and right to hearing, per this Section. Affected employee shall be given notice of layoff and informed of their displacement rights, if any, and reemployment rights. When employees in the bargaining unit are laid off for lack of work or lack of funds, layoffs shall be made in reverse order of seniority in the classification in which the layoff occurs. The employee who has been employed the shortest time in a classification, plus higher classifications, shall be considered to have the least seniority and, therefore, shall be laid off first.
- 20.2 No permanent nor probationary classified employee shall be laid off from any position while employees serving under emergency, substitute, or limited-term employment are retained in positions of the same classification or similar classifications.
- 20.3 A written notice of layoff shall be personally delivered to the bargaining unit member(s) or mailed by certified or registered mail to the employee's last address on file at the District office.
- 20.4 The names of permanent and probationary employees laid off shall be placed on a reemployment list for the classification for which they were laid off. Names on the reemployment list shall be in the order of seniority and shall continue for thirty-nine (39) months from the date of layoff..
- 20.5 Employees on reemployment lists shall be hired over outside applicants for vacant positions for which he/she meets the qualifications for the position. (Tucker v. Grossmont decision).
- 20.6 Any employee on a reemployment list shall be notified in writing by the District a vacancy exists along with a notice of the job posting. The written notice will be mailed to the last address given to the District office by the employee.
- 20.7 Refusal of an offer of employment shall not affect the standing of any employee on a reemployment list.
- 20.8 If the employee is reemployed in a permanent position, the employee will receive the accumulated sick leave and seniority that he/she accrued prior to the layoff.
- 20.9 After job site transfers have been considered, if a vacant position exists, an employee who has been laid off and is on a reemployment list may, based on seniority, elect to be placed into a vacant position within the classification from which he/she was laid off.
 - a. If the employee accepts reemployment into the same classification from which the employee was laid off, the employee shall be restored to his/her former step on the salary schedule.
- 20.10 In lieu of being laid off, an employee may bump to any classification in which he/she had previous served under permanent or probationary status providing the employee has

seniority over an employee already in the classification. Seniority in the current classification plus higher classifications in which the employee served shall be counted.

- 20.11 In order to bump into a previous classification, the employee must notify the District office in writing not later than ten (10) calendar days after receiving a layoff notice.
- 20.12 An employee electing to bump into a lower classification shall be placed on a reemployment list for thirty-nine (39) months, plus an additional twenty-four (24) months.
- 20.13 If eligible, an employee who is scheduled for layoff may elect service retirement from the Public Employee's Retirement System. The employee's name will be placed on a reemployment list. Upon receipt of notification from the employee that he/she has elected service retirement, the District office will notify PERS that the employee's retirement was due to a layoff.
- 20.14 Should an employee who elects service retirement subsequently accept, in writing, reemployment, the District shall maintain the vacancy until PERS has properly processed the request for reinstatement from retirement.

ARTICLE 21 – CLASSIFICATION AND SALARY ASSESSMENTS

- 21.1 The classifications established within the Hamilton Unified School District are as follows:
- a. Child Nutrition Assistant
 - b. Office Assistant I
 - c. Library Media Technician
 - d. Campus Supervisor/Crossing Guard
 - e. Paraeducator/Library Media Technician
 - f. Child Nutrition Lead
 - g. District Bus Driver
 - h. District Custodian
 - i. Preschool Assistant
 - j. Special Education Paraprofessional
 - k. Administrative Technician
 - l. District Data Analyst
 - m. Student Services and Library Coordinator
 - n. Preschool Teacher
 - o. District Universal - Maintenance & Transportation
 - p. Business Services Technician
 - q. Information Systems Technician
 - r. Licensed Vocational Nurse
- 21.2 For the purposes of salary/duty assessment the following job alike or similar jobs will be grouped for reevaluation on an every five year rotational process beginning with the 2018-19 school year. CSEA joint committee with the District will choose the positions to be evaluated.
- 21.3 The District and Unit may regroup any or all classification upon mutual agreement.
- 21.4 The process of salary/duty assessment:
- 21.4.1 The Unit will appoint one member of the negotiation committee to serve as liaison for each classified group during the salary duty assessment process.
 - 21.4.2 The Superintendent or his designee shall meet with each classification to review the current job description to determine any changes in the job duties and responsibilities. This meeting will be during the usual and customary work times of the classification under review. If an employee works a PM or alternative time other than 8:00 a.m. to 5:00 p.m. Monday through Friday, that employee or representative shall be provided adequate release time to accomplish the job description assessment.
 - 21.4.3 The Unit and District shall establish 16 (including Hamilton Unified School District) districts for comparison taking into account the following factors (the District and Unit agree to split the survey work equally):

- 21.4.3.1 Demographic make-up of student populations
 - 21.4.3.2 Average Daily Attendance (ADA) to be similar to Hamilton Unified School District
 - 21.4.3.3 Economical stats (Free and Reduced lunch percentage and/or number with dictate supplemental and concentration data that supports the LCAP (Local Control and Accountability Plan) conditions of learning)
 - 21.4.3.4 Geographical similarities (similar characteristics to the HUSD boundaries)
 - 21.4.3.5 Market availability (those districts similar to the items listed above but close enough to create competition for workers in similar fields)
- 21.4.4 Annually, a survey shall be created to garner the following information using the list in 21.4.4.1 and 21.4.4.2:
- a. Job description
 - b. Salary schedules
- 21.4.4.1 Once Salary Schedules have been acquired, the highest paying district and lowest paying district will be removed from the survey average for each position being review.

Beginning with the 2022-2023 School Year, the following Districts will be used to compare all classified positions except Pre-School:

1. Hamilton Unified School District
2. Biggs Unified School District
3. Live Oak Unified School District
4. Colusa Unified School District
5. Corning Union High School District
6. Corning Union Elementary School District
7. Durham Unified School District
8. Gridley Unified School District
9. Los Molinos Unified School District
10. Orland Unified School District
11. Pierce Joint Unified School District
12. Red Bluff Union Elementary School District
13. Red Bluff Union High School District
14. Thermalito Union Elementary School District
15. Williams Unified School District
16. Willows Unified School District

21.4.4.2 Pre-School Comparable Districts:

1. Hamilton Unified School District
2. Colusa County Office of Education
3. Glenn County Office of Education
4. Butte County Office of Education
5. Tehama County Office of Education

21.4.5 The District and Unit agrees that should the district fall into financial distress, this article may be suspended under the following:

21.4.5.1 Decrease of ADA over 10 and a sustained projected decline can be established.

21.4.5.2 The District financial report known as Second Interim falls into Qualified or Negative status.

21.4.5.3 To avoid layoffs of current Unit members.

21.4.6 Job Study will be completed by CSEA annually by April 1st. Date may be changed with mutual consent.

21.5 The suspension of this article will remain in place until all layoffs, ADA or financial hardship due to a Qualified or Negative budget status have been lifted and all unit members who were placed on the 39 month rehire list have been re-employed or have removed themselves due to other employment opportunities outside the district.

SIGNATURE PAGE

Agreement

Between Hamilton Unified School District

And

California School Employees Association

Chapter 623

July 1, 2024-June 30, 2027

Signed and entered this _____ day of _____, 2027

Jeremy Powell,
District Superintendent

Josefina Rosales-Ramirez, CSEA President

Kristen Hamman, Chief Business
Official

Dave Elkin, CSEA Vice President

Matt Juhl-Darlington
District Legal Council

APPENDIX A – CLASSIFIED SALARY SCHEDULE

HAMILTON UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2025-2026
CAP \$14,870

STEP	1	2	3	4	5	6-9	10	11-14	15	16-19	20	21-24	25	26-29	30
RANGE							3%	1%	3%	1%	3%	1%	3%	4%	5%
7.00	18.69	19.34	20.16	20.92	21.75	22.61	23.29	23.53	24.23	24.48	25.21	25.47	26.23	27.28	28.64
8.00	19.34	20.16	20.92	21.75	22.61	23.53	24.24	24.48	25.21	25.48	26.24	26.51	27.30	28.38	29.81
9.00	20.16	20.92	21.75	22.61	23.53	24.44	25.17	25.43	26.19	26.45	27.25	27.52	28.35	29.47	30.95
10.00	20.87	21.75	22.61	23.53	24.44	25.45	26.21	26.47	27.27	27.54	28.37	28.65	29.51	30.70	32.23
11.00	21.75	22.61	23.53	24.44	25.45	26.42	27.20	27.47	28.30	28.59	29.44	29.74	30.63	31.86	33.45
12.00	22.61	23.53	24.44	25.45	26.42	27.44	28.27	28.56	29.41	29.71	30.60	30.90	31.84	33.11	34.76
13.00	23.52	24.47	25.41	26.46	27.47	28.55	29.39	29.69	30.59	30.89	31.83	32.14	33.11	34.43	36.16
14.00	24.46	25.45	26.43	27.52	28.57	29.69	30.58	30.88	31.82	32.14	33.10	33.43	34.43	35.81	37.60
15.00	25.45	26.46	27.49	28.62	29.71	30.88	31.80	32.13	33.08	33.42	34.42	34.77	35.80	37.25	39.10
16.00	26.46	27.52	28.59	29.77	30.90	32.11	33.07	33.40	34.40	34.75	35.78	36.15	37.24	38.72	40.66
17.00	27.51	28.60	29.75	30.94	32.18	33.46	34.47	34.81	35.86	36.22	37.30	37.68	38.80	40.36	42.38

RANGE

- 7.00 Library Media Technician
- 7.00 Child Nutrition Assistant
- 7.00 Paraeducator/Library Media Technician
- 8.00 Campus Supervisor/Crossing Guard
- 8.00 Preschool Assistant
- 9.00 District Custodian
- 9.00 Office Assistant I
- 9.00 Special Education Paraprofessional
- 10.00 Braves Training Table Nutrition Lead
- 10.00 Child Nutrition Lead
- 10.00 District Data Analyst
- 10.00 Student Services and Library Coordinator
- 11.00 District Bus Driver
- 11.00 Preschool Teacher
- 12.00 Administrative Technician
- 13.00 None
- 14.00 None
- 14.00 Licensed Vocational Nurse (LVN)
- 15.00 District Universal - Maintenance & Transportation
- 16.00 Information Systems Technician
- 17.00 Business Services Technician

Effective July 1, 2025
 COLA 1.5% increase board approved: 5/28/25
 CAP \$14,870 effective 7/1/2023
 Master's stipend \$1200, BS/BA stipend \$600, AS/AA stipend \$400
 Employees on the Classified Salary Schedule in the job classification "District Universal – Maintenance & Transportation" will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).

APPENDIX B – DEFINITIONS

“Academic/Traditional school year” is the period normally from August to June, as designated by the district board, when students are normally required to be in attendance, usually defined by the annual district calendar that is published each year.

“Administrative leave” means that an employee is placed on leave with pay pending an investigation of disciplinary charges.

“Allocation” Is the placement of a classification on a specific salary schedule range or rate.

“Anniversary date” is the initial date of employment, Salary changes such as step increments shall occur concurrently with the first date of employment in a given fiscal year and monthly salaries shall successively include, up to the amount of eligible total, any prorated amounts of longevity for which the employee has qualified during the preceding year.

“Floating Bolt Day” is a Day of paid leave for all 12-month employees in lieu of an additional training day.

“Bumping Right” is the right of an employee, under conditions as specified under Article 20, to displace an employee with less seniority in a classification.

“Catastrophic illness” or “catastrophic injury” means an illness or injury that is expected to incapacitate the employee or his/her family members and that requires the employee to take time away from work.

“Catastrophic leave credit” means sick leave donated from one employee’s accrued sick leave account to another employee.

“Classification” is a position with defined duties, responsibilities, and authority, with the same job title, minimum qualifications, and salary range.

“Classify” is the act of placing a position into a classification.

“Compensatory Time” is time banked for use by the employee, upon approval of their supervisor, compensating the employee for work performed above 40 hours in an assigned work week.

“Date of Hire” shall be understood to mean the first date of paid service to the employee.

“Demotion” Means assignment to an inferior position or status previously held by the demoted employee.

“Designated Person” an individual related to the employee by blood or whose association with the employee is equivalent to a family member.

“Differential” is a salary allowances in addition to the basic rate or schedule based upon additional skills, responsibilities, hours of employment, or distasteful or hazardous work.

“Disciplinary action” includes any action whereby a permanent employee is deprived of any classification or any incident of any classification in which he/she has permanence, including, dismissal, suspension, demotion, or any reassignment, without his/her voluntary consent, except a layoff or reassignment because of lack of work or lack of funds.

“Donor” means any person voluntarily transferring their sick leave credits to another employee. “E.E.R. Committee” is an employer/employee relations committee.

“Extra Time” Any employee who’s shift is less than eight (8) hours, and must work beyond their regular assigned shift time, shall be paid at their regular rate up to (8) hours.

“Fiscal Year” is July 1 through June 30.

“Health and Welfare Benefits” mean any form of insurance or similar benefits programs, including, but not limited to, medical, hospitalization, surgical, prescription drugs, dental, optical, psychiatric, life, disability, prepaid legal, or income protection insurance, or annuity programs. (If such benefits are offered.)

“Incumbent” is an employee assigned to a position and who is currently serving in or on leave from the position.

“Industrial Accident or illness” is an injury or illness arising out of or in the course of employment of the District.

“Involuntary demotion” is a demotion without the employee’s voluntary written consent.

“Job description” is the description of the duties, responsibly, minimum qualifications, and authority of a classification.

“Job Family” is a group of classifications within the same occupational area.

“Minimum qualifications” are qualifications mandated for the position and which must be possessed by an employee before he/she can be considered for employment in a specific classification.

“Notice” whenever notice is required under this agreement, and no form of notice is otherwise designated, notice to the district shall be by personal delivery to the office of the Superintendent of written notice or First Class Mail notice to the Office of the Superintendent and notice to CSEA shall be written notice by personally delivered to the President of the local chapter or First Class Mail Notice directed to the Hamilton Chapter 623, 620 Canal Street, Hamilton City CA 95951.

“Overtime” is compensation paid at one and one half (1½) of the employee’s hourly rate to any employee who works beyond eight (8) hours in a work day and/or 40 hours in an assigned work week. (Overtime must be pre-approved by the employee’s supervisor.)

“Participant” means any unit member.

“Permanent Employee” is a regular employee who successfully completes an initial probationary period of 6 months.

“Probationary Employee” is a regular employee who will become permanent upon successful completion of a probationary period of 6 months.

“Progressive discipline” includes but may not be limited to oral warning, written warning, unsatisfactory evaluation, written reprimand, suspension of less than five (5) days. Bargaining unit members shall be progressively disciplined. For these levels of discipline an employee may respond in writing and have it attached to any materials placed in the personnel file.

“Promotion” is a change in the assignment of an employee from a position in one classification to a vacant position in another classification with a higher maximum salary rate.

“Reallocation” is a movement of an entire classification from salary range or rate to another salary range or rate.

“Recipient” means any person meeting the eligibility requirements.

“Reclassification” Means the upgrade of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position.

“Reemployment” is the return to duty of an employee who has been placed on a reemployment list.

“Reemployment List” is a list of names of person who have been laid off for lack of work or lack of funds, or exhaustion of sick leave, industrial accident or illness leave, or leave privileges, and who are eligible for reemployment without examination in their former classification for a period of thirty-nine (39) months, said list arranged in order of their right to reemployment (seniority).

“Regular employee” is any employee, whether permanent, probationary, full time or part time, who is not a restricted, substitute, short term, temporary, or student employee.

“Restricted Employee,” is an employee hired pursuant to any local, state, or federally funded program which restricts employment to persons in the low-income groups, from designated impoverished areas, and any other criteria which restricts the privilege of all citizens to complete for employment in such positions, except as may otherwise be specified by this agreement.

“Safety” conditions of employment” means any work-related conditions affecting the health and safety of the employee.

“Suspension” means temporary removal of any employee from his/her position with loss of pay as a disciplinary measure. Any suspension shall not be for more than twenty (20) work days.

“Voluntary demotion” means the assignment of an inferior position or status with the employee’s written consent.

APPENDIX C – DRIVER QUALIFICATION REQUIREMENTS FOR DISTRICT UNIVERSAL – MAINTENANCE AND TRANSPORTATION POSITION

The District establishes the following driver qualification requirements for employees in the District Universal – Maintenance and Transportation position. Employees in this position must meet the outlined requirements within twelve (12) months from their date of hire or reassignment into the position.

1. Licensing and Certification Requirements:

- a. Employees must obtain and maintain a valid Class B Commercial Driver’s License (CDL) with a Passenger (P) endorsement in accordance with California Vehicle Code §12517.
- b. Employees must obtain a School Bus Driver’s Special Certificate as required by the California Department of Education and the California Highway Patrol. California Education Code §§39830-39842 and California Code of Regulations, Title 13, Article 2.
- c. Employees must pass all necessary medical examinations, background checks, and drug/alcohol screenings in accordance with state and federal transportation regulations and California Code of Regulations, Title 13, §1217.

2. Compliance Timeline:

- a. Employees who do not possess the required license and certifications upon hire will be provided a period of up to twelve (12) months to complete all requirements.
- b. The District will provide reasonable support, including guidance on certification processes and access to required training and trainers.
- c. Employees are responsible for scheduling and completing all required exams, training, and application procedures within the given timeframe.

3. Consequences of Non-Compliance

- a. Failure to obtain the required license and certifications within twelve (12) months may result in discipline in accordance with Article 14 or demotion to previously held position within the District.
- b. Employees may request an extension for extenuating circumstances, subject to District approval.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. d	Date: 6/25/2025
Agenda Item Description: Approval of the Hamilton Unified School District 2025-26 Budget	
Background: <p>The 2025-26 Proposed Budget for Hamilton Unified School District was prepared by the Business Services Department and presented at the June 18th, 2025 Special Board Meeting. This budget reflects the district's projected revenues and expenditures based on current enrollment projections, state funding formulas, and operational needs.</p> <p>This budget reflects responsible fiscal management while maintaining essential programs and services for students, aligned with LCAP goals, maintaining class size, programs, and supporting student academic and social-emotional needs.</p>	
Status: Update Pending Board approval.	
Fiscal Impact: The approved budget allows for continued support of instructional programs, student services, staffing, and facilities maintenance. It aligns with the goals and actions outlined in the 2025-26 LCAP to support student achievement and well-being.	
Educational Impact: The approved LCAP will directly support: Closing achievement gaps for unduplicated student groups; Supporting social-emotional well-being of students and staff; Increasing academic motivation and engagement; Maintaining safe and inclusive learning environments	
Recommendation: Approve Item 13. d 2025-26 Budget as presented.	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. e	Date: 6/25/2025
Agenda Item Description: Adoption of the 2025–2026 Local Control and Accountability Plan (LCAP)	
<p>Background: The Local Control and Accountability Plan (LCAP) is a critical component of the Local Control Funding Formula (LCFF), designed to improve student outcomes through local decision-making and stakeholder input. The 2024–2025 LCAP for Hamilton Unified School District reflects extensive analysis of multiple data sources focusing on three Goals based on community input and review of multiple data sources:</p> <p>Goal 1): Academic Goal</p> <p>Hamilton Unified School District will enhance academic performance for all students, ensuring they are well-prepared for success in high school and beyond. Special focus will be given to supporting students from Low Socio-Economic backgrounds, English Learners, Foster Youth, Homeless, Special Education students, and those who are academically struggling.</p> <p>Goal 2): Social/Emotional Goal</p> <p>HUSD strives to cultivate a welcoming, safe, and engaging atmosphere at each school site, where the social and emotional needs of students are prioritized. This environment will foster a strong sense of connection to the school, with additional support provided for students who have experienced trauma and/or mental health issues.</p> <p>Goal 3): Parent & Community:</p> <p>HUSD will engage parents, families, and community members as essential partners in the educational journey of students, emphasizing the critical role parents play in their children's academic success.</p>	
<p>Status: Update Pending Board approval.</p>	
<p>Fiscal Impact: Adoption of the LCAP directs the allocation of LCFF supplemental and concentration funds, as well as other federal and state resources, to targeted programs and services.</p>	
<p>Educational Impact: The approved LCAP will directly support: Closing achievement gaps for unduplicated student groups; Supporting social-emotional well-being of students and staff; Increasing academic motivation and engagement; Maintaining safe and inclusive learning environments</p>	
<p>Recommendation: Approve Item 13 e 2025–2026 LCAP as presented.</p>	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. f	Date: 06/25/25
Agenda Item Description: Refinish HHS Gymnasium Floor	
Background: Last summer we had the gym floor completely sanded, painted and re-finished. In order to keep the floor in great shape and make it last, it needs to be top coated once a year. There are also a few lines we need added to the court, they need to be protected by a top finish. Parks Flooring will clean the floor, lightly abrade to remove scratches and scuffs. They will apply two coats of waterborne Gym Finish.	
Status: Pending Board Approval	
Fiscal Impact: \$7500	
Educational Impact: Clean and nice floor for PE, sports and all other events we hold in this building.	
Recommendation: Approve refinishing the HHS gymnasium floor.	



Parks Hardwood Floors ~ Bryan F. Parks, Jr.

Residential, Commercial, Sports Floors ~ Installation, Sanding & Repairs
CA License #78699 www.parkshardwoodfloors.com email - park8693@snowcrest.net
Shasta Builder's Exchange ~ National Wood Flooring Association ~ Aacer Flooring, LLC



19680 Gas Point Road • Cottonwood, CA 96022-9131 • Office: (530) 347-1158 • Fax: (530) 347-1282

*****PROPOSAL / SCOPE OF WORK*****

Clean and Re-coat

April 23, 2025

Hamilton City USD
PO BOX 488
Hamilton City, Ca 95951
(530) 826-2003

Attention: Alan Joksch – Director of Maintenance and Transportation
Cell: (530) 228-5550 E-mail: ajoksch@hudschools.org

RE: PROJECT LOCATION – Hamilton City High School
620 Canal St, Hamilton City, Ca 95951

Parks Hardwood Floors hereby proposes to furnish materials and perform labor necessary for the completion of :
Labor and materials to clean and finish approximately 7,000 sq ft of existing maple hardwood flooring in the gymnasium.

Labor to consist of: Auto scrub the floor removing oils, grime, scuffmarks, etc. Lightly abrade the floor removing surface scratches, any remaining scuff marks, etc. Thoroughly clean the floor removing any dust. Apply 2 coats of Hillyard Pro 200 Waterborne Gymnasium Finish.

NOTE: THIS IS A PUBLIC WORKS FACILITY PREVAILING WAGE PROJECT -

Determination NC-23-31-1-2024-1 Shasta County - \$91.94/hour per employee is currently in effect and expires on June 30, 2025. Effective July 1, 2025, there will be an increase of \$5.07 for a total of \$97.01/hour per employee.

Normal dust control will be done.

Project Cleanup to include: removal of all equipment and materials belonging to *Parks Hardwood Floors*, an area vacuum and/or broom cleaning of any construction debris at no additional charge to the owner. Normal dust control will be done to consist of hanging plastic sheeting over dust sensitive areas to contain dust in those sanding areas to eliminate dust from other areas to be sanded.

NOTE: ALLOW A MINIMUM OF 5 TO 7 FULL DAYS FOR THE FINISH TO CURE BEFORE USE.

Schedule of Progress Payments: All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workman like manner according to standard practices for the sum of **\$7,300 (Seven Thousand, Three Hundred Dollars and NO/100)**

with payment to be made as follows:

Due Upon Completion of Project \$7,300

Parks Hardwood Floors is covered by commercial General Liability Insurance and Workman's Compensation Insurance - California Business Profession's Code 7159.3 (SB 2029)

Alterations/Change Orders: Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed only upon written order, and will become an extra charge over the sum mentioned in this contract. Payments for additional work or change orders to the original contract shall be made under the same terms and conditions as are embodied in the original contract. All agreements must be made in writing, signed by an authorized person and are contingent upon strikes, accidents, or delays beyond our control. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. The contractor's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

Project Commencement ~ Work is scheduled to commence the week of July 28th, 2025.

This time frame includes product acclimation prior to or after installation and does not include cure time on final finish coat. Project commencement can be delayed by the availability of materials beyond the contractor's control, weather conditions which may affect the quality of the project, or labor problems beyond the contractor's control. Failure of the contractor without lawful excuse to substantially commence work within 20 days from the approximate date specified in this contract when will begin is a violation of the Contractors License Law - Business and Professions Code Section 7159. No work shall commence until the signed contract is received.

Permits & Fees: **Parks Hardwood Floors** will not be responsible for fees or permits unless otherwise stated in this contract. It is mutually agreed that **Parks Hardwood Floors** shall not be held responsible or liable for any loss, damage or delay caused by fire, strikes, civil or military authority or any other cause beyond the contractor's control.

Parks Hardwood Floors shall not be liable for any charges for liquidated damages resulting from delay in completion of the work caused by factors beyond his control.

Arbitration of Disputes: For patent or readily observable defect, California law limits the period within which a complaint may be filed against a contractor to four years from the date when the act or omission occurred. This statute of limitations may be extended if there is an express, written warranty issued by the contractor. If such a warranty has been breached by the contractor, the CSLB has authority to act on a complaint during the entire duration of the warranty. However, the CSLB has no authority to enforce a warranty given by a manufacturer or material supplier. A ten year statute of limitations exists for certain latent defects in construction. The CSLB offers two arbitration programs: a mandatory program for disputes involving alleged damages of less than \$7,500.00 and a voluntary program for disputes involving damage allegations of between \$7,500.00 and \$50,000.00. For more information on arbitration, contact the CSLB by calling (800) 321-2752. Business and Professions Code Sections 7159, 7030.

Contract Termination by Contractor: This contract may be withdrawn by us if not accepted in 15 days.

Contractor Licensing: Contractors are required by law to be licensed and regulated by the Contractors State License Board, which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the contractor may be referred to the Registrar, Contractors State License Board, Post Office Box 26000, Sacramento, California 95826.

The parties to this agreement are PURCHASER and SELLER.

1. PURCHASER represents that he/she has the legal authority and right to enter into this contract and that he/she agrees to keep the property and improvements free from any obstructive or conflicting claims that would interfere with SELLER'S work or performance under this contract.
2. PURCHASER agrees to make all payments in accordance with the terms and conditions of this contract. PURCHASER further agrees that any payments not made timely, will be subject to interest at the rate of 1 1/2% per month, or at the then prevailing highest legal rate, until paid in full. PURCHASER also agrees that non-payment of all or any part of the agreed amount, SHALL RENDER ALL SELLER'S WARRANTY'S NULL AND VOID.
3. If a dispute arises from or relates to this contract or the breach thereof and if the dispute cannot be settled through direct discussion within 30 days, the parties agree to first try to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Construction Mediation Rules before resorting to arbitration or by using the arbitration. Thereafter, any unresolved controversy or claim arising from or relating to this contract or breach thereof shall be settled by arbitration in accordance with CSLB arbitration law and administered by the American Arbitration Association or CSLB in accordance

with its Construction Arbitration Rules. Any such mediation-arbitration shall be conducted in the language in which the contract was written and in the city nearest the seller's main U. S. office having an AAA regional office, the arbitrator(s) will be selected from a panel of persons having experience with and knowledge of the construction industry and the wood flooring business. In the event that any party's claim exceeds \$25,000.00, office, the arbitrators will be selected from a panel of persons having experience with and knowledge of the construction industry and the wood flooring business. In the event that any party's claim exceeds \$25,000.00, exclusive of interest and attorney's fees, the dispute shall be heard and determined by a panel of three arbitrators. The award rendered by the arbitrator shall be accompanied by a reasoned opinion and may be entered in any court having jurisdiction thereof. Each party shall bear its own costs and expenses and an equal share of the mediator's and arbitrator's costs and expenses as well as all related administrative fees of mediation-arbitration.

4. All plans and specifications noted on the face of the contract are made an integral part of this agreement.

5. PURCHASER understands that any changes which are to be made to the agreed upon plans and specifications, may result in additional costs for labor or material or both. PURCHASER agrees to pay such additional costs upon presentation of billing by SELLER.

6. Both parties agree NO modification to this contract shall be enforceable unless it is in writing and signed by both parties.

7. It is further understood and agreed that there are no other agreements between the parties, either written or oral regarding the subject matter of this contract and that this contract reflects the full and complete understanding between the parties.

8. The contract is an offer by PURCHASER to buy from the SELLER and must be accepted by the SELLER in order to become binding on the parties. SELLER reserves the right to discontinue work under the contract in the event of a significant change in PURCHASER'S credit rating, unless satisfactory credit arrangements are agreed upon subsequent to such change.

9. The agreed upon cost in the contract is, unless otherwise indicated, based upon doing the work during normal working hours. In the event that overtime is required by the PURCHASER, PURCHASER agrees to pay such additional costs as are usual and customary for overtime at SELLER'S current labor rates.

10. Under current law, this agreement may be canceled unilaterally by PURCHASER by notifying SELLER in writing by registered mail or telegram by midnight of the 3rd day following signing of the contract. If PURCHASER cancels the contract at any other time, he/she shall be responsible for any costs which may have accrued to SELLER. Further, no return of materials delivered to project site may be permitted without prior written approval of SELLER.

11. All parties that are based on plans or measurement provided by PURCHASER are subject to increase in the event of any inaccuracies therein.

12. FORCE MAJEURE: Delay caused by floods, strikes, labor disputes, accidents, acts of God or other causes beyond the reasonable control of the SELLER shall excuse or extend the time for performance of the contract. PURCHASER has provided for such property damage insurance as he/she feels adequate.

13. PURCHASER agrees to have all work areas broom lean and ready for the floor layers and/or finishes when they arrive. PURCHASER also agrees to have 220 volt, 30 amp power available within 100 feet of the work area via standard electrical outlets.

14. PURCHASER'S responsibility includes the removal of all furniture, fixtures and appliances so that the SELLER shall have clear access to the work area unless otherwise specified in the body of the original contract or change order agreed to and signed by all parties. Unless specified, this contract DOES NOT include sub-floor preparation.

15. PURCHASER is responsible for providing proper temperature and humidity conditions at the project site. PURCHASER is aware that wood products can be adversely affected by too little or too much humidity, and hereby accepts responsibility for any damages occurring as a result of adverse project site conditions.

16. PURCHASER accepts responsibility for materials delivered to project site in good order by SELLER or his suppliers and agrees to provide protection against theft and damage from the elements.

17. SELLER agrees to furnish the materials specified in the contract and to complete all work called for in a professional and workmanship like manner, according to standard practice in the industry.

18. MATERIAL WARRANTIES are solely those of the manufacturers of the materials specified. PURCHASER agrees to look solely to those manufacturers for all warranty claims. PURCHASER further agrees that SELLER shall NOT be responsible for any consequential damages arising as a result of the failure or misuse of any product.

19. PURCHASER is aware that project site temperature and moisture conditions may adversely affect wood products and therefore PURCHASER expressly agrees that SELLER shall not be responsible for any expansion, shrinkage, buckling or other reaction of wood or moisture, or dryness without regard to the size, grade or previous condition of the material. SELLER shall further not be held responsible for any type of insect infestation.

20. PURCHASER is aware that sanding of wood products will create fine dust in the air and PURCHASER has taken such precautions as he/she feels adequate to protect the surrounding area from such dust. SELLER SHALL NOT BE HELD RESPONSIBLE FOR ANY DAMAGE RESULTING FROM THE DUST NOR SHALL SELLER BE RESPONSIBLE TO CLEAN UP SUCH DUST. The above paragraphs have been read and agreed to by all parties to this contract and shall be held an integral part thereof.

Submitted by:

Parks Hardwood Floors

California Contractors State License No. 786999 - DIR #1000007811

Bryan F. Parks, Jr.

Bryan F Parks, Jr – Sole Proprietor

Date: April 21, 2025

Owner Proposal Acceptance: The herein pricing, specifications and conditions are satisfactory and are hereby accepted. You are hereby authorized to furnish materials and labor to complete the work mentioned in the above proposal, for which I/We (Authorized Representative(s) For: Hamilton City High School) agree to pay the amount stated herein, and according to the terms thereof:

Accepted: _____ Accepted: _____

Date: _____, 2025

Project Location: Hamilton City High School - 620 Canal St, Hamilton City, Ca 95951

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. g	Date: 06/25/25
Agenda Item Description: Replace flooring in HHS Room 18.	
Background: The High School Art Room has a carpeted floor. With 15 years of Art class, the carpet is ruined. We have hired a new Art Teacher, and would like to replace the carpet with a new floor that will hold up to all of the messes made in an art class.	
Status: Pending Board Approval	
Fiscal Impact: \$9100	
Educational Impact: A clean and sanitary floor will help students create beautiful art without worrying about damaging the carpet.	
Recommendation: Approve Replacement of Flooring in HHS Room 18.	

CALIFORNIA RENOVATION CARPET ONE
2525 DOMINIC DR
SUITE 9
CHICO, CA 95928
Telephone: 530-343-1661 Fax: 530-343-1694

ES402376

QUOTE

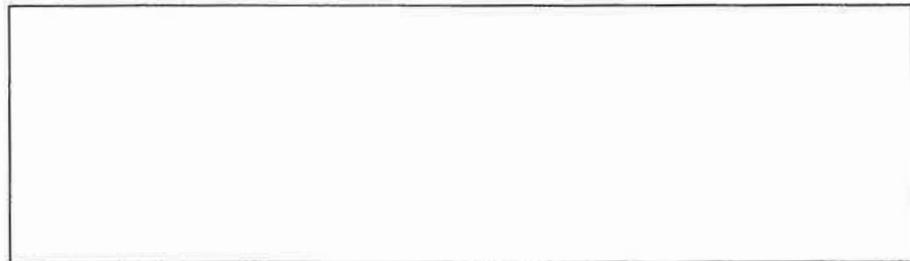
Sold To	Ship To
HAMILTON UNIFIED SCHOOL DISTRICT PO BOX 488 HAMILTON CITY, CA 95951	HAMILTON CITY HIGH SCHOOL PO#TBD 620 CANAL ST. RM 18 HAMILTON CITY, CA 95951

Quote Date	Tele #1	PO Number	Quote Number
05/16/24			ES402376

Inventory	Style/Item	Color/Description
PIKES PEAK TAY2098	TILE 12X24-20MIL TAYLOR PSA LVT/DYNAMIC ADH 4 GAL	6371 SIRIUS TAYLOR PSA LVT/DYNAMIC TPS ADH 4 GAL
BUR*** ECO575T	BURKE 4" RUBBERMYTE COVE ECO575 ULTRABOND WALLBASE ADHESIVE 28.7 OZ CART	875 NAVY ECO575T
ADF-10LB C CAR 88	ARDEX FEATHER FINISH CARPET PULL UP GLUE DOWN CHICO FLOOR PREP/PATCH LABOR PER HOUR	10LB BAG
83 C VINYL 10 90	LVT/ LVP INSTALL GLUE DOWN VINYL RUBBER BASE INSTALL CHICO FREIGHT / SHIPPING (IN) MISC SERVICE OFFICE COST FOR PREVAILING WAGE	FREIGHT
UNDER6MIL4X5 92	HALEX 6 MIL UNDERLAYMENT 4X5 UNDERLAYMENT HALIX MULTIPLY INSTALL 4 X 5 SHEETS	4X5

— 05/20/24 ————— 12:04PM —

Sales Representative(s):
MICHAEL DREHER



Subtotal: 9,050.13
Sales Tax: 0.00
Misc. Tax: 0.00
QUOTE TOTAL: \$9,050.13

CALIFORNIA RENOVATION CARPET ONE
2525 DOMINIC DR
SUITE 9
CHICO, CA 95928
Telephone: 530-343-1661 Fax: 530-343-1694

ES402376

QUOTE

Sold To HAMILTON UNIFIED SCHOOL DISTRICT PO BOX 488 HAMILTON CITY, CA 95951	Ship To HAMILTON CITY HIGH SCHOOL PO#TBD 620 CANAL ST. RM 18 HAMILTON CITY, CA 95951
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Quote Date 05/16/24	Tele #1	PO Number	Quote Number ES402376
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Inventory	Style/Item	Color/Description
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If, after carpet pull up, new underlayment is determined to not be necessary there will be a \$1785 DEDUCT for materials and installation.

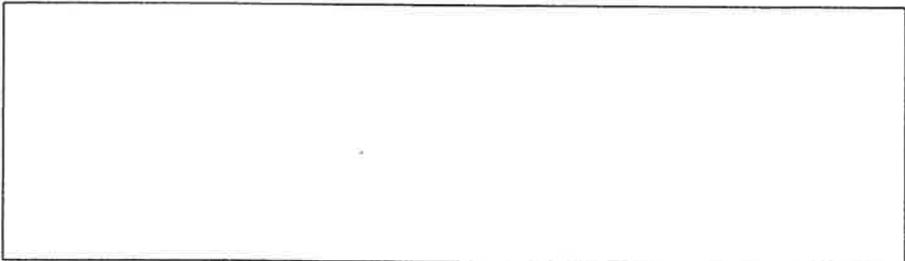
PO# TBD

* Moving furniture is not included in price quote. Customer to move ALL furniture & items from areas before installation. *

* This quote contains the minimum amount of floor prep necessary for a standard installation of most flooring materials. Floors must be free of residual adhesive, paint, texture and any debris. Any additional floor prep necessary due to unseen conditions at time of quote will be treated as a CHANGE ORDER and work will be done on a TIME and MATERIAL Basis.*

— 05/20/24 ————— 12:04PM —

Sales Representative(s):
MICHAEL DREHER



Subtotal:	9,050.13
Sales Tax:	0.00
Misc. Tax:	0.00
QUOTE TOTAL:	\$9,050.13

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. h	Date: 6/25/2025																																								
Agenda Item Description: Approval of A-Line Project Billings and Consultant Services (Multiple Projects)																																									
<p>Background: The following projects and professional services have been performed or are underway. The requested approval covers billings for work completed to date across multiple capital projects and planning processes:</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Project Description</th> <th>Total Project Cost</th> <th>Billing Summary</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HES Track & Field Phase 1</td> <td>\$302,597.75</td> <td>3% Billing (\$9,077.93)</td> </tr> <tr> <td>2</td> <td>HHS CR#9</td> <td></td> <td>\$5,250</td> </tr> <tr> <td>3</td> <td>HHS Cafeteria Roofing</td> <td></td> <td>\$7,000</td> </tr> <tr> <td>4</td> <td>Preschool Shade Structure</td> <td>\$137,806.73</td> <td>3% Billing (\$4,134.20)</td> </tr> <tr> <td>5</td> <td>HES Play Structures¹</td> <td>\$235,738.90</td> <td>1.5% Billing (3,536.08)</td> </tr> <tr> <td>6</td> <td>Architect Selection Process (Motive)</td> <td>-</td> <td>\$1,400</td> </tr> <tr> <td>7</td> <td>Master Planner Selection Process (King)</td> <td>-</td> <td>\$1,400</td> </tr> <tr> <td>8</td> <td>Athletics Master Planning²</td> <td>-</td> <td>\$14,000</td> </tr> <tr> <td>9</td> <td>HHS Tennis Court/Park</td> <td>-</td> <td>\$3,500.00</td> </tr> </tbody> </table> <p>Notes: ¹: Amount was reduced to 1.5% due to Mike Watson coordinating all on-site work. A-Line provided Contract Support. ²: Proposed to bill for all work up until Eagle Architecture was dismissed. Moving forward will begin billing at 3% of total project cost with Motive.</p> <p>Additional hours billed on hourly basis for select items at rates of \$30, \$40, and \$175/hour.</p> <ul style="list-style-type: none"> Total proposed billing for all services: \$49,298.22 Propose to bill for all work performed up to date prior to dismissal of previous consultant (Eagle). Future work to be billed under new agreement with Motive at 3% of total project costs. 		Item No.	Project Description	Total Project Cost	Billing Summary	1	HES Track & Field Phase 1	\$302,597.75	3% Billing (\$9,077.93)	2	HHS CR#9		\$5,250	3	HHS Cafeteria Roofing		\$7,000	4	Preschool Shade Structure	\$137,806.73	3% Billing (\$4,134.20)	5	HES Play Structures ¹	\$235,738.90	1.5% Billing (3,536.08)	6	Architect Selection Process (Motive)	-	\$1,400	7	Master Planner Selection Process (King)	-	\$1,400	8	Athletics Master Planning ²	-	\$14,000	9	HHS Tennis Court/Park	-	\$3,500.00
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9	HHS Tennis Court/Park	-	\$3,500.00																																						
Status: Update Pending Board approval.																																									
<p>Fiscal Impact: \$49,298.22 Total billing authorization request: <i>Funding from already allocated project budgets. No additional funding required.</i></p>																																									
Educational Impact: Supports ongoing progress toward critical facility upgrades and master planning that directly impact educational programs, student safety, learning environments, and long-term campus improvements.																																									
Recommendation: Approve the proposed billing of \$49,298.22 for Project Billings and Consultant Services (Multiple Projects)																																									

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. i	Date: 6/25/2025																																																
Agenda Item Description: Construction Change Orders Summary (through 6/20/2025)																																																	
<p>Background: As part of ongoing construction projects within the Hamilton Unified School District, several proposed change orders (PCOs) have been submitted for Board consideration. The approved change orders were authorized by the Superintendent in order to ensure timely decisions were made to maintain project progress and address critical needs as they arose.</p> <p>Summary of Change Orders:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 10%;">PCO #</th> <th style="width: 45%;">Description</th> <th style="width: 25%;">Status</th> <th style="width: 20%;">Cost</th> </tr> </thead> <tbody> <tr><td>1</td><td>Upgrade from Seed to Sod</td><td>Board Approved (5/28/25)</td><td>\$58,374.00</td></tr> <tr><td>2</td><td>Demolition of Existing Sheds</td><td>Approved</td><td>\$2,491.79</td></tr> <tr><td>3</td><td>Additional Basketball Court</td><td>Declined</td><td>\$49,300.36</td></tr> <tr><td>4</td><td>Gopher Wire Under Sod and DG Areas</td><td>Declined</td><td>\$85,678.96</td></tr> <tr><td>5</td><td>Infiltration Trench & Drain Inlet Adjustments</td><td>Approved</td><td>\$9,682.00</td></tr> <tr><td>6</td><td>Irrigation Controller Replacement</td><td>Approved</td><td>\$8,201.00</td></tr> <tr><td>7</td><td>Installation of Active Drywell</td><td>Approved</td><td>\$1,995.00</td></tr> <tr><td>8</td><td>ATC Testing Services</td><td>Approved</td><td>\$1,874.00</td></tr> <tr><td>9</td><td>Multiple Site Corrections (various)</td><td>Approved</td><td>\$5,501.00</td></tr> <tr><td>10</td><td>Exploratory Work for Water Line Location</td><td>Approved</td><td>\$5,641.00</td></tr> <tr><td>11</td><td>Unmarked Water Line Replacement</td><td>Approved</td><td>\$9,533.42</td></tr> </tbody> </table> <p>Total Approved PCO Cost (PCO #1, 2, 5–11): \$98,293.21</p> <hr style="border: 0.5px solid blue;"/> <p>*All approved change orders remain within the Board-approved total project budget of \$1,311,858, as adopted on March 26, 2025</p> <p>Board Approved (5/28/2025) Track and Field Total Project Cost: \$643,414</p>		PCO #	Description	Status	Cost	1	Upgrade from Seed to Sod	Board Approved (5/28/25)	\$58,374.00	2	Demolition of Existing Sheds	Approved	\$2,491.79	3	Additional Basketball Court	Declined	\$49,300.36	4	Gopher Wire Under Sod and DG Areas	Declined	\$85,678.96	5	Infiltration Trench & Drain Inlet Adjustments	Approved	\$9,682.00	6	Irrigation Controller Replacement	Approved	\$8,201.00	7	Installation of Active Drywell	Approved	\$1,995.00	8	ATC Testing Services	Approved	\$1,874.00	9	Multiple Site Corrections (various)	Approved	\$5,501.00	10	Exploratory Work for Water Line Location	Approved	\$5,641.00	11	Unmarked Water Line Replacement	Approved	\$9,533.42
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<p>Status: Update Pending Board approval.</p>																																																	
<p>Fiscal Impact: \$98,293.21 from a combination of ELOP Funding (71%) and Local Fund (29%) <i>Funding from already allocated project budgets. No additional funding required.</i></p>																																																	
<p>Educational Impact: The approved change orders ensure safe, functional, and upgraded facilities that support student learning, wellness, and engagement. These improvements enhance outdoor learning spaces and align with district goals for school climate and student success.</p>																																																	
<p>Recommendation: Approve the Construction Change Orders Summary and approve the cumulative total of \$98,293.21 for the approved change orders through June 20, 2025</p>																																																	

Hamilton Unified School District - Construction Change Orders Summary

PCO #1 — Change from Seed to Sod

As part of value adjustments based on the favorable overall construction bid, the project was upgraded from installing grass seed to sod to provide an instant grass surface. This change was previously approved by the Board on 5/28/2025.

Cost: \$58,374

PCO #2 — Demolition of Existing Sheds

The old storage sheds located behind the HES cafeteria were removed. These sheds had significant dry rot, were leaking, and presented safety concerns, as individuals were accessing the cafeteria roof by climbing on them.

Cost: \$2,491.79

PCO #3 — Additional Basketball Court (Declined)

A proposed addition of an extra basketball court was considered but ultimately not approved.

Proposed Cost (Declined): \$49,300.36

PCO #4 — Gopher Wire Under Sod and DG Areas (Declined)

A proposed addition to install gopher wire beneath sod and decomposed granite (DG) areas to prevent future rodent intrusion was considered but ultimately not approved.

Proposed Cost (Declined): \$85,678.96

PCO #5 — Infiltration Trench & Drain Inlet Adjustments

It was discovered that there was no proper drainage for stormwater runoff coming from Highway 45 between the jungle gym and exercise equipment areas. To prevent future water damage to the new pour-in-place surface and exercise equipment, this work ties the area into the new field drainage system, ensuring proper water flow and long-term protection.

Cost: \$9,682

PCO #6 — Irrigation Controller Replacement

The irrigation controller that operates the entire Middle School play area was replaced (per RFI 08). The new controller is compatible with flow sensors, allowing for improved monitoring and control of water usage.

Cost: \$8,201

PCO #7 — Installation of Active Drywell

An active drywell was installed in the east flatwork area (per RFI 06), using unit pricing from Bid Schedule B.

Cost: \$1,995

PCO #8 — ATC Testing Services

This covers special testing services performed by ATC. The contractor (JCOE) is billing only for the direct charges from ATC.

Cost: \$1,874

PCO #9 — Multiple Site Corrections

- **Sewer and Infiltration Trench Conflict (RFI 01):** Slurry applied around sewer pipe joints where the new trench intersected existing sewer lines.
 - **Abandoned Utility Conflicts (RFI 02):** Old utilities from a former adult school were improperly capped. These were properly cut and capped near the maintenance building.
 - **Concrete Chipping at Solar Piers (RFI 04):** Concrete was chipped and patched around solar panel footings to create a smooth transition to the new concrete.
- Total Cost:** \$5,501

PCO #10 — Exploratory Work for Water Line Location

Exploratory work was conducted to locate a water line (RFI 07). This is a pass-through cost billed directly from Brown General Engineering (BGE).

During the work, a broken 3-inch water main was found, which had been leaking for an extended time and caused significant subsurface erosion. Stabilization work included placing pea gravel and backfill.

Cost: \$5,641

PCO #11 — Unmarked Water Line Replacement

An unmarked and severely leaning water line was located on 6/14/25. The district opted to fully replace the line rather than repair it. New valves were installed at both points of connection (POC), and sinkholes were backfilled.

Cost: \$9,533.42

Total Approved PCO Cost (PCO #1, 2, 5–11):

\$98,293.21

HAMILTON UNIFIED SCHOOL DISTRICT

<p>Agenda Item Number: 13. j</p>	<p>Date: 6/18/2025</p>
<p>Agenda Item Description: Approval of HS Café Kitchen Make-Up Air Unit Replacement – Cambridge M112</p>	
<p>Background:</p> <p>As previously discussed and approved, the total budget for roof and HVAC replacement at Hamilton High School was established. However, a replacement unit for the existing Make-Up Air Unit (air conditioner) in the HS Café Kitchen had not been formally identified or presented for Board approval at that time. A suitable replacement unit has now been identified.</p> <p>The work includes removal of the old make-up air system and installation of a new Cambridge M112 down flow unit. Installation includes utilizing an adapt-a-curb to fit and attach to the existing curb, securing the new unit, connecting existing electrical and water service, installing a new drain line to the roof drain, and providing all materials and labor required to complete the unit replacement.</p> <p>HUSD Reached out to CDE and Project has been approved using Fund 13 (Cafeteria Fund).</p> <p>Original Project - Feb. 26th 2025 Approval: \$134,250 Encumbered: \$62, 155 Remaining Balance: \$72,195</p>	
<p>Status: Update Pending Board approval.</p>	
<p>Fiscal Impact: From Fund 13 58,000.00 (Installed). If third-party TAB verification for air balance is requested, an additional \$2,000.00 will be incurred. <i>This cost does not exceed the previously approved total project budget.</i></p>	
<p>Educational Impact: Ensures reliable air circulation and climate control in the HS Café Kitchen to meet safety, health, and operational standards for food service.</p>	
<p>Recommendation: Approve HHS Café Kitchen Make-Up Air Unit Replacement – Cambridge M112</p>	

AMERICAN MECHANICAL SYSTEMS

1281 Hassett Ave. suite C

Yuba City, CA. 95991

Phone 530 308-7954

Email Americanmech8730@sbcglobal.net

CCL#588211 exp.10/31/25

DIR#1000041950

June 9, 2025

To: Hamilton City High School

Project: Replace Make up air unit for the kitchen

Architect: N/A

Mechanical

Engineer: N/A

Quoting: HVAC

Addendums Noted: 0

Includes: Removal of the old make-up air system. Replace the unit with a new Cambridge M112 down flow, Using a adapt a curb to fit and attach to the existing curb and secure the new unit to the new curb. Hook up existing electrical, water and run a new drain line and run to the roof drain. All materials and labor to complete the unit replacement.

Excludes:

* Plumbing, electrical, roofing, metal roofing, metal framing or sheeting, carpentry, painting, concrete, concrete cutting, lead roof jacks, roof drains and leader pipe, Life and Safety, Alarm systems or any work not listed above, **price good for 30 days from above date.**

Price: \$58,000.00 Installed,

and if you would like a third-party TAB verification for air balance an additional \$2,000 is required.

Any questions please call, Thank You

Sincerely,

Lenny Snyder

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. k	Date: 06/18/25
Agenda Item Description: Approval of HHS Conference Room, Front Entry Lobby and Restroom(s) Updates	
Background: This project will provide a refresh to the main office entry of the District and Hamilton High School for all guests, staff, and students. All work includes demolition, removal of disposed items, parts, materials and labor cost. Projected to start after July 1 st 2025.	
Project Scope: <ul style="list-style-type: none"> • Update carpet flooring in conference room and front lobby to LVT flooring to match other district upgraded areas along with updated 4" black wall base. • Removal of one lower cabinet section in conference room, refresh remaining cabinets, including repaint, updated sink with garbage disposal, and new countertop. • Paint walls in conference room and lobby to match HHS Rm #9 remodel to continue with a constant color palate throughout the district. • Refresh/Paint the Trophy Case • Paint all interior door frames and window frames in lobby and conference room. • Update district provided Drinking fountain with a hydro station, including required power supply. • Install electrical pathway to front door entrance for preparation of an access control door. • Add power outlet in Admin office area and install a district provided TV monitor for security camera viewing of front entry. • Install new covered vinyl flooring in both lobby restrooms. • Install ventilation fans in both lobby restrooms. • Paint restroom walls to match hallway and paint restroom cabinets to match conference room cabinets. 	
Estimated Project Cost Not to Exceed (W/Contingencies): \$42,172.56	
Status: Pending Board Approval	
Fiscal Impact: Community Schools Partnership Grant	
Educational Impact: Provides a larger space for Community, staff, and student meetings, along with an updated front lobby space and refreshed bathroom area.	
Recommendation: Approve Item: Approval of HHS Conference Room, Front Entry Lobby, & Bathroom(s) Updates	

ESTIMATE

Prepared For

Mike Watson
Hamilton Unified School District
Hamilton City, Ca

Spainhower building Services

4335 Calernbar Rd
Paradise, Ca 95969
Phone: (530) 762-8552
Email: Ctssbs2@gmail.com

Estimate # 1243
Date 06/11/2025
Business / Tax # license #799355

Description **Total**

Remodel of Conference room, Lobby, and Lobby Restrooms \$35,143.80

Demo existing carpet in conference room and administration hallway.
Demo select cabinets in conference room per job scope. Replace existing countertop, sink and faucet with new. Countertop to be Corrian. Install garbage disposal under new sink. Install new exhaust fans in restrooms. Install new covered vinyl flooring in restrooms. Paint restrooms walls to match hallway. Paint existing restroom cabinets to match conference room cabinets. Install new LVT flooring and 4" rubber base in conference and administration hallway. Paint walls and window trim in conference and hallway. Paint Conference room cabinets. Paint existing trophy case. Install new owner furnished drinking fountain with bottle filler in administration hallway entrance. Install electrical pathway (only) to front door in hallway for security device. Install office monitor including power receptical.

Subtotal \$35,143.80

Total **\$35,143.80**

By signing this document, the customer agrees to the services and conditions outlined in this document.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. I	Date: 06/25/25
Agenda Item Description: Repair and re-paint the Adult Education Building	
Background: The portable building at Adult Ed, has some dry rot issues on the siding. The paint is faded and has become chalky as well as it has many patches over graffiti. The building is used almost year-round, and needs to be fixed up.	
Status: Pending Board Approval	
Fiscal Impact: \$11,000	
Educational Impact: A clean and welcoming environment for the students.	
Recommendation: Approve the repair and painting of the Adult Education building.	

ESTIMATE

Prepared For

Alan Joksch
Hamilton Adult School
Hamilton City, Ca

Spainhower building Services

4335 Calernbar Rd
Paradise, Ca 95969
Phone: (530) 762-8552
Email: Ctssbs2@gmail.com

Estimate # 1249
Date 06/18/2025
Business / Tax # license #799355

Description	Total
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Siding repairs and paint	\$10,587.50
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Remove damaged siding and trim as discussed on job walk. 4-sheets of T1-11, 3 corners of 1x4 trim boards 2 windows (replace trim) 10' of bottom trim boards. Paint entire exterior of building. Power wash and prime before 2 coats of finish paint.

Subtotal	\$10,587.50
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Total	\$10,587.50
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By signing this document, the customer agrees to the services and conditions outlined in this document.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. m	Date: September 6th-13th
Agenda Item Description: National FFA Next Gen Emerging Technology Conference in Fargo, North Dakota, Mount Rushmore National Memorial and Crazy Horse in South Dakota.	
Background: Carter Couto, Clayton Cecil, and Camryn Henning applied and were selected to the National FFA Next Gen Conference in Fargo, North Dakota. The fee per student is \$150 plus flights. The chaperone cost is \$600 plus flights. FFA would pay for the students to attend, plus cover the additional nights of hotels and rental car in order to see Mount Rushmore and Crazy Horse. (The locations are about 8 hours apart, so the attendees would fly into Rapid City, and fly out of Fargo.) Chaperone will be Ms. Lohse. Conference Hotel: Radisson Blue Fargo Conference tours will include: CNH Industrial, Grand Farm Innovation Center, Cargill, and John Deere. Students will be paired in rooms with another participant, most likely from another state.	
Status: Pending Board Approval	
Fiscal Impact: FFA will pay trip expense. School would just need to cover 5 days of a substitute, which the current student teacher will sub.	
Educational Impact: FFA and Agriculture Emerging Technology Conference See attached schedule.	
Recommendation: Approve FFA Nationals Trip 2025	

2025 Next Gen: Emerging Technology Conference DRAFT Schedule

TUESDAY, SEPTEMBER 9 – Smart Casual Attire

1:00-2:45 p.m.	Participant Check-in	Outside Ballroom
3:00-4:00 p.m.	Session 1 – Who am I? Who are We?	Cityscape Ballroom
4:15-5:15 p.m.	Session 2 (CG) Engaging in Community	CG Rooms
5:30-6:30 p.m.	Hands-On Activity – Issues and Trends	Cityscape Ballroom
6:30-6:45 p.m.	CG Name Reveal	
6:45-7:30 p.m.	Dinner	Cityscape Ballroom
8:00-9:15 p.m.	Session 3 – Strengths and Why	Cityscape Ballroom
9:30 p.m.	Room Checks	

WEDNESDAY, SEPTEMBER 10 – Smart Casual Attire

7:00-7:45 a.m.	Breakfast	Cityscape Ballroom
8:15 a.m.	Buses Depart	
8:15 a.m.-4:45 p.m.	Tours (lunch included)	
	- CNH Industrial	
	- Grand Farm Innovation Center	
4:45-5:15 p.m.	Break/Refresh	
5:15-6:15 p.m.	Hands-on Activity	Cityscape Ballroom
6:15-6:45 p.m.	Dinner	Cityscape Ballroom
6:45-7:45 p.m.	Session 4 – Belonging	CG Rooms
8:00-8:30 p.m.	Reflections/Tour Debriefs	CG Rooms
9:00 p.m.	Room Checks	

THURSDAY, SEPTEMBER 11 – Smart Casual Attire

7:45-8:30 a.m.	Breakfast	Cityscape Ballroom
8:30 a.m.	Buses Depart	
8:30 a.m.-4:30 p.m.	Tours (lunch included)	
	- Cargill	
	- John Deere	
4:45-5:15 p.m.	Break/Refresh	
5:15-6:15 p.m.	Hands-on Activity	
6:30-7:15 p.m.	Dinner	Cityscape Ballroom
7:30-9:15 p.m.	Session 5 – Skills	Cityscape Ballroom
9:30-10:00 p.m.	Reflections/Tour Debriefs	CG Rooms
10:30 p.m.	Room Checks	

FRIDAY, SEPTEMBER 12 – Smart Casual Attire

7:30-8:15 a.m.	Breakfast	Cityscape Ballroom
8:30-10:45 a.m.	Session 6 – Career Plan	CG Rooms
11:00 a.m.-12:15 p.m.	Industry Round Table	Cityscape Ballroom
12:15-1:00 p.m.	Lunch	Cityscape Ballroom
1:30-3:30 p.m.	Hands-on Activity	Cityscape Ballroom
3:30-3:45 p.m.	Break	
3:45-4:45 p.m.	Session 7 – Next Gen, Next Steps	Cityscape Ballroom
5:00 p.m.	Travel to Celebration Dinner	
5:30-6:30 p.m.	Exploration	
6:30-8:00 p.m.	Celebration Dinner	Grand Farm
8:00-8:30 p.m.	Travel Back from Celebration Dinner	
8:45-9:30 p.m.	Community Group Celebration	CG Rooms
9:30-10:00 p.m.	Student Social	Cityscape Ballroom
10:30 p.m.	Room Checks	

SATURDAY, SEPTEMBER 13 –

6:00 a.m. Conference Concludes

*If you are departing before 6:00 a.m. you will need to complete a check out form with National FFA Staff

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. n	Date: 06/25/25
Agenda Item Description: New Equipment for the Ag Shop: Multimatic 255, XMT 350, 20 Series wire feeder	
Background: This would purchase two new welders for the high school ag mechanic's shop. It would replace the oldest welder in the shop and would add pulse welding capability to keep up with industry needs. It will also allow use of the welding from the swing arms in the shop to maximize space for building student projects.	
Status: Pending Board Approval	
Fiscal Impact: \$17,892.60 from CTEIG	
Educational Impact: Meet CTE Standards B8.0, B8.3, B8.4, and B9.7 Adds a pulse welder to the shop	
Recommendation: Approve purchase of two welders for the HHS mechanic's ag shop.	

Multimatic® 255

**MIG/Multiprocess Power Source,
Wire Feeder and Gun Package**



Quick Specs

Industrial Applications

Contract welding services
Plant maintenance shops
General fabricators

Processes

MIG (GMAW)
Pulsed MIG (GMAW-P)
Flux-cored (FCAW)
DC stick (SMAW)
DC Lift-Arc™ TIG (GTAW)
Pulsed TIG (GTAW-P)

Input Power Auto-Line™ 208–575 V, single-phase

Rated Output **MIG:** 230 A at 25.5 V, 60% duty cycle
Stick: 200 A at 28 V, 60% duty cycle
TIG: 275 A at 21 V, 60% duty cycle

Amperage Range 5–350 A

Net Weight **Machine only:** 84 lb. (38 kg)
Machine with running gear: 148 lb. (67 kg)

Easy to Use. Versatility. Portability.

**THINK
SIMPLY. WELD
SMARTER.**

Built for professionals in the MRO and light manufacturing/fabrication segments who want a smaller, versatile welder with intuitive setup to increase efficiencies and productivity. This 250-amp inverter multiprocess welder is **easy to use**, will deliver **versatility** for faster uptime and performance, while allowing for **portability**.



Machine only

Machine with running gear



Heavy-duty aluminum two-drive-roll system

Easy to Use



Quick and easy setup

Versatility



Multiple processes with only one machine

Portability



Easier to get to the work



Welder is warrantied for three years, parts and labor.
Gun warrantied for 90 days, parts only.



Miller Electric Mfg. LLC
An ITW Welding Company
1635 West Spencer Street
P.O. Box 1079
Appleton, WI 54912-1079 USA

Equipment Sales US and Canada
Phone: 866-931-9730
FAX: 800-637-2315
International Phone: 920-735-4554
International FAX: 920-735-4125

MillerWelds.com
f X YouTube Instagram LinkedIn



Multimatic® 255 Features and Benefits

Easy to Use



Pulsed MIG setup screen

Connection screen for MIG process using C10 gas

Easy-to-understand interface with 7-inch color LCD display ensures proper machine setup and parameter selection, reducing setup time and increasing weld time.

- Quick-access process and weld mode backlit buttons across the top illuminate when active.
- Soft-key buttons below the display change function depending on which screen is displayed. Makes setup or change quick, easy and intuitive.
- Large text for easier readability.
- Intuitive connection setup images.
- Full troubleshooting descriptions versus help errors and look up codes.

Auto-Set™ Elite offers predefined weld settings to increase ease of use and ensure that the job is done right for operators of all skill levels.



- Available for MIG, pulsed MIG, stick and DC TIG processes with the ability to fine-tune your settings.
- Set weld parameters by selecting:
 - MIG (shown) — wire and gas type, wire diameter and material thickness
 - Stick — electrode type, electrode diameter and material thickness
 - DC Lift-Arc™ TIG — remote on/off, tungsten diameter and material thickness

Program mode allows easy save and recall of favorite weld settings.

- Save up to four programs for each process.
- Deliver more productivity by eliminating need to manually set parameters.
- Deliver consistent quality by welders of all skill levels with prequalified settings.
- Minimize supervisor intervention.



MDX-250 MIG gun with AccuLock™ S consumable system features a dual-locked, front-loading liner that optimizes wire feedability.

- Install AccuLock contact tips with a single turn.
- AccuLock liner locks at front and back of gun to align with contact tip and power pin for a flawless wire feed path.
- Durable, ergonomic handle with overmolding improves grip and comfort.
- Ball-and-socket handle with rear swivel for increased gun maneuverability while reducing welder fatigue.



Multimatic® 255 Features and Benefits

Versatility



Multiprocess capabilities include MIG, flux cored, DC stick (6010) and DC Lift-Arc™ TIG welding. The Multimatic 255 also has pulsing capability that allows it to do pulsed MIG and TIG welding.

Compatible with push-pull MIG guns. Increases productivity by allowing the use of 12-inch wire spools versus a spool gun's 4-inch spools. Reduces downtime from changing wire spools.

Auto-Gun Detect™ automatically adjusts voltage, wire speed and timers for faster switching between MIG, push-pull and spool guns.



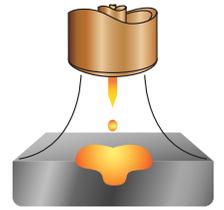
For portability and reliability Auto-Line™ allows for any single-phase input voltage hookup (208–575 V) with no manual linking, providing convenience in any job setting. Ideal solution for dirty or unreliable power.



Generator compatible. The Multimatic 255 will be able to operate and provide full output when powered by generators with 12,000-watt (12 kW) output or higher. Limited output will occur when used with smaller generators.

Pulsed MIG welding delivers higher quality welds for ALL welders.

- Lower heat input for less distortion on thin materials and better puddle control on out-of-position welds.
- Less spatter minimizes post weld grinding and rework, allowing more welding time.
- Perform welding applications that couldn't be done in the past.
- Ideal for MIG welding aluminum and stainless steel.



Best For	Standard Spray	Pulsed MIG	Short Circuit
Gap Filling	D	B	A
Low Heat Input	D	B	A
Out-of-Position Welds		A	B
Low Spatter	A	A	C
Thick Metals	A	A	D
Thin Metals		B	A
Increased Travel Speed	A	A	B
Aluminum MIG Welding	C	A	C

HOT **COLD**

Ratings A, B, C, and D are relative values. An “A” rating indicates a best fit between your performance needs and process. A “blank” rating indicates that the process is not recommended for that application.

Portability



Weight is reduced by more than 50 percent compared to the Millermatic® 252.

Optional EZ-Latch™ running gear

EZ-Latch running gears are available in single cylinder and dual cylinder models (included with package or can be ordered separately). Operators no longer need to lift machine AND running gear into the truck. Latches secure machine to running gear. Simply loosen the latch retaining knob and rotate latches to disengage machine from running gear for easy portability. Cylinder racks feature bottle forward technology for increased stability when moving along an incline and running gears have built-in storage for accessories. Dual cylinder model includes an elevated gun and cable rack to keep cables off the floor and tangle free.



Storage solution

Single cylinder running gear



Latches shown in open position without machine and in closed position securing the machine

Bottle forward technology



Dual cylinder running gear

Dual cylinder model includes elevated gun and cable rack



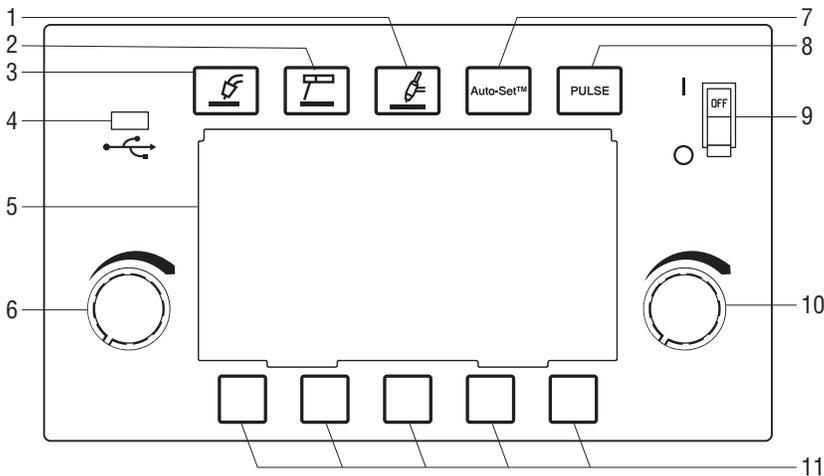
Specifications (Subject to change without notice.)



Welding Process	Welding Amperage Range	Rated Output	Amps Input at Rated Output, 50/60 Hz						Wire Feed Speed	Max. Open-Circuit Voltage	Dimensions	Net Weight
			208 V	240 V	460 V	575 V	KVA	KW				
CV: MIG/flux-cored	20–350 A	230 A at 25.5 V, 60% duty cycle	34.7	29.7	17.1	14.3	8.2	8.2	50–800 ipm (1.3–20 m/min.)	81 VDC	Machine only H: 19.25 in. (489 mm) W: 13.75 in. (349 mm) D: 24.25 in. (616 mm) Machine with running gear H: 32 in. (813 mm) W: 13.75 in. (349 mm) D: 45 in. (1,143 mm)	Machine only 84 lb. (38 kg) Machine with running gear 148 lb. (67 kg)
CC: Stick	30–275 A	200 A at 28 V, 60% duty cycle	33.5	29	16.4	13.6	7.8	7.8	—			
CC: DC TIG	5–275 A	275 A at 21 V, 60% duty cycle	34.1	29.9	17	14.1	8.1	8.1	—			

Certified by Canadian Standards Association to both the Canadian and U.S. Standards.

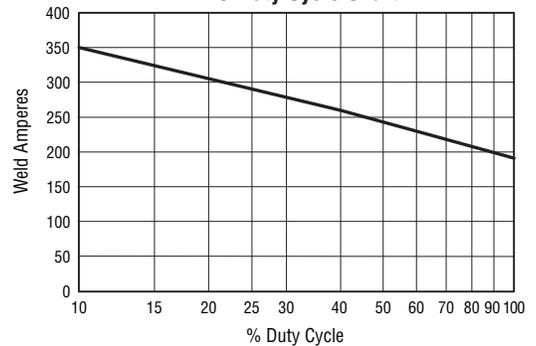
Control Panel



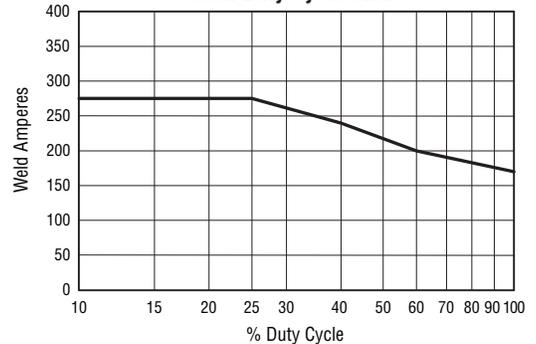
1. TIG Process Button
2. Stick Process Button
3. MIG Process Button
4. USB Port
5. Color LCD Display
6. Left Adjustment Knob
(Adjusts voltage, arc length, pulse frequency or parameter values depending on mode.)
7. Auto-Set Button
8. Pulse Button
9. Power Switch
10. Right Adjustment Knob
(Adjusts wire feed speed, amperage or parameter values depending on mode.)
11. Soft Keys
(Multiple functions depending on screen displayed.)

Performance Data

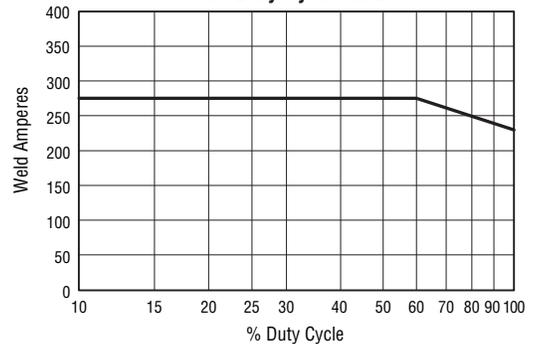
MIG Duty Cycle Chart



Stick Duty Cycle Chart



TIG Duty Cycle Chart



Multimatic® 255 Packages



907728
Machine only

Comes complete with:

- Power source with 10 ft. (3 m) industrial power cord
- 15 ft. (4.5 m) 250-amp MDX™-250 MIG gun with AccuLock™ S consumables for .035/.045 in. (0.9/1.2 mm) wire
- 10 ft. (3 m) cable with electrode holder and 50 mm Dinse-style connector
- 10 ft. (3 m) work cable with clamp and 50 mm Dinse-style connector
- Flow gauge regulator and gas hose for argon or AR/CO₂ mix
- .035/.045 in. (0.9/1.2 mm) reversible drive rolls
- Extra contact tips
- Material thickness gauge



951767
Machine with
running gear
package

Comes complete with:

- Power source with 10 ft. (3 m) industrial power cord
- 15 ft. (4.5 m) 250-amp MDX™-250 MIG gun with AccuLock™ S consumables for .035/.045 in. (0.9/1.2 mm) wire
- 10 ft. (3 m) cable with electrode holder and 50 mm Dinse-style connector
- 10 ft. (3 m) work cable with clamp and 50 mm Dinse-style connector
- Flow gauge regulator and gas hose for argon or AR/CO₂ mix
- .035/.045 in. (0.9/1.2 mm) reversible drive rolls
- Extra contact tips
- Material thickness gauge
- EZ-Latch™ single cylinder running gear
- Chain to secure gas cylinder



951768
Machine with
dual cylinder/
TIG kit package

Comes complete with:

- Power source with 10 ft. (3 m) industrial power cord
- 15 ft. (4.5 m) 250-amp MDX™-250 MIG gun with AccuLock™ S consumables for .035/.045 in. (0.9/1.2 mm) wire
- 10 ft. (3 m) cable with electrode holder and 50 mm Dinse-style connector
- 10 ft. (3 m) work cable with clamp and 50 mm Dinse-style connector
- Flow gauge regulator and gas hose for argon or AR/CO₂ mix
- .035/.045 in. (0.9/1.2 mm) reversible drive rolls
- Extra contact tips
- Material thickness gauge
- EZ-Latch™ dual cylinder running gear with elevated gun and cable rack
- Multimatic 235/255 TIG kit
- Two chains to secure gas cylinders



EZ-Latch™ Single Cylinder Running Gear 301449

Running gear with a single cylinder rack and storage compartment. Latches secure machine to cart. Simply rotate latches to disengage machine from cart for easy portability.

EZ-Latch™ Dual Cylinder Running Gear 951769

Similar to above, but with a dual cylinder rack which allows operator to easily store two gas cylinders. Includes elevated gun and cable rack (shown below) to keep cables off the floor and tangle free.



EZ-Latch™ Dual Cylinder Rack with Elevated Gun and Cable Rack 301481

Converts an EZ-Latch single cylinder running gear into a dual cylinder rack to easily store two gas cylinders. Gun and cable rack keeps cables off the floor and tangle free. (Included with EZ-Latch dual cylinder running gear.)



Protective Cover 301521
Features side pocket.

Argon/Mixed Gas Regulator and Gas Hose 195050

MIG Gun

MDX™-250 MIG Gun with AccuLock™ S Consumables

- 1770041** 10 ft. (3 m)
- 1770042** 12 ft. (3.7 m)
- 1770043** 15 ft. (4.6 m), standard Industrial 250-amp MIG gun with consumables for .035/.045 in. (0.9/1.2 mm) wire.

MDX™-250 MIG Gun with AccuLock™ MDX Consumables

- 1770035** 10 ft. (3 m)
 - 1770036** 12 ft. (3.7 m)
 - 1770037** 15 ft. (4.6 m)
- Industrial 250-amp MIG gun with consumables for .030/.035 in. (0.8/0.9 mm) wire.

Spool Guns



Spoolmatic® 15A Spool Gun 195156
Spoolmatic® 30A Spool Gun 130831

Ideal for aluminum welding jobs. Air-cooled, one-pound spool gun with 15-foot (4.6 m) or 30-foot (9.1 m) cable assembly. Rated at 200 amps at 100 percent duty cycle. For detailed information, see Spoolmatic literature M/1.73.



Spoolmate™ 200 Spool Gun 300497

Reliable and economical spool gun perfect for hobbyists and light fabricators who weld aluminum. Handles .030–.035 inch (0.8–0.9 mm) aluminum wires and .023–.035 inch (0.6–0.9 mm) steel/stainless steel wires. Rated at 160 amps, 60 percent duty cycle with 20-foot cable assembly. For detailed information, see Spoolmate literature M/1.47.

Optional Spoolmate™ 200 Head Tubes

- 300591** 45-degree head tube
- 300592** 9-inch extension head tube
- 243385** 5-inch head tube

Push-Pull Guns



XR-Aluma-Pro™ Push-Pull Guns

- 301568** 15 ft. (4.6 m)
 - 301569** 25 ft. (7.6 m)
- Air-cooled gooseneck-style gun for .030–.047 inch (0.8–1.2 mm) aluminum. Rated at 300 amps at 100 percent duty cycle.



XR-Aluma-Pro™ Lite Push-Pull Gun

- 300948** 25 ft. (7.6 m)
- Air-cooled gooseneck-style gun for .030–.047 inch (0.8–1.2 mm) aluminum. Rated at 175 amps at 60 percent duty cycle.



XR™-Pistol-Pro Push-Pull Guns

- 300782** 15 ft. (4.6 m), air-cooled
 - 300783** 25 ft. (7.6 m), air-cooled
- Air-cooled pistol-grip gun for .030–.047 inch (0.8–1.2 mm) aluminum. Rated at 200 amps at 100 percent duty cycle.

U-Grooved Aluminum Drive Roll and Accessory Kits for XR-Aluma-Pro Push-Pull Guns

- 195311** .035 in. (0.9 mm)
 - 195313** .047 in. (1.2 mm)
- Kits include Multimatic U-grooved drive rolls, nylon wire guides and contact tips.

Genuine Miller® Accessories



Multimatic® 235/255 TIG Kit 301518
Kits comes complete with everything needed to TIG weld with the Multimatic 255. Includes 25-foot (7.6 m) Weldcraft™ A-150 TIG torch, RFCS-14 HD foot control, 10-pin to 14-pin adapter cord, flow gauge regulator with 5-foot (1.5 m) gas hose, and AK3C torch accessory kit.

Remote Controls



Wireless Remote Foot Control 301580
For remote current and contactor control. Receiver plugs directly into the 14-pin receptacle of Miller machine. 90-foot (27.4 m) operating range.

Note: Multimatic 255 is not compatible with wireless hand control.



RFCS-14 HD Foot Control 301589
Heavy-duty foot pedal current and contactor control provides increased stability and durability from larger base and heavier cord. Includes 20-foot (6 m) cord with plug.



RHC-14 Hand Control 24221020
Miniature hand control for remote current and contactor control. Dimensions: 4 x 4 x 3.25 inches (102 x 102 x 82 mm). Includes 20-foot (6 m) cord with 14-pin plug.



RCC-14 Remote Contactor and Current Control 151086
East/west rotary-motion fingertip control attaches to TIG torch using two hook-and-loop fasteners. Includes 26.5-foot (8 m) cord with 14-pin plug.



RCCS-14 Remote Contactor and Current Control 043688
North/south rotary-motion fingertip control attaches to TIG torch using two hook-and-loop fasteners. Includes 26.5-foot (8 m) cord with 14-pin plug.



10-Pin to 14-Pin Adapter Cord 301545
Allows standard 14-pin TIG remote controls to be used with the Multimatic 255.

Consumables

For MDX™-250 MIG Guns

Standard AccuLock™ S Consumables

Consumables for increased durability and longer life when guns are used in industrial applications.

Contact Tips (10 per package)

T-A023CHM	.023 in. (0.6 mm)
T-A030CHM	.030 in. (0.8 mm)
T-A035CHM	.035 in. (0.9 mm)
T-A039CHM	.039 in. (1.0 mm)
T-A045CHM	.045 in. (1.2 mm)

Nozzles

N-A5800CM	Copper, 5/8 in. ID, flush, standard
N-A5818CM	Copper, 5/8 in. ID, 1/8 in. recess
N-A5814CM	Copper, 5/8 in. ID, 1/4 in. recess

Diffuser D-MA250M

Monocoil Replacement Liners

10 ft. Liner

LM1A-10	.023/.025 in. (0.6 mm)
LMD2A-10	.030/.035 in. (0.8/0.9 mm)
LMD3A-10	.035/.045 in. (0.9/1.2 mm)

12 ft. Liner

LM1A-12	.023/.025 in. (0.6 mm)
LMD2A-12	.030/.035 in. (0.8/0.9 mm)
LMD3A-12	.035/.045 in. (0.9/1.2 mm)

15 ft. Liner

LM1A-15	.023/.025 in. (0.6 mm)
LMD2A-15	.030/.035 in. (0.8/0.9 mm)
LMD3A-15	.035/.045 in. (0.9/1.2 mm)

Optional AccuLock™ MDX Consumables

Smaller consumables and components to access hard-to-reach weldments.

Contact Tips (10 per package)

T-M023	.023 in. (0.6 mm)
T-M030	.030 in. (0.8 mm)
T-M035	.035 in. (0.9 mm)
T-M045	.045 in. (1.2 mm)
T-M047	3/64 in. (1.2 mm)

Nozzles

N-M1200C	Copper, 1/2 in. ID, flush, standard
N-M1218C	Copper, 1/2 in. ID, 1/8 in. recess
N-M5800C	Copper, 5/8 in. ID, flush
N-M5818C	Copper, 5/8 in. ID, 1/8 in. recess
N-M58XTC	Copper, 5/8 in. ID, 1/8 in. stickout

Diffuser D-M250

Note: Miller® FasTip™, M-Series and Bernard Centerfire™ diffusers and consumables are NOT compatible with MDX Series guns.

For Spoolmatic® Spool Guns and XR™ Push-Pull Guns

For Aluminum Wire

FasTip™ Contact Tips (25 per package)

206186	Heavy-duty, .030 in. (0.8 mm)
206187	Heavy-duty, .035 in. (0.9 mm)
206188	Heavy-duty, .040 in. (1.0 mm)
206189	Heavy-duty, 3/64 in. (1.2 mm)
206191	Heavy-duty, 1/16 in. (1.6 mm)

209026	Tapered, .030 in. (0.8 mm)
209027	Tapered, .035 in. (0.9 mm)
209029	Tapered, 3/64 in. (1.2 mm)
209030	Tapered, 1/16 in. (1.6 mm)

Screw-On Nozzles

199610	Brass, 1/2 in. orifice, tapered
199613	Brass, 5/8 in. orifice, tapered
199614	Brass, 5/8 in. orifice, tapered HD
199611	Brass, 3/4 in. orifice, straight
199612	Brass, 3/4 in. orifice, straight HD

209035	Copper, 3/8 in. orifice, tapered
199615	Copper, 1/2 in. orifice, tapered
209036	Copper, 1/2 in. orifice, tapered HD
198855	Copper, 5/8 in. orifice, tapered
199618	Copper, 5/8 in. orifice, tapered HD
207313	Copper, 5/8 in. orifice, tapered 15/16 OD
199616	Copper, 3/4 in. orifice, straight
199617	Copper, 3/4 in. orifice, straight HD

Bernard® Centerfire™ “T” Series Contact Tips

T-035AL	.035 in. (0.9 mm)
T-047AL	.047 in. (1.2 mm)
T-062AL	1/16 in. (1.6 mm)

Bernard® Centerfire™ Small Nozzles

NS-5818B	Brass, 5/8 in. ID, 1/8 in. tip recess
NS-1218B	Brass, 1/2 in. ID, 1/8 in. tip recess
NS-1200B	Brass, 1/2 in. ID, flush tip
NST-3818B	Brass, 3/8 in. ID, 1/8 in. tip recess
NS-1218C	Copper, 1/2 in. ID, 1/8 in. tip recess

Consumables

For Multimatic® 255 *Note: Machine drive roll kits include two drive rolls and an inlet guide.*

V-Grooved Drive Roll Kits (solid wire)

204579 .030 and .035 in. (0.8 and 0.9 mm) combination (reversible)

087131 .024 in. (0.6 mm)

079594 .030 in. (0.8 mm)

079595 .035 in. (0.9 mm)

079596 .045 in. (1.2 mm)

V-Knurl Drive Roll Kits (flux-cored or difficult-to-feed wire)

079606 .035 in. (0.9 mm)

079607 .045 in. (1.2 mm)

079608 .052 in. (1.3 mm)

U-Grooved Drive Roll Kits (aluminum wire)

044749 .035 in. (0.9 mm)

079599 .047 in. (1.2 mm)

Ordering Information

Power Source and Options	Stock No.	Description	Qty.	Price
Multimatic® 255	907728	Auto-Line™ 208–575 V, 50/60 Hz		
Multimatic® 255 with Running Gear	951767	Auto-Line™ 208–575 V, 50/60 Hz with single cylinder running gear		
Multimatic® 255 with Dual Cylinder/TIG Kit	951768	Auto-Line™ 208–575 V, 50/60 Hz with dual cylinder running gear and TIG kit		
Accessories				
EZ-Latch™ Single Cylinder Running Gear	301449	Running gear with single cylinder rack		
EZ-Latch™ Dual Cylinder Running Gear	951769	Running gear with dual cylinder rack and elevated gun and cable rack		
EZ-Latch™ Dual Cylinder Rack with Elevated Gun and Cable Rack	301481	Upgrade single cylinder rack to dual <i>(included with EZ-Latch dual cylinder running gear)</i>		
Protective Cover	301521	Features side pocket		
Argon/Mixed Gas Regulator and Gas Hose	195050			
Guns				
MDX™-250 MIG Gun with AccuLock™ S Consumables	1770041	10 ft. (3 m), 250 A, .035/.045 in. (0.9/1.2 mm) wire		
	1770042	12 ft. (3.7 m), 250 A, .035/.045 in. (0.9/1.2 mm) wire		
	1770043	15 ft. (4.6 m), 250 A, .035/.045 in. (0.9/1.2 mm) wire		
MDX™-250 MIG Gun with AccuLock™ MDX Consumables	1770035	10 ft. (3 m), 250 A, .030/.035 in. (0.8/0.9 mm) wire		
	1770036	12 ft. (3.7 m), 250 A, .030/.035 in. (0.8/0.9 mm) wire		
	1770037	15 ft. (4.6 m), 250 A, .030/.035 in. (0.8/0.9 mm) wire		
Spoolmatic® Spool Guns		See page 6		
Spoolmate™ 200 Spool Gun		See page 6		
Optional Spoolmate™ 200 Head Tubes		See page 6		
XR-Aluma-Pro™ Guns (air-cooled)		See page 6		
XR™-Pistol-Pro Guns (air-cooled)		See page 6		
TIG Accessories				
Multimatic 235/255 TIG Kit	301518	See page 7 for contents		
Wireless Remote Foot Control	301580	Foot control with wireless 90 ft. (27.4 m) operating range		
RFCS-14 HD	301589	Heavy-duty foot control (included with TIG kit and TIG package)		
RHC-14	242211020	Hand control with 20 ft. (6 m) cord		
RCC-14	151086	Fingertip control		
RCCS-14	043688	Fingertip control		
10-Pin to 14-Pin Adapter Cord	301545	Allows standard 14-pin TIG remote controls to be used with the Multimatic 255		
Consumables				
Contact Tips		See page 7		
Replacement Liners		See page 7		
Nozzles		See page 7		
Drive Rolls		See page 6 for gun drive rolls and above for machine drive rolls		

Date:

Total Quoted Price:

Distributed by:

XMT® 350 Series

Multiprocess Welding Power Source 

Quick Specs

Heavy Industrial Applications

Construction
Shipbuilding
Railroad
Truck/trailer manufacturing
Fabrication
Repair shops
Rental fleets
Power generation plants

Processes

MIG (GMAW)/Pulsed MIG (GMAW-P)*
Stick (SMAW)
TIG (GTAW)
Flux-cored (FCAW)
Air carbon arc cutting and gouging (CAC-A)
Rated: 1/4-inch carbons
Capable: 5/16-inch carbons

**Available on select models.*

Input Power Auto-Line™, 208–575 V, requires 3- or 1-phase power

Output Range 10–38 V, 15–425 A

Net Weight 80 lb. (36.3 kg)

Auxiliary Power (optional)
120 V, 10 amps

Portability and excellent arc performance make the XMT family the most popular in the industry.

With multiprocess capabilities and features like Auto-Line, the XMT 350 is portable and versatile for applications from jobsites to the factory floor.



XMT 350 CC/CV shown



Input power management for portability



Lightweight and portable



Best multiprocess capabilities



Power source is warrantied for three years, parts and labor. Original main power rectifier parts are warrantied for five years.



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International FAX: 920-735-4125

MillerWelds.com




Choosing the Correct XMT® 350



MOST POPULAR! XMT 350 CC/CV

Flexibility and simplicity make this the most popular model. It has the core multiprocess capabilities along with the flexibility of a 14-pin for spool guns, feeders, and remote controls.



XMT 350 MPa

Built-in pulse programs for manufacturing and fabrication applications that have benefits for standard steels, high-strength steels and aluminum.

XMT 350 CC/CV

XMT 350 MPa

		XMT 350 CC/CV	XMT 350 MPa
Input Power		Auto-Line™ 208–575 V, 3- or -1-phase	
Input Voltage Limits		190–630 V	
Weld Output		350 A at 34 VDC, 60% duty cycle	
Carbon Arc Gouging		Rated: 1/4-inch carbons, Capable: 5/16-inch carbons	
Net Weight		80 lb. (36.3 kg)	
Output Connections		Dinse-style	
Stick/TIG/MIG		●	●
Pulsed MIG			●
Compatible Accessories	Insight Core™	●	●
	ArcReach® SuitCase® Feeders	●	●
	Bench Feeders	●	●
	Spool Guns	●	●
	Remote Controls	●	●

XMT® 350 Series Features

Versatility



For portability and reliability, Auto-Line allows for any input voltage hookup (208–575 V, single- or three-phase) with no manual linking, providing convenience in any job setting. Ideal solution for dirty or unreliable input power.

14-pin receptacle has the flexibility to be used with spool guns, feeders, and remote controls.

Optional 115-volt auxiliary power provides 10 amps of circuit-breaker-protected power for coolant systems, etc.

Insight Core™

Optional Welding Intelligence™ system. XMT CC/CV and MPa models are Insight-capable to monitor weld voltage, amperage, and arc-time and percentage.

Multiprocess weld quality

High-quality performance in all welding processes.

Adaptive Hot Start™ makes starting stick electrodes easy without creating an inclusion.

Infinite arc control available in the stick and wire modes for easier fine tuning of tough-to-weld materials and out-of-position applications.

Lift-Arc™ provides arc starting that minimizes contamination of the electrode and without the use of high-frequency.



XMT 350 CC/CV panel shown

Reliability

Wind Tunnel Technology™ Internal air flow that protects electrical components and PC boards from dirt, dust and debris... greatly improving reliability.

Fan-On-Demand™ cooling system operates only when needed, reducing noise, energy use and the amount of contaminants pulled through machine.

Lightweight aerospace-grade aluminum case offers protection with the benefit of reduced weight.

Dinse-style weld disconnects provide high-quality weld cable connections.

Note: Two Dinse-style connectors are supplied with each Dinse machine.

Welder friendly control panel

Process selector switch reduces the number of control setup combinations without reducing any features.

Large, dual digital meters are easy to view and are presettable to ease setting weld output.

Ultra-tough, polycarbonate-blended cover protects front controls from damage.

Primary voltage display shows what primary voltage the power source is linked for without removing the side panels. Saves time and assures you that the power source has been correctly linked for available input voltage.

Auto Remote Sense™ enables unit to automatically use remote control if connected to remote control receptacle.

Portability

Jobsite mobility is made easy with a small, compact design and Auto-Line technology.

Additional XMT® 350 MPa Features

Built-in pulse programs for manufacturing and fabrication applications that have benefits for standard steels, high-strength steels and aluminum.

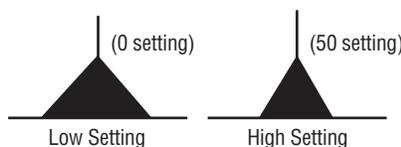


Setup indicator lights

- Arc control indicator
- Wire type indicator
- Gas type indicator
- Setup button

Advanced arc control enables an improved pulse welding arc. The operator has more control over puddle and bead characteristics using SharpArc. In addition, the unit provides a more robust and stable arc at very low arc length, reducing heat input, and providing the ability to weld on a wider range of material thickness.

SharpArc® controls the arc in pulsed MIG mode and gives total control over the arc cone shape, puddle fluidity and bead profile. If a gas is used other than what is listed in the chart above, SharpArc can be adjusted to help customize your arc to the gas being used. Lower SharpArc settings widen the arc cone, increase puddle fluidity and flattens the weld bead.



Built-in pulsed MIG programs provide reduced heat affected zone, weld in all positions, great for thick-to-thin metal, good gap filling ability and faster travel speeds and deposition. See the table below for the wide range of pulsed MIG (GMAW-P) welding applications the XMT MPa models can handle.

Wire Types — diameter in inches (mm)		Gas Types
Steel	.035 (0.9) STL .045 (1.2) STL	ARGN CO ₂ (argon/carbon dioxide) 80 ARGN CO ₂ (argon/carbon dioxide) ARGN OXY (argon/oxygen)
Steel 100S	.035 (0.9) STL, .045 (1.2) STL	100S C5 (95 argon/5 carbon dioxide)
Metal Core	.045 (1.2) MCOR, .052 (1.4) MCOR	ARGN CO ₂ (argon/carbon dioxide)
Stainless Steel	.035 (0.9) SSTL .045 (1.2) SSTL	TRI MIX (tri-gas mixture) ARGN OXY (argon/oxygen) ARGN CO ₂ (argon/carbon dioxide)
Aluminum	.035 (0.9) AL4X (4000 Series) .040 (1.0) AL4X (4000 Series) 3/64 (1.2) AL4X (4000 Series) 1/16 (1.6) AL4X (4000 Series)	ARGN (argon)
	.035 (0.9) AL49 (4943) .040 (1.0) AL49 (4943) 3/64 (1.2) AL49 (4943) 1/16 (1.6) AL49 (4943)	ARGN (argon)
	.035 (0.9) AL5X (5000 Series) .040 (1.0) AL5X (5000 Series) 3/64 (1.2) AL5X (5000 Series) 1/16 (1.6) AL5X (5000 Series)	ARGN (argon) HE AR25 (helium/argon)
Nickel	.035 (0.9) NI .045 (1.2) NI	ARGN HE (argon/helium) ARGN (argon)
Copper Nickel	.035 (0.9) CUNI, .045 (1.2) CUNI	HE ARGN (helium/argon)
Silicon Bronze	.035 (0.9) SIBR, .045 (1.2) SIBR	ARGN (argon)
Titanium	.035 (0.9) TI-5, .045 (1.2) TI-5	ARGN HE25 (75 argon/25 helium)
	.035 (0.9) TI-5, .045 (1.2) TI-5	ARGN HE50 (50 argon/50 helium)

Additional features when using a 74 MPa Plus feeder or XR-AlumaFeed® SuitCase® feeder.



Synergic pulsed MIG. As you increase/decrease the wire feed speed, the pulse parameters increase/decrease, matching the right amount of power output to match the wire speed, eliminating the need to make additional adjustments.

Profile Pulse™

provides TIG appearance with MIG simplicity and productivity. Achieve “stacked dimes” without gun manipulation. Profile Pulse frequency can be changed to increase or decrease the spacing between the ripple pattern to achieve the desired weld appearance.



Added capabilities with Insight Core™

When using an MPa Plus feeder, wire deposition is added to the Insight Core capabilities.

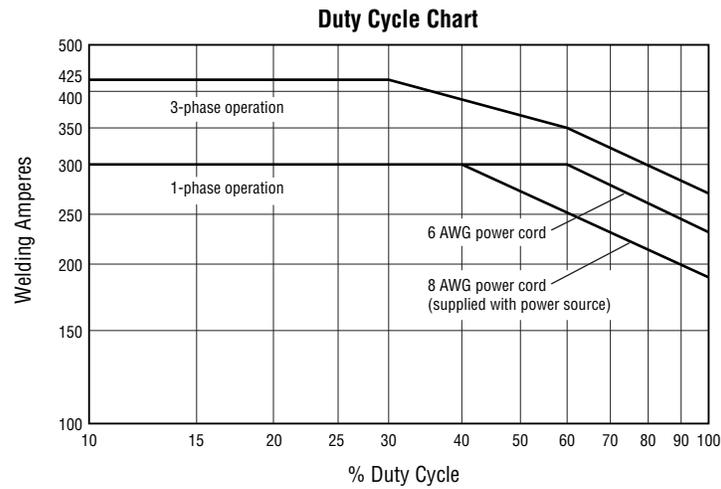
Specifications (Subject to change without notice.)



Input Power	Voltage Range in CV Mode	Amperage Range in CC Mode	Rated Output	Amps Input at Rated Load Output, 60 Hz							Max. Open-Circuit Voltage	Dimensions	Net Weight
				208 V	230 V	400 V	460 V	575 V	KVA	KW			
Three-phase	10–38 V	5–425 A	350 A at 34 VDC, 60% duty cycle	40.4	36.1	20.6	17.8	14.1	14.2	13.6	75 VDC	H: 17 in. (432 mm) W: 12.5 in. (318 mm) D: 24 in. (610 mm)	80 lb. (36.3 kg)
Single-phase	10–38 V	5–425 A	300 A at 32 VDC, 60% duty cycle	60.8	54.6	29.7	24.5	19.9	11.7	11.2			

Certified by Canadian Standards Association to both the Canadian and U.S. Standards.

Performance Data





MIGRunner™ Cart

195445 For single feeders

Small footprint and easily maneuverable, with dual-cylinder rack low enough that you do not have to lift bottles. Durable ergonomic handles are designed for comfort.

Note: Not compatible with dual wire feeders.



Running Gear Cylinder Rack

300408 For single or dual feeders

Holds two large gas cylinders and has gun cable hangers and a consumable drawer in front. A convenient handle allows the cart to be pulled easily through doorways. Power source and single or dual feeders can be mounted to cart and secured.



MIG kit
300405
shown.

Industrial MIG 4/0 Kit with Dinse Connectors

300405 For single feeders

300956 For dual feeders

Consists of flowmeter regulator with 10-foot (3 m) gas hose, 10-foot (3 m) 4/0 feeder weld cable, and 15-foot (4.6 m) work cable with 600-amp C-clamp. Dual kit comes with two flowmeter regulators and gas hoses.

Remote Controls



Wireless Remote Foot Control 301580

For remote current and contactor control.

Receiver plugs directly into the 14-pin

receptacle of Miller machine. 90-foot (27.4 m) operating range.



Wireless Remote Hand Control 301582

For remote current and contactor control. Receiver plugs directly into the 14-pin receptacle of Miller machine. 300-foot (91.4 m) operating range.



RFCS-14 HD Foot Control 301589

Heavy-duty foot pedal current and contactor control provides increased stability and durability from larger base and heavier

cord. Includes 20-foot (6 m) cord with plug.



RHC-14 Hand Control 242211020

20-foot (6 m) cord

242211100

100-foot (30.5 m) cord
Miniature hand control for remote current and

contactor control. Dimensions: 4 x 4 x 3.25 inches (102 x 102 x 82 mm). Includes cord and 14-pin plug.



RCC-14 Remote Contactor and Current Control 151086

East/west rotary-motion fingertip control attaches to TIG torch using two hook-and-loop fasteners. Includes 26.5-foot (8 m) cord and 14-pin plug.



RCCS-14 Remote Contactor and Current Control 043688

North/south rotary-motion fingertip control attaches to TIG torch using two hook-and-loop fasteners. Includes 26.5-foot (8 m) cord and 14-pin plug.

Extension Cables for Remote Controls and 24 VAC Wire Feeders

242208025 25 ft. (7.6 m)

242208050 50 ft. (15 m)

242208080 80 ft. (24.3 m)

14-pin plug to 14-pin socket. Not for use with XR-AlumaFeed® or 70 Series MPa feeder.

Cable Connectors and Adapters

Note: XMT 350 power sources are equipped with Dinse-style connectors for secondary connections.

Dinse-Style Connectors

042418 Accepts #4 to #1/0 AWG cable

042533 Accepts #1/0 to #2/0 AWG cable

Kits include one Dinse-style male plug which attaches to the work and/or weld cables and plugs into the Dinse-style receptacles on the power source.

Extension Kit for Dinse-Style Cable Connectors

042419 Accepts #4 to #1/0 AWG cable.

Used to adapt or extend weld and/or work cables. Kit includes one male Dinse-style plug and one in-line female Dinse-style receptacle.

Extensions for Dinse-Style Cable Connectors

134460 Male Dinse-style plug

136600 Female Dinse-style receptacle

Used to adapt or extend weld and/or work cables. Accepts #1/0 to #2/0 AWG cable.

Dinse/Tweco® Adapter 042465

Dinse/Cam-Lok Adapter 042466

One-piece adapter with Dinse-style male plug (to power source) on one end and Tweco or Cam-Lok female receptacle (for weld cable connection) on other end.

Wire Feeders/Guns



ArcReach® SuitCase® 8

951726001 With Bernard® BTB Gun 300 A

951728 With Bernard® Dura-Flux™ gun

ArcReach® SuitCase® 12

951729001 With Bernard® BTB Gun 300 A

951731 With Bernard® Dura-Flux™ gun

Portable feeder designed to run off of arc voltage. Includes BTB Gun gun with AccuLock™ consumables, or Dura-Flux™ gun with Centerfire™ consumables. When paired with an ArcReach power source, provides remote control of the power source without a control cord — saving time and money. See literature M/6.55.



SuitCase® 12RC 951580001

Lightweight, portable wire feeder for a variety of wires up to .062-inch diameter. Holds up to a 12-inch spool of wire. Includes remote voltage control, drive roll kit and Bernard® BTB Gun 300 A with AccuLock™ consumables. See literature M/6.5.



XR-AlumaFeed® SuitCase® 301567

Advanced push-pull wire feeder designed for high-volume, high-production aluminum MIG welding where quality and consistency is a high priority. See literature DC/34.0.



74 MPa Plus

S-74 MPa Plus 951291001

D-74 MPa Plus 951292001

Heavy-duty industrial feeder with features for weld control and programs, plus push-pull aluminum capabilities. Handles a variety of wires up to 5/64 inch. Includes Bernard® BTB Gun 400 A with AccuLock™ consumables. Works synergically with MPa power sources. See literature M/3.0.

Extension Cables

247831025 25 ft. (7.6 m)

247831050 50 ft. (15.2 m)

247831080 80 ft. (24.4 m)

Eleven conductors to support contactor control and remote voltage control on all Miller® electronic CV 14-pin power sources. Additional functions supported when using MPa power sources include synergic pulsed MIG, remote process select and side select capabilities.



Spoolmatic® 30A 130831

One-pound, air-cooled spool gun that extends the weld process range by adding a handy portable system for small wire MIG. Rated at 200 amps at 100% duty cycle. Includes 30-foot (9.1 m) cable assembly. Requires WC-24 Weld Control **137549** for use with 14-pin receptacles, order separately.



WC-24 Weld Control

137549

Required to use Spoolmatic 30A spool gun.

Designed for use with Miller CV power sources with 14-pin receptacles and supplying 24 VAC.

Welding Intelligence™



Insight Core™ 14-pin Module 301072

Easy-to-install module brings Insight Core capabilities to your existing fleet. This simplified, Internet-based weld data solution collects, transmits and presents actionable information to any Web-connected device. Insight Core can help you increase productivity, improve weld quality and manage costs.

Ordering Information Most popular models ◀

Power Source and Options	Stock No.	Description	Qty.	Price
XMT® 350 CC/CV	907161 ◀ 907161011 907161012	208–575 V with Auto-Line™ 208–575 V with Auto-Line™ and auxiliary power 230–460 V with Auto-Line™ and auxiliary power and CE		
XMT® 350 CC/CV MIGRunner™ Packages	951786001 ◀	Power source 907161 with 20 Series Basic feeder <i>Packages also include MIGRunner cart, Bernard® BTB Gun 400 A with AccuLock™ consumables, drive roll kit, 10 ft. 2/0 work cable with clamp, flowmeter regulator with 3 ft. gas hose, and 6 ft. 2/0 weld cable for wire feeder to power source</i>		
XMT® 350 MPa	907366 ◀ 907366011 907366002 907366014	208–575 V with Auto-Line™ 208–575 V with Auto-Line™ and auxiliary power 230–460 V with Auto-Line™ and auxiliary power and CE 208–575 V with Auto-Line™ and Tweco® connectors		
Gas Valve Kit	195286	For XMT 350		
Accessories				
MIGRunner™ Cart	195445	For single feeders		
Running Gear Cylinder Rack	300408	For dual feeders		
Industrial MIG 4/0 Kit with Dinse Connectors	300405 300956	For single feeders For dual feeders		
Cable Connectors and Adapters		See page 6		
Remote Controls				
Wireless Remote Foot Control	301580	Foot control with wireless 90 ft. (27.4 m) operating range		
Wireless Remote Hand Control	301582	Hand control with wireless 300 ft. (91.4 m) operating range		
RFCS-14 HD	301589	Foot control with 20 ft. (6 m) cord and 14-pin plug		
RHC-14	242211020 242211100	Hand control with 20 ft. (6 m) cord Hand control with 100 ft. (30.5 m) cord		
RCC-14	151086	Fingertip control		
RCCS-14	043688	Fingertip control		
Extension Cables (8-conductor)		See page 6		
Wire Feeders/Guns				
ArcReach® SuitCase® 8	951726001 951728	With drive rolls and Bernard BTB Gun 300 A with AccuLock™ consumables With drive rolls and Bernard Dura-Flux™ gun with Centerfire™ consumables		
ArcReach® SuitCase® 12	951729001 951731	With drive rolls and Bernard BTB Gun 300 A with AccuLock™ consumables With drive rolls and Bernard Dura-Flux™ gun with Centerfire™ consumables		
SuitCase® 12RC	951580001	With drive rolls and Bernard BTB Gun 300 A with AccuLock™ consumables		
XR-AlumaFeed® SuitCase®	300509	Advanced push-pull feeder with Profile Pulse™, synergic control, trigger schedule select and lock capabilities. See literature DC/34.0		
70 Series MPa Plus	951291001 951292001	S-74 MPa. With drive rolls and Bernard BTB Gun 400 A with AccuLock™ consumables D-74 MPa. With drive rolls and Bernard BTB Gun 400 A with AccuLock™ consumables		
Extension Cables (11-conductor)		See page 7		
Spoolmatic® 30A Spool Gun	130831	Requires WC-24 for use with 14-pin receptacles		
WC-24 Weld Control	137549	Required for use with Spoolmatic® 30A and power sources with 14-pin		
Bernard® MIG Guns		See Bernard literature SP-BTB		
Welding Intelligence		See page 7		

Date:

Total Quoted Price:

Distributed by:

20 Series

Issued April 2023 • Index No. M/11.0

Constant-Speed Wire Feeder 

Quick Specs

Industrial Applications

Heavy- or light-duty fabrication shops
Trailer manufacturers
Furniture manufacturers
Automotive products
Educational institutions

Processes

MIG (GMAW)
Flux-cored (FCAW)
(gas- and self-shielded)

Input Power

24 VAC, 3.5 A, 50/60 Hz

Wire Feed Speed

75–750 ipm (1.9–19 m/min.)

Wire Diameter Capacity

.023–5/64 in. (0.6–2.0 mm)

Net Weight 46 lb. (21 kg)

20 Series basic model



Packages include Bernard® BTB Gun 400 A, .035/.045-inch V-groove drive rolls and AccuLock™ consumables.

20 Series digital model

Wire feed speed range is 75–750 ipm. This offers a wider operating range than the competition.

Trigger hold control allows operator to make long extended welds without having to hold gun trigger.

Four gear-driven drive rolls offer smooth, positive and accurate wire feed with long, uninterrupted service life.

On-board burnback and motor ramp control offers unmatched starting and stopping performance on a variety of power sources. This helps to ensure positive arc starting performance.

16-gauge sheet metal housing is robust in rough service applications and less prone to damage.

Digital meter and remote voltage control are standard on digital model. Parameter adjustments can be made in weld cell or at a remote location. (Optional on basic model.)

Adjustable run-in control is standard on digital model for better arc-starting performance on a variety of wires. (Optional on basic model.)



Wire feeder is warranted for three years, parts and labor.



Miller Electric Mfg. LLC
An ITW Welding Company
1635 West Spencer Street
P.O. Box 1079
Appleton, WI 54912-1079 USA

Equipment Sales US and Canada
Phone: 866-931-9730
FAX: 800-637-2315
International Phone: 920-735-4554
International FAX: 920-735-4125

MillerWelds.com


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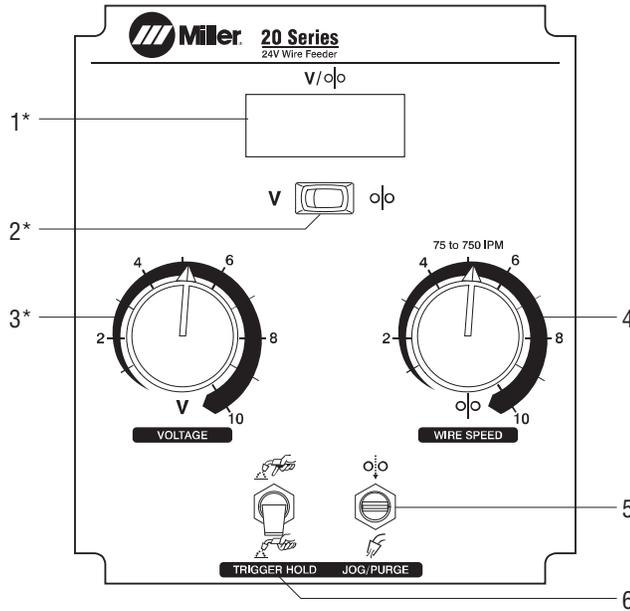
Specifications (Subject to change without notice.)

CV DC (Use with CV, DC power sources.)

Input Power	Input Welding Circuit Rating	Wire Feed Speed	Wire Diameter Capacity	Dimensions	Net Weight
24 VAC, 3.5 A, 50/60 Hz	500 A at 100 V, 100% duty cycle	75–750 ipm (1.9–19 m/min.)	.023–5/64 in. (0.6–2.0 mm)	H: 16 in. (406 mm) W: 12.375 in. (314 mm) D: 27.875 in. (708 mm)	46 lb. (21 kg)

 Certified by Canadian Standards Association to both the Canadian and U.S. Standards.

Control Panels



1. Voltage/Wire Speed Meter*
 2. Voltage/Wire Speed Switch*
 3. Remote Voltage Control*
 4. Wire Speed Control
 5. Jog/Purge Switch
 6. Trigger Hold Switch
- Power On/Off (on rear panel)

*Optional on 20 Series basic model

Drive Roll Kits

Select drive roll kits from chart below according to type and wire size being used. Drive roll kits include four drive rolls, necessary guides and feature an anti-wear sleeve for inlet guide.

Wire Size	V-groove for hard wire 	U-groove for soft wire or soft-shelled cored wires 	V-knurled for hard-shelled cored wires 	U-cogged for extremely soft wire or soft-shelled cored wires (i.e., hard facing types) 
.023/.025 in. (0.6 mm)	087132	—	—	—
.030 in. (0.8 mm)	046780	—	—	—
.035 in. (0.9 mm)	046781	044750	046792	—
.040 in. (1.0 mm)	191917	—	—	—
.045 in. (1.1/1.2 mm)	046782	046785	046793	083319
.052 in. (1.3/1.4 mm)	046783	046786	046794	—
1/16 in. (1.6 mm)	046784	046787	046795	046800
.068/.072 in. (1.8 mm)	—	—	—	—
5/64 in. (2.0 mm)	—	046788	046796	046801

Genuine Miller® Options and Accessories

Digital Meter and Voltage Control

301513 Field

For basic model only, standard on digital.

Dual-function, backlit LCD digital meter with selector switch. The digital meter allows the wire feed speed to be preset in inches per minute or meters per minute. The voltage function, if used with a current Miller-manufactured, electronically controlled, constant-voltage power source, allows the arc voltage to be preset and monitored on the digital display.

Run-In Control 301515 Field

For basic model only, standard on digital.

A separate wire feed speed adjustment to control wire speed prior to arc initiation. This control may be beneficial to aid arc starting with certain types of power sources.



Feeder Cart 142382

A low-profile, creeper cart which allows the operator to easily move the feeder around the work area. Shipped disassembled.

Turntable Assembly 146236

Allows rotation of the feeder as operator changes work positions. This reduces strain and bending on gun cable.



Hanging Bail (Electrically Isolated) 058435

Used for suspending feeder over work area.



Spool Cover 057607

For 12-inch (305 mm) spool.

Spool Adapter 047141

For use with 14-pound (6.4 kg) spool of Lincoln self-shielding wire.



Wire Reel Assembly 108008

For 60-pound (27 kg) coil of wire.

Reel Cover 195412

For 60-pound (27 kg) coil. Helps to protect the welding wire from dust and other contaminants.



PSA-2 Control 141604

Required when using a 20 Series wire feeder with power sources having only 115 V available.

The PSA-2 control can be conveniently mounted on the wire feeder or positioned at the power

source. The control is equipped with a 14-pin receptacle for direct connection of the wire feeder control cord. A short cord with a four-pin amp plug is hard wired to the control. A 10-foot (3 m) interconnecting cord with a four-pin amp for connection to the PSA-2 and Hubbell connectors for older-style Miller CV power sources is included. The PSA-2 control can also be used with competitive power sources requiring a contact closure for contactor control.

Extension Cables for 14-Pin Plugs to 14-Pin Sockets

242208025 25 ft. (7.6 m)

242208050 50 ft. (15.2 m)

242208080 80 ft. (24.4 m)

Provides 14-pin, 24 VAC, contactor and voltage control. Add to the standard 10-foot (3 m) feeder cable to extend feeder farther from power source.

Euro Adapter Kit 164902

Allows European-style welding guns to be used with 20 Series feeders.

Ordering Information

Equipment and Options	Stock No.	Description	Qty.	Price
20 Series Basic Model	301499 951779001	Feeder only With Bernard® BTB Gun 400 A, .035/.045-inch drive rolls and AccuLock™ contact tips		
20 Series Digital Model	301499001 951780001	Feeder only with digital meter, remote voltage control and adjustable run-in control With Bernard® BTB Gun 400 A, .035/.045-inch drive rolls and AccuLock™ contact tips		
Digital Meter and Voltage Control	301513	Field. Standard on digital model		
Run-In Control	301515	Field. Standard on digital model		
Power Sources				
Deltaweld® 350 and 500 Systems		See literature DC/16.5 and DC/16.7		
Dimension™ 650		See literature DC/19.3		
XMT® 350 and 450		See literature DC/18.93 and DC/18.94		
Invision™ 352 MPa and 450 MPa		See literature DC/23.6		
Accessories				
Drive Roll Kits		See page 2		
Feeder Cart	142382			
Turntable Assembly	146236			
Hanging Bail	058435			
Spool Cover	057607			
Spool Adapter	047141			
Wire Reel Assembly	108008			
Reel Cover	195412			
PSA-2 Control	141604			
Extension Cables	242208025 242208050 242208080	25 ft. (7.6 m) 50 ft. (15.2 m) 80 ft. (24.4 m)		
Euro Adapter Kit	164902	Allows European-style welding guns to be used with 20 Series feeders		
Bernard® BTB Guns		See Bernard literature SP-BTB		
Miscellaneous				
Primary Power Cable				
Secondary Weld Cable				
Work Cable with Work Clamp				
Gas Cylinder				
Gas Hose with Fittings				
Flowmeter Regulator				
Welding Wire				
Helmet				
Welding Gloves				

Date:

Total Quoted Price:

Distributed by:

Capital Outlay Request for Pre-Approval

California Department of Education (Revised 1/10/2024)

Attach this form to a quote for the requested item to be purchased by the local educational agency (LEA).

Email the completed form and the quote to your Career Technical Education (CTE) Consultant.

LEA Name: Hamilton Unified

Fiscal Year Allocation 2024-25

Select School Type:

112 State Special Schools 131 Secondary Schools or COE 132 Adult COE/ROP or Community College

Select the type of capital outlay request:

Strengthening Career Technical Education for the 21st Century (Perkins V)

Career Technical Education Incentive Grant (CTEIG)

Capital Outlay is defined as any single item purchase of \$5,000.00 or more. The purchase must meet all of the requirements listed below. Check the box to confirm purchase meets requirement.

Check all that apply:

- Directly relates to a CTE program approved for assistance in the LEA's local plan
- Intended to improve, enhance or expand the CTE program
- "Necessary" and "reasonable" for proper and efficient administration of the CTE programs
- Adds to the district's historical inventory system when received
- Specific to the CTE program – as opposed to a general expense required to carry out the agency's overall responsibilities

Provide information on LEA and the item being purchased in the following fields:

District Street Address: 620 Canal Street

City: Hamilton City

Zip Code: CA

Phone: (530) 826-3261

CTE Coordinator: Janice Lohse

Industry Sector: Agriculture and Natural Resources

Career Pathway: Agriculture Mechanics

CTE Equipment Name: Welders: Multimatic 255, XMT 350, 20Series

Name of School Purchasing: Hamilton High

Cost of item (\$5,000 or More):

Capital Outlay Request for Pre-Approval

California Department of Education

Is total cost split funded? Yes No

Amount of Perkins: Amount of CTEIG: \$ 17,892.60

List other funding source(s) used: Amount of Other Funding Source:

Provide a detailed description of equipment purchase:

The welders would replace the oldest welders in the high school ag mechanics shop. It will be adding pulse welding capability to keep up with industry needs. It will also allow use of welding from the swing arms in the shop to maximize space for building student projects. See attached quote and welder specifications.

List the sequence of courses (including CALPADS course codes) the equipment being purchased will be used for:

Intro to Ag Mechanics 7120, AGRI-02
Ag Mechanics 7121, AGRI-02
Advanced Ag Mechanics 7122, AGRI-02

Using CTE technical standards identify the skill attainment this equipment purchase will provide to CTE students in this career pathway:

B8.0 Understand electric arc welding processes. B8.1 Select, properly adjust, safely employ, and maintain appropriate welding equipment. B8.3 Apply gas metal arc welding, shielded metal arc welding, or flux core arc welding processes to fusion-weld mild steel with appropriate welding electrodes and related equipment. B8.4 Weld a variety of joints in various positions. B9.7 Construct a welding project using any electric welding process.

Can the instructor currently operate the equipment? Yes No

If the instructor cannot currently operate equipment explain below how, when, and by whom training will be provided to allow the instructor to operate the equipment:

FOR CDE USE ONLY

Capital outlay request approver information.

Signature:

Date:

Printed Name:

Title:

Page 2 of 2



CHICO
357 E. PARK AVE
Phone: (530) 342-3589

YUBA CITY
901 W. ONSTOTT FRONTAGE RD.
(530) 671-0225

OROVILLE
2013 LINCOLN BLVD
(530) 534-6556

WOODLAND
106 KENTUCKY AVE
(530) 774-2768

QUOTE
OFFICE COPY



SOLD BY SLIP TO

MJB WELDING SUPPLY, INC.
357 EAST PARK AVE
CHICO CA 95928
530-342-3589

724300851

Customer

Order

Order Date

Page

HAMILTON CITY HIGH SCHOOL AG ACCOUNT
P.O. BOX 488

HAMILTON CITY CA 95951
530-826-3261

Name		Territory		Ship Via		Initials						
HAMILTON CITY HIGH SCHOOL		000016		OUR TRUCK		DD						
Rel #		Salesperson		Other Zone		Order Type						
		000000		00 UPS Zone 0		QTE						
P/O #		Branch		COL/PPD		Route						
QUOTE		000001		PREPAID		011						
Gas P/O#		Status		Ship Date		Username						
						dand						
QTY SHIPPED	UOM	H M	ID NUMBER	DESCRIPTION HAZARD CLASS	LINE NO.	ITEM NUMBER	QTY ORDERED	CYLINDERS SHIP	RETN	VOLUME/WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
			*****	QUOTE *****								
			Quote	Expiration Date: 07/10/2025								
				20'-10/3 input cable and 20' 1/0 ground***								
				** Location: CWH **								
1	EA	Y		UN1956 COMPRESSED GAS, N.O.S. (ARGON, CARBON DIOXIDE) 2.2 ((ARGON, CARBON DIOXIDE 9010 34)	6	AR2 9010347	1	1	0	347	149.4994	97.17
										.00		
								QTY	BIN	WEIGHT		
								BKORD	LOC			
1	EA			MULTIMATIC 255 W/ EZ LATCH CART MULTIPROCESS, 208-575V MILLER *** Serial Numbers Required ***	1	MIL 951767	1	0		.00	4568.95	4568.95
1	EA			CYLINDER - 347 ARGON CO2 9010	4	CYL AR29010347	1	0		.00	476.86	476.86
1	EA			OUT-RIGHT CYLINDER SALE ARGON CO2 9010	5	CP AR29010K	1	0		.00	.00	.00
1	EA			XMT 350 CC/CV 208-575 AUTO-LINE W/AUX POWER *** Serial Numbers Required ***	7	MIL 907161011	1	0		.00	7431.99	7431.99
1	EA			KIT, INDUSTRIAL MIG 4/0 W/DINSE C ONNECTOR	8	MIL 300405	1	0		.00	866.27	866.27
1	EA			CABLE, EXTENSION 24 VAC 14 PIN 8C 25 FT	10	MIL 242208025	1	0		.00	234.00	234.00
1	EA			KIT, DRIVE ROLL & GUIDE TUBE:035 MILLER SERVICE PARTS	11	MIL 046781	1	0		.00	138.52	138.52
1	EA			HAZ MAT FEE FOR ALL GASES	12	HAZ MAT FEE	1	0		.00	21.50	21.50
1	EA			*20 Series Digital, Q4015	13	MIL 951780001	1	0		.00	2722.36	2722.36
20	FT			ESSEX POWER CABLE 10/3	2	CAB AWG 10/3	20	0	CABLE	.00	2.662	53.24

CAUTION: DO NOT USE OIL OR LUBRICANT OF ANY KIND ON CYLINDERS, VALVES, GAUGES, REGULATORS OR ANY OTHER FITTINGS. SUCH USE IS DANGEROUS AND MAY CAUSE EXPLOSIONS.

ALL ACCOUNTS DUE 30 DAYS AFTER THE DATE OF INVOICE UNLESS OTHERWISE SPECIFIED. PLEASE SEE THE INVOICE FOR PAYMENT TERMS. A FINANCE CHARGE EQUAL TO 2.12% PER MONTH WILL BE CHARGED ON ALL AMOUNTS PAST DUE. (30% PER ANNUM ANNUAL PERCENTAGE RATE.)

DELIVERED BY: _____ DATE: _____

RECEIVED BY: _____



CHICO
357 E. PARK AVE
Phone: (530) 342-3589

YUBA CITY
901 W. ONSTOTT FRONTAGE RD.
(530) 671-0225

OROVILLE
2013 LINCOLN BLVD
(530) 534-6556

WOODLAND
106 KENTUCKY AVE
(530) 774-2768

QUOTE
OFFICE COPY

SOLD BY

MJB WELDING SUPPLY, INC.
357 EAST PARK AVE
CHICO CA 95928
530-342-3589

724301599

Customer 10139

Order 0001267059-00

Order Date 06/09/2025

Page 002 OF 002

SHIP TO

HAMILTON CITY HIGH SCHOOL AG ACCOUNT
P.O. BOX 488

HAMILTON CITY CA 95951
530-826-3261

Name	HAMILTON CITY HIGH SCHOOL	Territory	000016	Ship Via	OUR TRUCK	Initials	DD
Rel #	Phone 530-826-3261	Salesperson	000000	Other Zone	00	UPS Zone	0
P/O #	QUOTE	Branch	000001	COL/PPD	PREPAID	Route	011
Gas P/O#		Status		Ship Date		Username	dand
						Date/Time	09-JUN-25 01:09PM
						Order Type	QTE

QTY SHIPPED	UOM	H M	ID NUMBER	DESCRIPTION HAZARD CLASS	LINE NO.	ITEM NUMBER	QTY ORDERED	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
20	FT		***** Quote	***** Expiration Date: 07/10/2025 FLEXAPRENE WELDING CABLE 1/0 AWG	3	CAB AWG 1/0	20	0	CABLE	.00	3.611	72.22
											Subtotal	16683.08
											Tax	1209.52
											Total Sale	17892.60

CAUTION: DO NOT USE OIL OR LUBRICANT OF ANY KIND ON CYLINDERS, VALVES, GAUGES, REGULATORS OR ANY OTHER FITTINGS. SUCH USE IS DANGEROUS AND MAY CAUSE EXPLOSIONS.

ALL ACCOUNTS DUE 30 DAYS AFTER THE DATE OF INVOICE UNLESS OTHERWISE SPECIFIED. PLEASE SEE THE INVOICE FOR PAYMENT TERMS. A FINANCE CHARGE EQUAL TO 2 1/2% PER MONTH WILL BE CHARGED ON ALL AMOUNTS PAST DUE. (30% PER ANNUM ANNUAL PERCENTAGE RATE.)

DELIVERED BY:	DATE:
RECEIVED BY:	

Multimatic® 255

**MIG/Multiprocess Power Source,
Wire Feeder and Gun Package**



Quick Specs

Industrial Applications

Contract welding services
Plant maintenance shops
General fabricators

Processes

MIG (GMAW)
Pulsed MIG (GMAW-P)
Flux-cored (FCAW)
DC stick (SMAW)
DC Lift-Arc™ TIG (GTAW)
Pulsed TIG (GTAW-P)

Input Power Auto-Line™ 208–575 V, single-phase

Rated Output MIG: 230 A at 25.5 V, 60% duty cycle
Stick: 200 A at 28 V, 60% duty cycle
TIG: 275 A at 21 V, 60% duty cycle

Amperage Range 5–350 A

Net Weight Machine only: 84 lb. (38 kg)
Machine with running gear: 148 lb. (67 kg)

Easy to Use. Versatility. Portability.



Built for professionals in the MRO and light manufacturing/fabrication segments who want a smaller, versatile welder with intuitive setup to increase efficiencies and productivity. This 250-amp inverter multiprocess welder is **easy to use**, will deliver **versatility** for faster uptime and performance, while allowing for **portability**.

Easy to Use



Quick and easy setup

Versatility



Multiple processes with only one machine

Portability



Easier to get to the work



Machine only

Machine with running gear



Heavy-duty aluminum two-drive-roll system



Welder is warranted for three years, parts and labor.
Gun warranted for 90 days, parts only.



Miller Electric Mfg. LLC

An ITW Welding Company
1635 West Spencer Street
P.O. Box 1079
Appleton, WI 54912-1079 USA

Equipment Sales US and Canada

Phone: 866-931-9730
FAX: 800-637-2315
International Phone: 920-735-4554
International FAX: 920-735-4125

MillerWelds.com

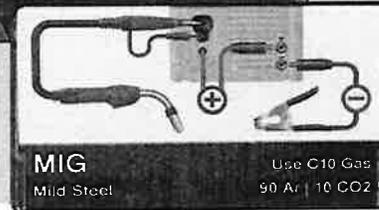


Multimatic® 255 Features and Benefits

Easy to Use



Pulsed MIG setup screen

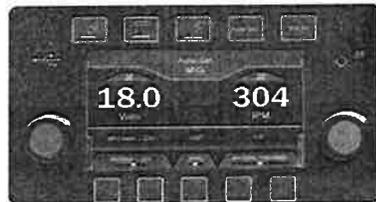


Connection screen for MIG process using C10 gas

Easy-to-understand interface with 7-inch color LCD display ensures proper machine setup and parameter selection, reducing setup time and increasing weld time.

- Quick-access process and weld mode backlit buttons across the top illuminate when active.
- Soft-key buttons below the display change function depending on which screen is displayed. Makes setup or change quick, easy and intuitive.
- Large text for easier readability.
- Intuitive connection setup images.
- Full troubleshooting descriptions versus help errors and look up codes.

Auto-Set™ Elite offers predefined weld settings to increase ease of use and ensure that the job is done right for operators of all skill levels.



- Available for MIG, pulsed MIG, stick and DC TIG processes with the ability to fine-tune your settings.
- Set weld parameters by selecting:
MIG (shown) — wire and gas type, wire diameter and material thickness
Stick — electrode type, electrode diameter and material thickness
DC Lift-Arc™ TIG — remote on/off, tungsten diameter and material thickness

Program mode allows easy save and recall of favorite weld settings.

- Save up to four programs for each process.
- Deliver more productivity by eliminating need to manually set parameters.
- Deliver consistent quality by welders of all skill levels with prequalified settings.
- Minimize supervisor intervention.



MDX-250 MIG gun with AccuLock™ S consumable system features a dual-locked, front-loading liner that optimizes wire feedability.

- Install AccuLock contact tips with a single turn.
- AccuLock liner locks at front and back of gun to align with contact tip and power pin for a flawless wire feed path.
- Durable, ergonomic handle with overmolding improves grip and comfort.
- Ball-and-socket handle with rear swivel for increased gun maneuverability while reducing welder fatigue.



Multimatic® 255 Features and Benefits

Versatility



Multiprocess capabilities include MIG, flux cored, DC stick (6010) and DC Lift-Arc™ TIG welding. The Multimatic 255 also has pulsing capability that allows it to do pulsed MIG and TIG welding.

Compatible with push-pull MIG guns. Increases productivity by allowing the use of 12-inch wire spools versus a spool gun's 4-inch spools. Reduces downtime from changing wire spools.

Auto-Gun Detect™ automatically adjusts voltage, wire speed and timers for faster switching between MIG, push-pull and spool guns.



For portability and reliability Auto-Line™ allows for any single-phase input voltage hookup (208–575 V) with no manual linking, providing convenience in any job setting. Ideal solution for dirty or unreliable power.



Generator compatible. The Multimatic 255 will be able to operate and provide full output when powered by generators with 12,000-watt (12 kW) output or higher. Limited output will occur when used with smaller generators.

Pulsed MIG welding delivers higher quality welds for ALL welders.

- Lower heat input for less distortion on thin materials and better puddle control on out-of-position welds.
- Less spatter minimizes post weld grinding and rework, allowing more welding time.
- Perform welding applications that couldn't be done in the past.
- Ideal for MIG welding aluminum and stainless steel.



Best For	Standard Spray	Pulsed MIG	Short Circuit
Gap Filling	D	B	A
Low Heat Input	D	B	A
Out-of-Position Welds		A	B
Low Spatter	A	A	C
Thick Metals	A	A	D
Thin Metals		B	A
Increased Travel Speed	A	A	B
Aluminum MIG Welding	C	A	C

HOT **COLD**

Ratings A, B, C, and D are relative values. An "A" rating indicates a best fit between your performance needs and process. A "blank" rating indicates that the process is not recommended for that application.

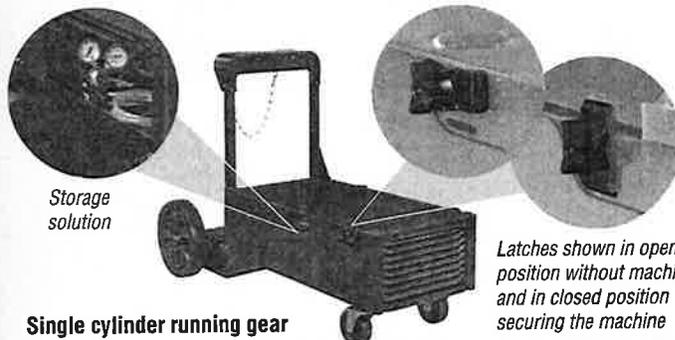
Portability



Weight is reduced by more than 50 percent compared to the Millermatic® 252.

Optional EZ-Latch™ running gear

EZ-Latch running gears are available in single cylinder and dual cylinder models (included with package or can be ordered separately). Operators no longer need to lift machine AND running gear into the truck. Latches secure machine to running gear. Simply loosen the latch retaining knob and rotate latches to disengage machine from running gear for easy portability. Cylinder racks feature bottle forward technology for increased stability when moving along an incline and running gears have built-in storage for accessories. Dual cylinder model includes an elevated gun and cable rack to keep cables off the floor and tangle free.



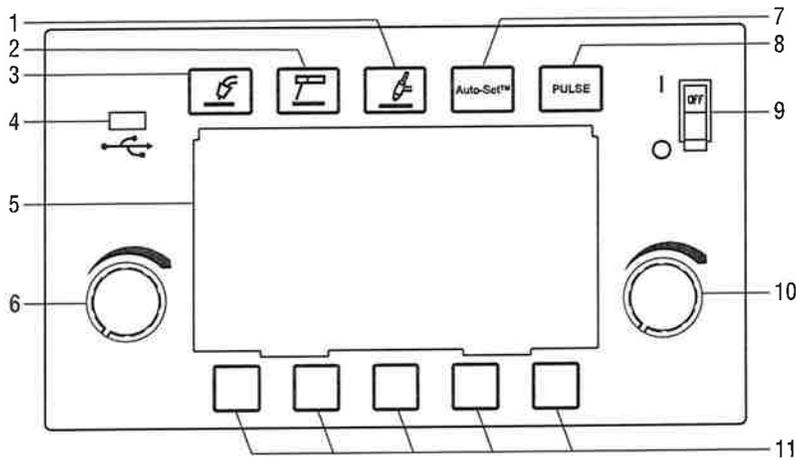
Specifications (Subject to change without notice.)



Welding Process	Welding Amperage Range	Rated Output	Amps Input at Rated Output, 50/60 Hz						Wire Feed Speed	Max. Open-Circuit Voltage	Dimensions	Net Weight
			208 V	240 V	460 V	575 V	KVA	KW				
CV: MIG/flux-cored	20–350 A	230 A at 25.5 V, 60% duty cycle	34.7	29.7	17.1	14.3	8.2	8.2	50–800 ipm (1.3–20 m/min.)	81 VDC	Machine only H: 19.25 in. (489 mm) W: 13.75 in. (349 mm) D: 24.25 in. (616 mm) Machine with running gear H: 32 in. (813 mm) W: 13.75 in. (349 mm) D: 45 in. (1,143 mm)	Machine only 84 lb. (38 kg) Machine with running gear 148 lb. (67 kg)
CC: Stick	30–275 A	200 A at 28 V, 60% duty cycle	33.5	29	16.4	13.6	7.8	7.8	—			
CC: DC TIG	5–275 A	275 A at 21 V, 60% duty cycle	34.1	29.9	17	14.1	8.1	8.1	—			

Certified by Canadian Standards Association to both the Canadian and U.S. Standards.

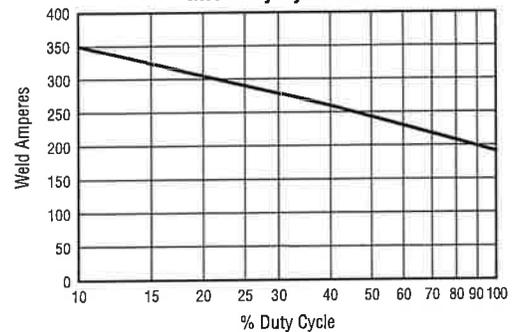
Control Panel



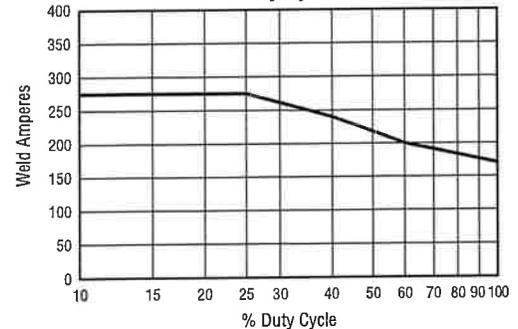
1. TIG Process Button
2. Stick Process Button
3. MIG Process Button
4. USB Port
5. Color LCD Display
6. Left Adjustment Knob
(Adjusts voltage, arc length, pulse frequency or parameter values depending on mode.)
7. Auto-Set Button
8. Pulse Button
9. Power Switch
10. Right Adjustment Knob
(Adjusts wire feed speed, amperage or parameter values depending on mode.)
11. Soft Keys
(Multiple functions depending on screen displayed.)

Performance Data

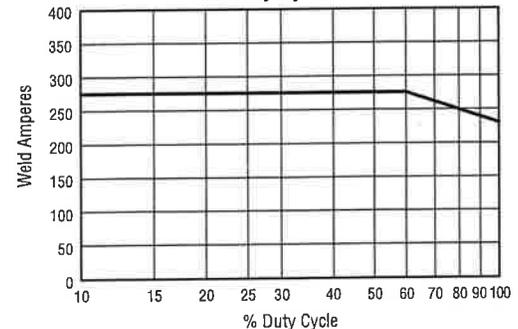
MIG Duty Cycle Chart



Stick Duty Cycle Chart



TIG Duty Cycle Chart



XMT® 350 Series

Multiprocess Welding Power Source 

Quick Specs

Heavy Industrial Applications

Construction
Shipbuilding
Railroad
Truck/trailer manufacturing
Fabrication
Repair shops
Rental fleets
Power generation plants

Processes

MIG (GMAW)/Pulsed MIG (GMAW-P)*
Stick (SMAW)
TIG (GTAW)
Flux-cored (FCAW)
Air carbon arc cutting and gouging (CAC-A)
Rated: 1/4-inch carbons
Capable: 5/16-inch carbons

**Available on select models.*

Input Power Auto-Line™, 208–575 V, requires 3- or 1-phase power

Output Range 10–38 V, 15–425 A

Net Weight 80 lb. (36.3 kg)

Auxiliary Power (optional)
120 V, 10 amps

Portability and excellent arc performance make the XMT family the most popular in the industry.

With multiprocess capabilities and features like Auto-Line, the XMT 350 is portable and versatile for applications from jobsites to the factory floor.



XMT 350 CC/CV shown



Input power management for portability



Lightweight and portable



Best multiprocess capabilities



Power source is warrantied for three years, parts and labor. Original main power rectifier parts are warrantied for five years.



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MillerWelds.com



Choosing the Correct XMT® 350



MOST POPULAR!

XMT 350 CC/CV

Flexibility and simplicity make this the most popular model. It has the core multiprocess capabilities along with the flexibility of a 14-pin for spool guns, feeders, and remote controls.



XMT 350 MPa

Built-in pulse programs for manufacturing and fabrication applications that have benefits for standard steels, high-strength steels and aluminum.

		XMT 350 CC/CV	XMT 350 MPa
Input Power		Auto-Line™ 208–575 V, 3- or -1-phase	
Input Voltage Limits		190–630 V	
Weld Output		350 A at 34 VDC, 60% duty cycle	
Carbon Arc Gouging		Rated: 1/4-inch carbons, Capable: 5/16-inch carbons	
Net Weight		80 lb. (36.3 kg)	
Output Connections		Dinse-style	
Stick/TIG/MIG		●	●
Pulsed MIG			●
Compatible Accessories	Insight Core™	●	●
	ArcReach® SuitCase® Feeders	●	●
	Bench Feeders	●	●
	Spool Guns	●	●
	Remote Controls	●	●

XMT® 350 Series Features

Versatility

AUTO-LINE TECHNOLOGY

For portability and reliability, Auto-Line allows for any input voltage hookup (208–575 V, single- or three-phase) with no manual linking, providing convenience in any job setting. Ideal solution for dirty or unreliable input power.

14-pin receptacle has the flexibility to be used with spool guns, feeders, and remote controls.

Optional 115-volt auxiliary power provides 10 amps of circuit-breaker-protected power for coolant systems, etc.

Insight Core™

Optional Welding Intelligence™ system. XMT CC/CV and MPa models are Insight-capable to monitor weld voltage, amperage, and arc-time and percentage.

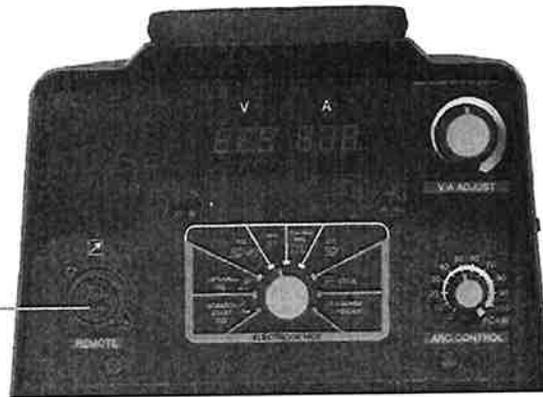
Multiprocess weld quality

High-quality performance in all welding processes.

Adaptive Hot Start™ makes starting stick electrodes easy without creating an inclusion.

Infinite arc control available in the stick and wire modes for easier fine tuning of tough-to-weld materials and out-of-position applications.

Lift-Arc™ provides arc starting that minimizes contamination of the electrode and without the use of high-frequency.



XMT 350 CC/CV panel shown

Reliability

Wind Tunnel Technology™: Internal air flow that protects electrical components and PC boards from dirt, dust and debris... greatly improving reliability.

Fan-On-Demand™ cooling system operates only when needed, reducing noise, energy use and the amount of contaminants pulled through machine.

Lightweight aerospace-grade aluminum case offers protection with the benefit of reduced weight.

Dinse-style weld disconnects provide high-quality weld cable connections.

Note: Two Dinse-style connectors are supplied with each Dinse machine.

Welder friendly control panel

Process selector switch reduces the number of control setup combinations without reducing any features.

Large, dual digital meters are easy to view and are presettable to ease setting weld output.

Ultra-tough, polycarbonate-blended cover protects front controls from damage.

Primary voltage display shows what primary voltage the power source is linked for without removing the side panels. Saves time and assures you that the power source has been correctly linked for available input voltage.

Auto Remote Sense™ enables unit to automatically use remote control if connected to remote control receptacle.

Portability

Jobsite mobility is made easy with a small, compact design and Auto-Line technology.

20 Series

Constant-Speed Wire Feeder 

Quick Specs

Industrial Applications

Heavy- or light-duty fabrication shops
Trailer manufacturers
Furniture manufacturers
Automotive products
Educational institutions

Processes

MIG (GMAW)
Flux-cored (FCAW)
(gas- and self-shielded)

Input Power

24 VAC, 3.5 A, 50/60 Hz

Wire Feed Speed

75–750 ipm (1.9–19 m/min.)

Wire Diameter Capacity

.023–5/64 in. (0.6–2.0 mm)

Net Weight 46 lb. (21 kg)

20 Series basic model



Packages include Bernard® BTB Gun 400 A, .035/.045-inch V-groove drive rolls and AccuLock™ consumables.

20 Series digital model

Wire feed speed range is 75–750 ipm. This offers a wider operating range than the competition.

Trigger hold control allows operator to make long extended welds without having to hold gun trigger.

Four gear-driven drive rolls offer smooth, positive and accurate wire feed with long, uninterrupted service life.

On-board burnback and motor ramp control offers unmatched starting and stopping performance on a variety of power sources. This helps to ensure positive arc starting performance.

16-gauge sheet metal housing is robust in rough service applications and less prone to damage.

Digital meter and remote voltage control are standard on digital model. Parameter adjustments can be made in weld cell or at a remote location. (Optional on basic model.)

Adjustable run-in control is standard on digital model for better arc-starting performance on a variety of wires. (Optional on basic model.)



Wire feeder is warrantied for three years, parts and labor.



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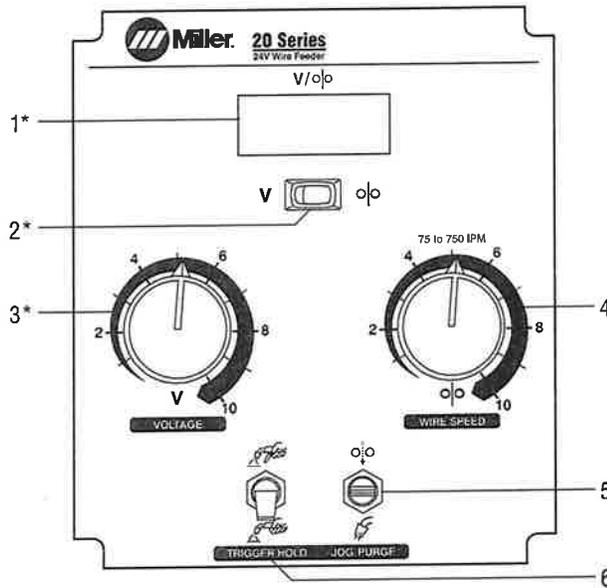
Specifications (Subject to change without notice.)

CV DC (Use with CV, DC power sources.)

Input Power	Input Welding Circuit Rating	Wire Feed Speed	Wire Diameter Capacity	Dimensions	Net Weight
24 VAC, 3.5 A, 50/60 Hz	500 A at 100 V, 100% duty cycle	75–750 ipm (1.9–19 m/min.)	.023–5/64 in. (0.6–2.0 mm)	H: 16 in. (406 mm) W: 12.375 in. (314 mm) D: 27.875 in. (708 mm)	46 lb. (21 kg)

 Certified by Canadian Standards Association to both the Canadian and U.S. Standards.

Control Panels



1. Voltage/Wire Speed Meter*
 2. Voltage/Wire Speed Switch*
 3. Remote Voltage Control*
 4. Wire Speed Control
 5. Jog/Purge Switch
 6. Trigger Hold Switch
- Power On/Off (on rear panel)

*Optional on 20 Series basic model

Drive Roll Kits

Select drive roll kits from chart below according to type and wire size being used. Drive roll kits include four drive rolls, necessary guides and feature an anti-wear sleeve for inlet guide.

Wire Size	V-groove for hard wire 	U-groove for soft wire or soft-shelled cored wires 	V-knurled for hard-shelled cored wires 	U-cogged for extremely soft wire or soft-shelled cored wires (i.e., hard facing types) 
.023/.025 in. (0.6 mm)	087132	—	—	—
.030 in. (0.8 mm)	046780	—	—	—
.035 in. (0.9 mm)	046781	044750	046792	—
.040 in. (1.0 mm)	191917	—	—	—
.045 in. (1.1/1.2 mm)	046782	046785	046793	083319
.052 in. (1.3/1.4 mm)	046783	046786	046794	—
1/16 in. (1.6 mm)	046784	046787	046795	046800
.068/.072 in. (1.8 mm)	—	—	—	—
5/64 in. (2.0 mm)	—	046788	046796	046801

Genuine Miller® Options and Accessories

Digital Meter and Voltage Control 301513 Field

For basic model only, standard on digital.
Dual-function, backlit LCD digital meter with selector switch. The digital meter allows the wire feed speed to be preset in inches per minute or meters per minute. The voltage function, if used with a current Miller-manufactured, electronically controlled, constant-voltage power source, allows the arc voltage to be preset and monitored on the digital display.

Run-In Control 301515 Field

For basic model only, standard on digital.
A separate wire feed speed adjustment to control wire speed prior to arc initiation. This control may be beneficial to aid arc starting with certain types of power sources.



Feeder Cart 142382

A low-profile, creeper cart which allows the operator to easily move the feeder around the work area. Shipped disassembled.

Turntable Assembly 146236

Allows rotation of the feeder as operator changes work positions. This reduces strain and bending on gun cable.



Hanging Bail (Electrically Isolated) 058435

Used for suspending feeder over work area.



Spool Cover 057607

For 12-inch (305 mm) spool.

Spool Adapter 047141

For use with 14-pound (6.4 kg) spool of Lincoln self-shielding wire.



Wire Reel Assembly 108008

For 60-pound (27 kg) coil of wire.

Reel Cover 195412

For 60-pound (27 kg) coil. Helps to protect the welding wire from dust and other contaminants.



PSA-2 Control 141604

Required when using a 20 Series wire feeder with power sources having only 115 V available. The PSA-2 control can be conveniently mounted on the wire feeder or positioned at the power source. The control is equipped with a 14-pin receptacle for direct connection of the wire feeder control cord. A short cord with a four-pin amp plug is hard wired to the control. A 10-foot (3 m) interconnecting cord with a four-pin amp for connection to the PSA-2 and Hubbell connectors for older-style Miller CV power sources is included. The PSA-2 control can also be used with competitive power sources requiring a contact closure for contactor control.

Extension Cables for 14-Pin Plugs to 14-Pin Sockets

242208025 25 ft. (7.6 m)

242208050 50 ft. (15.2 m)

242208080 80 ft. (24.4 m)

Provides 14-pin, 24 VAC, contactor and voltage control. Add to the standard 10-foot (3 m) feeder cable to extend feeder farther from power source.

Euro Adapter Kit 164902

Allows European-style welding guns to be used with 20 Series feeders.

Ordering Information

Equipment and Options	Stock No.	Description	Qty.	Price
20 Series Basic Model	301499 951779001	Feeder only With Bernard® BTB Gun 400 A, .035/.045-inch drive rolls and AccuLock™ contact tips		
20 Series Digital Model	301499001 951780001	Feeder only with digital meter, remote voltage control and adjustable run-in control With Bernard® BTB Gun 400 A, .035/.045-inch drive rolls and AccuLock™ contact tips		
Digital Meter and Voltage Control	301513	Field. Standard on digital model		
Run-In Control	301515	Field. Standard on digital model		
Power Sources				
Deltaweld® 350 and 500 Systems		See literature DC/16.5 and DC/16.7		
Dimension™ 650		See literature DC/19.3		
XMT® 350 and 450		See literature DC/18.93 and DC/18.94		
Invision™ 352 MPa and 450 MPa		See literature DC/23.6		
Accessories				
Drive Roll Kits		See page 2		
Feeder Cart	142382			
Turntable Assembly	146236			
Hanging Bail	058435			
Spool Cover	057607			
Spool Adapter	047141			
Wire Reel Assembly	108008			
Reel Cover	195412			
PSA-2 Control	141604			
Extension Cables	242208025 242208050 242208080	25 ft. (7.6 m) 50 ft. (15.2 m) 80 ft. (24.4 m)		
Euro Adapter Kit	164902	Allows European-style welding guns to be used with 20 Series feeders		
Bernard® BTB Guns		See Bernard literature SP-BTB		
Miscellaneous				
Primary Power Cable				
Secondary Weld Cable				
Work Cable with Work Clamp				
Gas Cylinder				
Gas Hose with Fittings				
Flowmeter Regulator				
Welding Wire				
Helmet				
Welding Gloves				

Total Quoted Price:

Date:

Distributed by:





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Customer 10139

Order 0001267059-00

Order Date 06/09/2025

Page 001 OF 002

SHIP TO

HAMILTON CITY HIGH SCHOOL AG ACCOUNT
P.O. BOX 488

HAMILTON CITY CA 95951
530-826-3261

Name	HAMILTON CITY HIGH SCHOOL	Territory	000016	Ship Via	OUR TRUCK	Initials	DD
Rel #	Phone 530-826-3261	Salesperson	000000	Other Zone	00 UPS Zone 0	Order Type	QTE
P/O #	QUOTE	Branch	000001	COL/PPD	PREPAID	Route	011
Gas P/O#		Status		Ship Date		Username	dand
Date/Time	09-JUN-25 01:09PM						

QTY SHIPPED	UOM	H M	ID NUMBER	DESCRIPTION HAZARD CLASS	LINE NO.	ITEM NUMBER	QTY ORDERED	CYLINDERS SHIP	RETN	VOLUME/WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
1	EA	Y	***** Quote	QUOTE ***** Expiration Date: 07/10/2025 20'-10/3 input cable and 20' 1/0 ground*** ** Location: CWH ** UN1956 COMPRESSED GAS, N.O.S. (ARGON, CARBON DIOXIDE) 2.2 ((ARGON, CARBON DIOXIDE 9010 34)	6	AR2 9010347	1	1	0	347	149.4994	97.17
								QTY BKORD	BIN LOC	WEIGHT		
1	EA			MULTIMATIC 255 W/ EZ LATCH CART MULTIPROCESS, 208-575V MILLER *** Serial Numbers Required ***	1	MIL 951767	1	0		.00	4568.95	4568.95
1	EA			CYLINDER - 347 ARGON CO2 9010	4	CYL AR29010347	1	0		.00	476.86	476.86
1	EA			OUT-RIGHT CYLINDER SALE ARGON CO2 9010	5	CP AR29010K	1	0		.00	.00	.00
1	EA			XMT 350 CC/CV 208-575 AUTO-LINE W/AUX POWER *** Serial Numbers Required ***	7	MIL 907161011	1	0		.00	7431.99	7431.99
1	EA			KIT, INDUSTRIAL MIG 4/0 W/DINSE C ONNECTOR	8	MIL 300405	1	0		.00	866.27	866.27
1	EA			CABLE, EXTENSION 24 VAC 14 PIN 8C 25 FT	10	MIL 242208025	1	0		.00	234.00	234.00
1	EA			KIT, DRIVE ROLL & GUIDE TUBE.035 MILLER SERVICE PARTS	11	MIL 046781	1	0		.00	138.52	138.52
1	EA			HAZ MAT FEE FOR ALL GASES	12	HAZ MAT FEE	1	0		.00	21.50	21.50
1	EA			*20 Series Digital, Q4015	13	MIL 951780001	1	0		.00	2722.36	2722.36
20	FT			ESSEX POWER CABLE 10/3	2	CAB AWG 10/3	20	0	CABLE	.00	2.662	53.24

CAUTION: DO NOT USE OIL OR LUBRICANT OF ANY KIND ON CYLINDERS, VALVES, GAUGES, REGULATORS OR ANY OTHER FITTINGS. SUCH USE IS DANGEROUS AND MAY CAUSE EXPLOSIONS.

ALL ACCOUNTS DUE 30 DAYS AFTER THE DATE OF INVOICE UNLESS OTHERWISE SPECIFIED. PLEASE SEE THE INVOICE FOR PAYMENT TERMS. A FINANCE CHARGE EQUAL TO 2 1/2% PER MONTH WILL BE CHARGED ON ALL AMOUNTS PAST DUE. (30% PER ANNUM ANNUAL PERCENTAGE RATE.)

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724301599

Customer 10139

Order 0001267059-00

Order Date 06/09/2025

Page 002 OF 002

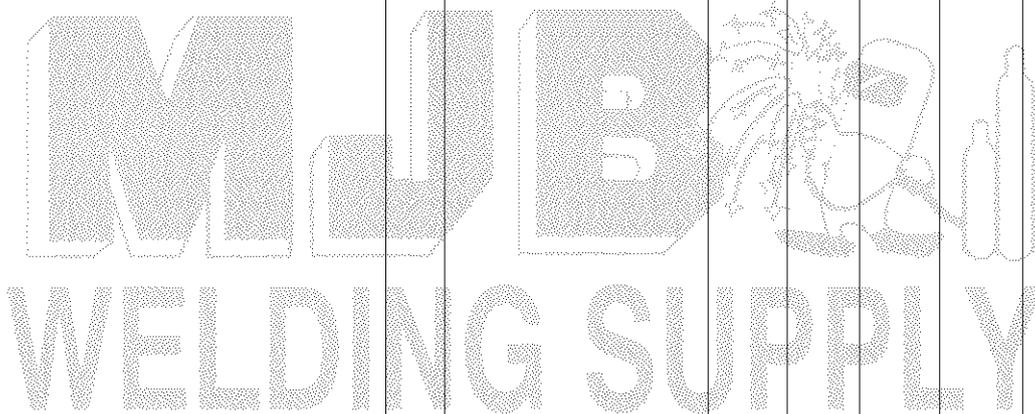
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HAMILTON CITY CA 95951
530-826-3261

Name	HAMILTON CITY HIGH SCHOOL	Territory	000016	Ship Via	OUR TRUCK	Initials	DD
Rel #	Phone 530-826-3261	Salesperson	000000	Other Zone	00	UPS Zone	0
P/O #	QUOTE	Branch	000001	COL/PPD	PREPAID	Route	011
Gas P/O#		Status		Ship Date		Username	dand
						Date/Time	09-JUN-25 01:09PM
						Order Type	QTE

QTY SHIPPED	UOM	H M	ID NUMBER	DESCRIPTION HAZARD CLASS	LINE NO.	ITEM NUMBER	QTY ORDERED	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
20	FT		***** Quote	***** Expiration Date: 07/10/2025 FLEXAPRENE WELDING CABLE 1/0 AWG	3	CAB AWG 1/0	20	0	CABLE	.00	3.611	72.22
											Subtotal	16683.08
											Tax	1209.52
											Total Sale	17892.60



CAUTION: DO NOT USE OIL OR LUBRICANT OF ANY KIND ON CYLINDERS, VALVES, GAUGES, REGULATORS OR ANY OTHER FITTINGS. SUCH USE IS DANGEROUS AND MAY CAUSE EXPLOSIONS.

ALL ACCOUNTS DUE 30 DAYS AFTER THE DATE OF INVOICE UNLESS OTHERWISE SPECIFIED. PLEASE SEE THE INVOICE FOR PAYMENT TERMS. A FINANCE CHARGE EQUAL TO 2 1/2% PER MONTH WILL BE CHARGED ON ALL AMOUNTS PAST DUE. (30% PER ANNUM ANNUAL PERCENTAGE RATE.)

DELIVERED BY:	DATE:
RECEIVED BY:	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. o	Date: 6/25/2025
Agenda Item Description: Cabinets for Ag Science Classroom	
Background: The Ag Science classroom needs lockable storage for lab supplies. These would store Ag Science and World Foods class supplies that should be locked up. Individual items cost less than capital outlay expenditures that need approval, but this is a large expenditure so we are requesting board approval. Ag teachers are all at the ag teacher conference in San Luis Obispo. Please call if there are any questions.	
Status: Classroom has large closet and open shelving. Locking cabinets for lab supplies would be beneficial.	
Fiscal Impact: \$16,082.19 from CTEIG Funds	
Educational Impact: Student Supply and Lab Storage	
Recommendation: Do Approve Purchase of Cabinets for Ag Science Classroom	



AG Educational Furniture & Training Equipment
P. O. Box 170339 Spartanburg, SC 29301
Phone: (864) 256-0621

Date: April 10, 2025	Quotation	Quote # TW-250410-001
Prepared for:		
Ashley Thorpe athorpe@husdschools.org Hamilton High School 620 Canal St. Hamilton City, CA 95951		Ph. (530) 826-3261 Cell: (530) 592-5029 Fax (530) 826-0440
Delivery: 60 to 90 Days A.R.O	FOB: Destination	Terms: Net 30 Days
CAT:	File Name: Hamilton High School - Ashley Thorpe - Quote #TW-250410-001	Web Order #
Qty	Module	Description

PRICES FIRM FOR 90 DAYS FROM DATE OF QUOTATION
AFTER 90 DAYS CUSTOMER MUST CONTACT US FOR
CURRENT PRICES

Furniture Items

Qty	Module	Description	Unit	Extended
1	AG-DTL-3624-0400	Base Cabinet, Wide-Width - Four Drawer Dimensions: 36"W x 24"D x 34"H	\$2,555.00 \$	2,555.00
1	AG-DTL-3624-0000	Base Cabinet, Wide-Width - Two-Door Cabinet Dimensions: 36"W x 24"D x 34"H	\$1,425.00 \$	1,425.00
1	AG-DTL-3624-POS	Pull-Out Shelf Option for Two-Door Base Cabinet	\$390.00 \$	390.00
1	AG-WS-2472.M	DTL Bench Work Surface - Maple Dimensions: 72"W x 24"D x 1-3/4"Thk.	\$755.00 \$	755.00
2	AG-DTW-1236-2400	Standard Front Upper Wall Cabinets - Double Door Dimensions: 36"W x 12"D x 24"T	\$1,150.00 \$	2,300.00
1	AG-EX-784-WR	Full-Width Wardrobe Cabinet; Upper Shelf and Closet Rod; 6" Legs w/ Floor Tabs Dimensions: 48"W x 24"D x 84"H;	\$2,475.00 \$	2,475.00
1	AG-EX-784-1	Extreme Duty Cabinet; Adjustable Shelves (4) Dimensions: 48"W x 24"D x 84"H;	\$2,875.00 \$	2,875.00

--- Installation Not Included ---

Sub Total	\$ 12,775.00
Freight	\$ 2,381.00
California Sales Tax (7.25%)	\$ 926.19
Total:	\$ 16,082.19

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. p	Date: 6/25/2025
Agenda Item Description: Purchase of Toyota Forklift	
Background: Hamilton Adult School has been providing Forklift Training since 2015. Over the years, Hamilton Adult School has relied heavily in borrowing the Toyota Forklift from the Ag Department for this purpose. While this was a tradeoff between Adult Ed., and the Ag Department, and has served well, it is in the best interest for both to approve Hamilton Adult School the purchase of a forklift that will support ongoing trainings, and release some of the burden from the Ag Department.	
Status: The Ag Department shares their small Toyota Forklift eight times per year for training adults. Fuel and annual maintenance for the Toyota Forklift has been paid for by Adult Ed for approx. 9 years.	
Fiscal Impact: New Toyota Forklift: 50-8FGU25 Price: \$44,213.42 Used Toyota Forklift: 8FGU25 Price: \$23,900 Plus, applicable taxes Service Support Option 36 month \$799.00	
Educational Impact: The Forklift Certification Training will provide job-ready skills that will enhance individual's employability skills that contribute to the overall workforce and economic development.	
Recommendation: Approve Purchase of Toyota Forklift.	

To: Hamilton Adult School
535 Sacramento Ave
Hamilton, CA 95951

Attn: Silvia Robles
(530) 826-3261 x 3005

Date: Fri, 9 May 2025

Quote ID: 58146-1-v1

Sales Rep: Dan Selph

Sales Rep Phone: (916) 997-0016

Sales Rep Email: dselph@total-ind.com

Product	Description	Qty		Amount
Toyota : 8FGU25	Used 5,000Lb LP Forklift	1	\$23,900	\$23,900

Make : Toyota
Model : 8FGU25
Unit I.D. : U26563
Year : 2013
Hour Meter : 4814
BUDGET READY - Retired Rental Unit - R8050
189" Triple Stage Mast
Side Shift
4 Way Hydraulics
48" Forks
Solid Air Style Tires
Lighting Package
Strobe Light and Back Up Alarm



Photo may not represent quoted equipment.

Standard Warranty This Equipment is offered with our standard warranty package, which includes a (6) month major component warranty and (30) days full parts and labor. Batteries in Electric Forklifts will be inspected with gravity and acid level adjustments. Tires will have 70% or greater remaining tread lift. Hoses will be in good operating condition and free from bulges and/or leaks. The operator seat will be free from tears and holes.

Payment: COD or Signed Lease/Loan Documents

Total: \$23,900 Plus, applicable taxes

FOB: Delivered **Finance/Notes** Hard Copy PO

Delivery ETA: In Stock 3-4 Weeks ARO

Terms & Conditions: Your proposal on this signature constitutes the order. Prices are exclusive of any sales or use taxes now in force or which may be made effective in the future by any federal, state & local governments. Quoted lease and finance payments are subject to credit approval and interest rates at the time of delivery. This Quotation (Order) is subject to RJMS Corp general Terms & Conditions V2, Dated July 2022. This quotation is valid for (15) days.

Sincerely,

Total Industries Material Handling

By:

Name: Dan Selph

Title: Sales Representative

Accepted: Hamilton Adult School

Signature:

Name:

Title:

Date:

May 09, 2025

Silvia Robles
Hamilton Adult School
535 Sacramento Ave
Hamilton City, CA 95951-9665

Dear Silvia,

We are pleased to submit the attached Toyota CLASS V (I.C. FORKLIFT) quotation for your review and approval.

As an authorized Toyota dealer, Total Industries can provide the high-quality equipment and service you would expect from the world's leading forklift manufacturer. This quotation reflects our understanding of your forklift needs, combined with a careful configuration of the appropriate equipment and options.

To place your order, please sign and date the quotation where indicated and return to me. If you have any questions, please contact me.

Thank you for your interest in our company and our Toyota products. We look forward to being of valuable service to you for your material handling needs.

Sincerely,

Dan Selph

Phone: 916-997-0016
Email: dselph@total-ind.com

To: Hamilton Adult School
535 Sacramento Ave
Hamilton City, CA 95951-9665

Date: May 09, 2025
Quote No: 013085860

Attn: Silvia Robles

Phone: 530-826-3261

We respectfully submit this quotation for the following NEW Toyota Internal Combustion Lift Truck (1 each):

Toyota...Proud to be the world's #1 forklift manufacturer!

TOYOTA MODEL 50-8FGU25, Internal Combustion Lift Truck, quality engineered with the following specifications:

- Pneumatic Tires
- LP Gas Powered - UL Type "LP" Rating

This forklift is equipped with a 3-Way Catalytic Muffler System as standard equipment and conforms to current Federal EPA and California ARB regulations for off-road large spark ignited engines.

SYSTEM OF ACTIVE STABILITY™ (SAS)

Toyota's industry exclusive System of Active Stability (SAS) helps reduce lift truck instability by electronically monitoring and controlling various functions of the lift truck.

- **Active Control Rear Stabilizer:**
Various lift truck sensors simultaneously monitor vehicle speed, fork height, load weight, and vehicle yaw (or angular acceleration). Should the operator inadvertently place the truck in a potentially unstable lateral condition, the sensors trigger the SAS controller to activate the Active Control Rear Stabilizer to help reduce the likelihood of a lateral tip over. (Note: Does not apply to dual drive configured models)
- **Active Mast Function Controller (AMC):**
Should the operator inadvertently place the lift truck in a potentially unstable longitudinal condition, these same sensors trigger the SAS controller to activate the AMC, which limits forward tilt and/or tilt back speed to help reduce the likelihood of a longitudinal tip over.



Photo may portray optional equipment not included in your quotation.

AUTOMATIC FORK LEVELING

Toyota's Automatic Fork Leveling feature increases productivity while reducing damage with a push of a button. By depressing the Automatic Fork Leveling button during forward tilt, operators are quickly and easily able to level the forks.

PREMIUM, 4-WAY ADJUSTABLE, FULL SUSPENSION SEAT WITH ORANGE, NON-CINCHING SEAT BELT

Operator comfort is taken to a new level with Toyota's Premium, 4-way adjustable, full suspension vinyl seat. With lumbar, weight, tilt, and almost 6 inches of fore/aft adjustability, your operators will be comfortable and productive throughout their shift. Standard orange, non-cinching seat belt provides additional comfort in applications requiring frequent reverse travel.

LCD MULTI-FUNCTION DISPLAY II

Features on the new MFD II include data log functions, fuel information, & operation data log all with QR code output; fuel gauge (excluding LP); and password protected administrator level access that can manipulate functions such as travel, vehicle management, and operation data log functions.

Mast	3-Stage (FSV) mast with full free lift provides excellent visibility to load and fork tips, while providing smooth, quiet and consistent operation. Mast Specifications: <ul style="list-style-type: none">• Maximum Fork Height - 189.0"• Overall Lowered Height - 84.5"• Over Head Guard Height - 83.10"• Free Lift - 36.4" with standard Load Backrest
Lifting Capacity	Base Model Capacity – 5,000 lbs @24" load center Actual Capacity, based on quoted specifications - 3,750 lbs @24" load center to 189.0" MFH <i>Actual capacity ratings stated above are based on standard features, options, and attachments available through Toyota at the time of quoting. Non-standard features, options, and attachments may affect actual capacity ratings. Please contact your Toyota sales representative for additional information.</i>
Tilt	6 degrees forward and 6 degrees backwards
Carriage	ITA Hook Type 40" Carriage
Load Backrest	48" High Load Backrest
Attachments	Cascade 40" Hang-on Sideshifter (Includes 3rd Function Internal Hosing)
Speeds	Travel Speed: 11.20 mph Lift Speed: 118 fpm
Engine	2.2L 4Y-US Industrial LP Engine 136 cubic inch displacement, 4 cylinder, overhead valve (OHV) Net Torque Rating: 112 @ 1800 rpm SAE ft-lb Net Horsepower Rating: 51 @ 2570 rpm SAE HP
Transmission	Automatic Transmission

Steering

Load Sensing Hydrostatic Power Steering with Tilt Steering Column

Wheels and Tires

Front Tires: 7.00-12-12PR (Pneumatic Wide Tread)
Rear Tires: 6.00-9-10PR (Pneumatic)

**Additional
Equipment
Included**

- **UL Approved Model Type "LP" (tank not included)**
- **Pre-cleaner**
- **Steering Wheel with Knob**
- **Synchronized Steering**
- **Rear View Mirrors (Left & Right Sides)**
- **Radiator Screen**
- **Adjustable Volume Back-up Alarm (Smart Alarm)**
- **Rear Assist Grip with Horn Button**
- **Pencil / Tape Holder (Mounted on Overhead Guard Leg)**
- **Fire Extinguisher**
- **LED Strobe Light (Amber)**
- **LED Rear Combination Lights**
- **Front Solid Pneumatic Tires - Including Quick Heel Style Rims**
- **Rear Solid Pneumatic Tires - Including Quick Heel Style Rims**
- **Single Narrow Tread (FSV Mast 189 and higher)**
- **TK20- 2020 New Standards**
- **FRKCL2484**
- **8LPTANK1532**

**Other Outstanding
Toyota Features**

- **Operator Presence Sensing System (OPSS)**
- **Fully Stamped Steel Side Panels**
- **Electronic Speed Control**
- **Weather Protected Electrical System**
- **Unparalleled Fork Tip Visibility**
- **Foot Activated Park Brake with High Mount Release**
- **Electronic Shift Control**
- **7" Cyclone Air Cleaner**
- **Fully Insulated Stamped Steel Engine Hood**
- **Dual Operator Assist Grips**
- **Oversized Cup Holder**
- **Heavy Duty, Non-Slip Rubber Floor Mat**

Some standard items listed within this quotation may be replaced or altered due to optional equipment.

**MyInsights
(Telematics)**

Standard telematics provided on most Toyota forklifts deliver valuable insights and actionable data for your business. Increase uptime, optimize your fleet, and view

detailed analytics by completing your free registration at my.toyotaforklift.com today!

Standard Insights:

- Hour Meters
- Error Codes
- Impact Detection
- Location Tracking

Warranty

12 Months or 2,000 hours whichever occurs first: Basic
 36 Months or 6,000 hours whichever occurs first: Powertrain

Warranty coverage for non-standard option components will be covered by the manufacturer of that component and not covered under the Toyota forklift standard or powertrain warranty.

We offer a Toyota factory authorized warranty on all new Toyota Material Handling Equipment.

Investment

Price-Toyota Model 50-8FGU25 as specified above:	\$44,213.42	Each
Net Price:	\$44,213.42	Each

Financing and Maintenance

Toyota Industries Commercial Finance has been providing effective finance solutions to customers since 1985. As Toyota Material Handling's captive finance partner, we are committed to offering customized financing solutions, tailored financing terms, unmatched industry experience, ultimate transparency, and an unparalleled understanding of your unique business needs. In addition, Full Maintenance and Planned Maintenance programs are available.

Terms and Conditions

Payment: COD or Signed Lease / Loan Documents
 Delivery: Will advise at time of order
 A Storage fee of \$20 per unit per day will be charged for units held 7 days beyond our agreed Delivery Date.
 A 25% deposit will be required for any order of a Non-Standard specification

forklift.

F.O.B.: Delivered

Prices are exclusive of any sales or use taxes now in force or which may be made effective in the future by any federal, state, or local governments.

Lease offerings subject to credit approval.

Performance and specifications stated are based on specific testing and operating conditions. Actual performance and specifications may vary based on application, option configuration, operating conditions, and environmental factors.

Some options and configurations may void UL.

Conditions subject to change to those in effect at time of delivery.

Your signature on this proposal constitutes an order.

This Quotation {Order} is subject to RJMS Corp General Terms & Conditions V2, Dated July 2022.

This quotation is valid for (7) Days

All Financing Quotes are estimates and subject to current interest rates at the time of delivery.

PRE-SHIPMENT PRICE INCREASES

Seller may, on one or more occasions, increase the price of the ordered equipment, and customer shall pay the increased prices, if up to 30 days prior to date of shipment, (a) the U.S. Material Handling Equipment Producer Price Index ("MHEPPI") has increased four percent (4%) or more as compared to the MHEPPI as of the date of customer's proposal acceptance; or (b) the manufacturer of the equipment increases the price the seller pays the manufacturer for the ordered equipment due to any new or increased government fees, tariffs or duties. Price increases will correlate to, as applicable, the percentage increase in the MHEPPI or manufacturer price increase.

TELEMATICS AND DATA COLLECTION

The equipment in this proposal is enabled with the MyInsights system ("System") which collects certain location and operational data concerning the equipment and transmits it to Toyota Material Handling, Inc. for processing and analytics. This proposal is subject to the contractual terms and data usage policies for the System found at <https://www.toyotaforklift.com/myinsights-legal> ("System Terms"). Acceptance of this proposal, or otherwise using the equipment, constitutes acceptance of the System Terms and the formation of an agreement between Customer and Toyota Material Handling, Inc. based on the System Terms. Customer may opt-out of data collection features for the System as provided in the System Terms. Failure to opt-out signifies Customer's consent and agreement to the collection and usage of data in accordance with the System Terms.

Servicing Dealer Total Industries
2660 Port St,
West Sacramento, CA, 95691-3506
Phone:916-376-0500

Sincerely,
Total Industries

Accepted:
Hamilton Adult School

Cash Price \$ _____
Financed Payment* \$ _____ *Per Month* _____ *Months*

By: _____
Name: Dan Selph
Title:

By: _____
Name: _____
Title: _____
Date: _____

*Financing requires credit approval. Terms and conditions are subject to change.

Toyota 360 Support Options
 (not included in this quotation)

Item	Price	Accepted*
1. Toyota 360 Support Plus 3 36 Months/6,000 Hrs Carriage to Counterweight Warranty 60 Months/6,000 Hrs Major Parts and Component Warranty Up to First (4) PM's Included (Parts and Labor)	\$799	_____
2. Toyota 360 Support Plus 4 48 Months/8,000 Hrs Carriage to Counterweight Warranty 60 Months/8,000 Hrs Major Parts and Component Warranty Up to First (4) PM's Included (Parts and Labor)	\$999	_____
3. Toyota 360 Support Plus 5 60 Months/10,000 Hrs Carriage to Counterweight Warranty 60 Months/10,000 Hrs Major Parts and Component Warranty Up to First (4) PM's Included (Parts and Labor)	\$1199	_____

* Customer: please signify acceptance of an option by initialing in the space provided.



*Not applicable to all models. See here for more details: www.ToyotaForklift.com/360-support-encl

HAMILTON UNIFIED SCHOOL DISTRICT
LCAP/BUDGET SPECIAL MEETING & PUBLIC HEARING AGENDA
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951
 Wednesday, June 18, 2025

6:00 p.m. Public Hearing Opens

Hamilton Unified School District Board Meetings are open to the public. Please join the meeting by attending in person or via the livestream on Facebook Live on the District's Facebook Group page or through the below Zoom link or dial by phone as listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84341383578?pwd=VS9GOHpOS2JaNk90bEFTR2dqOG5NQOT09>

Meeting ID: 843 4138 3578

Passcode: board



Or join by phone:

+1 669 900 6833

Meeting ID: 843 4138 3578

Passcode: 501070

1.0 OPENING BUSINESS: 5:33 pm

a. Call to order and roll call

- | | | |
|-------------------------------------|------------|--------------------|
| ✓ Hubert "Wendell" Lower, President | ✓ Ray Odom | ✓ Rod Boone, Clerk |
| ✓ Gabriel Leal | | |

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 54956.8, Conference with Real Property Negotiators
 Property: 325 Capay Avenue (adjacent to Hamilton Elementary School)
 Agency Negotiators: Dr. Jeremy Powell, Superintendent; Kristen Hamman, Chief Business Official
 Negotiating Parties: Olivarez Family and Hamilton Unified School District
 Under Negotiation: Price and Terms of Payment
- b. Government Code Section 54957, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.

5.0 PUBLIC SESSION/FLAG SALUTE: [Lead by Wendell Lower](#)

6.0 ADOPT THE AGENDA: (M)

a. [Mr. Lower advised that action items 11.0 a. and b. would be heard first.](#)

[Motion to adopt agenda with change Mr. Boone 2nd by Mr. Odom](#)

[Motion Carried 3-0](#)

Leal: ABSENT	Lower: AYE
Boone: AYE	
Odom: AYE	

7.0 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.
None.

Gabriel Leal entered the meeting at 6:07 pm.

8.0 DISCUSSION ITEM:

- a. Interview Applicant/s to Fill Board Vacancy
 - i. Interview of applicant was held.
 - ii. Ellese Mello, Rocio Jauregui and Gee Singh spoke in support of applicant.

9.0 CLOSE REGULAR MEETING & OPEN PUBLIC HEARING:

- a. 2025-26 District Budget
 - i. Mrs. Hamman reviewed.
 - ii. Rocio Jaregui and Maria Reyes commented.

- b. 2025-26 Local Control Accountability Plan (LCAP)
 - i. 2025-26 Local Control and Accountability Plan (LCAP)
 - ii. 2025-26 Budget Overview for Parents
 - 1. Dr. Powell reviewed.

10.0 CLOSE PUBLIC HEARING & RE-OPEN REGULAR MEETING at 7:11 pm.

11.0 ACTION ITEMS:

- a. Approve 2025-26 Education Protection Account (EPA) Budget and Spending Plan
 - i. Mrs. Hamman reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 3-0

Leal: ABSENT	Lower: AYE
Boone: AYE	
Odom: AYE	

- b. Approve Ag Truck for CTE Pathway at HHS with CTEIG Grant Funding
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 3-0

Leal: ABSENT	Lower: AYE
Boone: AYE	
Odom: AYE	

12.0 ADJOURNMENT: 7:12 pm

X

Rod Boone
HUSD Board Clerk

X

Jeremy Powell
HUSD Superintendent

**HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951**

Wednesday, May 28, 2025

www.husdschools.org

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

Hamilton Unified School District Board Meetings are open to the public. Please join the meeting by attending in person or via the livestream on Facebook Live on the District's Facebook Group page or through the below Zoom link or dial by phone as listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/4968739639?pwd=RUw1Qk5hZFVNTDh3RVFuMm9tVDBCQT09>

Meeting ID: 496 873 9639

Passcode: 123456789



Dial by phone:

+1 669 900 6833 US

Meeting ID: 496 873 9639

Passcode: 123456789

1.0 OPENING BUSINESS:

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

✓	Hubert "Wendell" Lower, President	✓	Ray Odom	✓	Rod Boone, Clerk
✓	Gabriel Leal				

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. [5:31 pm](#)

- a. Government Code Section 54957, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.
- b. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- c. Conference with labor Negotiator Gov. Code sec. 54957.6, subd. (a). Agency designated representative: Dr. Jeremy Powell; Employee Organization: Hamilton Teachers Association.
- d. Public Employee Performance Evaluation. Government Code section 54957, subdivision (b)(1). Superintendent.

Report out action taken in closed session. [The Board gave the Superintendent a satisfactory evaluation.](#)

5.0 PUBLIC SESSION/FLAG SALUTE: [Lead By Gabe Leal.](#)

6.0 ADOPT THE AGENDA: (M)

Motion to adopt agenda Mr. Leal 2nd by Mr. Boone.

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

7.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports
 - i. [The Board took a Moment of Silence in remembrance of Board Member Genaro Reyes.](#)
- b. ASB President and Student Council President Reports
 - i. Hamilton High School – Isabel Rivera
 - ii. Hamilton Elementary School – Jayla Hernandez
 - 1. [Ms. Hernandez presented.](#)
- c. District Reports (written)
 - i. Technology Report by Frank James
 - ii. Nutrition Services Report by Erendida Moreno
 - iii. Operations Report by Alan Joksch
 - iv. Jolene Towne, Human Resources & State and Federal Programs
- d. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal
 - 1. [Mr. Tellechea presented.](#)
 - ii. Maria Reyes, District Dean of Students
 - iii. Cris Oseguera, Hamilton High School Principal
 - 1. [Mr. Oseguera presented.](#)
 - iv. Silvia Robles, Adult School
- e. Chief Business Official Report by Kristen Hamman
- f. Superintendent Report by Jeremy Powell
 - i. [Dr. Powell presented](#)

8.0 PRESENTATIONS:

- a. IT Department Presentation
 - i. [Frank James and Mike Watson presented.](#)

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATION ITEMS:

- a. HUSD Enrollment History for 6 years
- b. Bond Status: Fund 21 Update
- c. LCAP/Strategic Planning
 - i. [Dr. Powell reviewed.](#)
- d. WASC Visiting Committee Mid-Term Report HHS 2025
 - i. [Mr. Oseguera reviewed.](#)

11.0 DISCUSSION ITEMS:

- a. None

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.

[None.](#)

13.0 ACTION ITEMS:

- a. Adopt Resolution 24-25-111 Renaming the Seal of Biliteracy to the “Genaro Reyes Seal of Biliteracy” in Honor of Genaro ‘Jerry’ Reyes
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- b. Direct Staff To Proceed With Appointment Or Special Election Process and Establish Subcommittee for Appointment Process
 - i. Dr. Powell reviewed.
 - ii. Subcommittee will be Mr. Odom and Mr. Leal

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- c. Approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and CSEA for 2025-26
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- d. Approve Tentative Agreement between CSEA and HUSD for the 2025-26 school year.
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Leal 2nd by Mr. Boone

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- e. Approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and HTA for 2025-26
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Odom 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- f. Approve Tentative Agreement between HTA and HUSD for the 2025-26 school year.
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- g. Approve Classified Salary Schedule, Certificated Salary Schedule, Certificated Extra Duty Salary Schedule (based off of Column III, Step I of the 2025-26 Certificated Salary Schedule), Classified Management/Confidential Salary Schedule, Certificated Management Salary Schedule, Chief Business Official Salary Schedule, and the Other Duty (Adult Ed I Teacher only) Salary Schedule containing a 1.5% COLA.

- i. Dr. Powell reviewed.

Motion to approve by Mr. Leal 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- h. Approve Chief Business Official 2025-28 contract

- i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- i. Approve Superintendent 2025-26 Salary Schedule containing a 1.5% COLA.

- i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- j. Approve Superintendent Contract 2025-2028

- i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- k. Approve the Transition of Hamilton Elementary to a School Wide 50-50 Dual Language Program

- i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- l. Approve CAFE Professional Learning Services to Facilitate the Development of a DL Master Plan

- i. Mrs. Sawyer presented.

Motion to approve by Mr. Leal 2nd by Mr. Boone

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- m. Approve Adoption of Screener for Reading Difficulties- Multitudes

- i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- n. Approve the 2025-26 MOU with the Boys and Girls Club
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Odom 2nd by Mr. Boone

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- o. Approve Hamilton High School Football Senior Trip
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- p. Approve California State Preschool Program Program Self Evaluation Fiscal Year 2024-25
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Odom 2nd by Mr. Boone

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- q. Adopt Resolution 24-25-110 SB1315 For Small Schools
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- r. Declaration of Need for Fully Qualified Educators 2025-26 School year
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Odom 2nd by Mr. Boone

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

Mr. Boone entered the meeting at 7:35 p.m.

- s. Approve Contract with JCO Engineering for HES Track and Field Project
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Leal 2nd by Mr. Odom

Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	
Odom: AYE	

Mr. Boone entered the meeting at 7:37 p.m.

- t. Approve Architect Selected - Motive Studios for Architectural Services to the District
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Leal 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- u. Approve Hamilton Elementary Track & Field Project Change order #1
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Odom

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- v. Approve the Replacement of Shredded Rubber with Pour in Place Fall Protection under HES Exercise Equipment
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- w. Approve job description for Director of Community Schools & Family Engagement
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

- x. Approve job description for School Wellness Counselor
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

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 April 23, 2025
- b. Quarterly Report on Williams Uniform Complaints
- c. CIF Designation of Reps
- d. Warrants and Expenditures
- e. 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. None
- f. Personnel Actions as Presented:
 - i. New Hires:

Courtney Carrier	Cheer Coach	HHS
Maribel Brand	Preschool Assistant	Preschool
Ashley Mulliner	Paraeducator/Library Media Technician	HHS

ii. Resignations/Retirement/Release:

Trudy Bryan	K/1st/2nd Grade Teacher (effective after 6/6/25)	HES
Tiffney Simson	JV Girls Basketball Coach	HHS
Chad Young	JV Head Football Coach	HHS

Motion to approve consent calendar by Mr. Odom 2nd by Mr. Boone

Motion Carried 4-0

Leal: AYE	Lower: AYE
Boone: AYE	
Odom: AYE	

15.0 ADJOURNMENT: 7:51 pm

X _____
 Rod Boone
 HUSD Board Clerk

X _____
 Jeremy Powell
 HUSD Superintendent

Checks Dated 05/20/2025 through 06/17/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40369023	05/28/2025	ACCULARM SECURITY SYSTEMS		01-6331-0-0000-8500-6200-000-000-00000 6331-8500-6200 RM#9 KEYPAD TO NEW DOOR		530.00
40369024	05/28/2025	AT&T		01-0000-0-0000-8100-5590-100-000-00000 MAY 2025 HS/DIST 8100-5590 MONTHLY PHONE SERVICE	26.54	
				01-0000-0-0000-8100-5590-800-000-00000 MAY 2025 ELEM 8100-5590 MONTHLY PHONE SERVICE	133.96	
				MAY 2025 HS/DIST 8100-5590 MONTHLY PHONE SERVICE	142.31	302.81
40369025	05/28/2025	BLICK ART MATERIALS		01-0000-0-1110-1000-4300-100-000-00000 4300-100 NEW ART CLASS SUPPLIES		308.06
40369026	05/28/2025	BROWN INDUSTRIES INC		01-0000-0-0000-2700-4300-000-000-00000 24/25 STAFF YRS OF SERV AWARDS		245.70
40369027	05/28/2025	BSN SPORTS COM		01-2600-0-1110-1000-4300-100-702-00000 2600-4300-702 Volleyball Camp SUMMER		1,149.46
40369028	05/28/2025	CHALLENGE NEWS		01-2600-0-0000-8500-5890-800-410-00000 FD 40 & ELOP ADVERTISING FOR CONTR AND ARCHITECT	166.14	
				40-0000-0-0000-8500-5890-000-000-00000 FD 40 & ELOP ADVERTISING FOR CONTR AND ARCHITECT	234.00	
				40-0000-0-0000-8500-5890-800-410-00000 FD 40 & ELOP ADVERTISING FOR CONTR AND ARCHITECT	67.86	468.00
40369029	05/28/2025	CHICO PARTY RENTALS		13-5310-0-0000-3700-5890-000-000-00000 CAFE FD 13 TENT FOR SERVING WHILE CONSTRUCTION		1,436.68
40369030	05/28/2025	CHICO SPRINKLER INC		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES OPEN		364.94
40369031	05/28/2025	CHRISTY WHITE ASSOCIATES		01-0000-0-0000-7191-5810-000-000-00000 7191-5810 24-25 DIST AUDIT 1ST PROG		10,350.00
40369032	05/28/2025	CORNING LUMBER		01-0350-0-6000-1000-4300-100-053-00000 6387 & 0350-4300-100-053 ANDY- AG SUPPLIES		19.14
40369033	05/28/2025	DANIELSEN CO		13-5310-0-0000-3700-4300-000-000-00000 13-5310-3700-4300/4700	520.43	
				13-5310-0-0000-3700-4700-000-000-00000 13-5310-3700-4300/4700	9,771.57	
				13-5310-0-0000-3700-5890-000-000-00000 13-5310-3700-4300/4700	32.00	
				13-5320-0-0000-3700-4300-000-049-00000 13-5310-3700-4300/4700	38.10	

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Checks Dated 05/20/2025 through 06/17/2025

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40369033			13-5320-0-0000-3700-4700-000-049-00000	13-5310-3700-4300/4700	1,447.15	11,809.25
40369034	05/28/2025	DANNIS WOLIVER KELLEY	01-0000-0-0000-0000-8699-000-000-00000	J. POWELL/J. TOWNE		2,000.00
40369035	05/28/2025	FLORA FRESH	01-6387-0-3800-1000-4300-100-000-00000	6387-4300-100 CTEIG FAIR. SPRING FLORAL DESIGN		2,625.48
40369036	05/28/2025	GLENN COUNTY PUBLIC WORKS	01-6387-0-3800-1000-5890-100-000-00000	CTEIG 6387 OPEN PO FOR DISPOSABLE SERVICES		87.00
40369037	05/28/2025	GLOBAL OFFICE INC	01-0000-0-1110-1000-4300-000-000-00000	APRIL-MAY 2025 1110-1000-4300/5620 COPIER USEAGE	81.39	
			01-0000-0-1110-1000-4300-100-000-00000	APRIL-MAY 2025 1110-1000-4300/5620 COPIER USEAGE	164.18	
			01-0000-0-1110-1000-4300-800-000-00000	APRIL-MAY 2025 1110-1000-4300/5620 COPIER USEAGE	168.42	
			01-0000-0-3200-1000-4300-300-000-00000	APRIL-MAY 2025 1110-1000-4300/5620 COPIER USEAGE	25.73	
			11-6391-0-4110-1000-4300-000-000-00000	APRIL-MAY 2025 1110-1000-4300/5620 COPIER USEAGE	38.74	
			12-6105-0-1110-1000-4300-000-000-00000	APRIL-MAY 2025 1110-1000-4300/5620 COPIER USEAGE	25.73	504.19
40369038	05/28/2025	GRAINGER	01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT SUPPLIES OPEN		51.73
40369039	05/28/2025	HAMILTON CITY COMMUNITY SVC	01-0000-0-0000-8100-5590-000-000-00000	8100-5590 SEWER-WATER QRTLTY FEES	826.70	
			01-0000-0-0000-8100-5590-100-000-00000	8100-5590 SEWER-WATER QRTLTY FEES	1,001.57	
			01-0000-0-0000-8100-5590-300-000-00000	8100-5590 SEWER-WATER QRTLTY FEES	79.49	
			01-0000-0-0000-8100-5590-800-000-00000	8100-5590 SEWER-WATER QRTLTY FEES	2,384.70	4,292.46
40369040	05/28/2025	HAYDEN FIRE PROTECTION	01-0000-0-0000-8100-5630-000-000-00000	8100-5630 ANNUAL FIRE EQUIP INSPECT/MAINTAIN		1,223.20
40369041	05/28/2025	HERFF JONES LLC	01-0000-0-1110-1000-4300-100-000-00000	4300-100 Open for HS Graduation supplies		209.06
40369042	05/28/2025	HILLYARD INC	01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT DEPT SUPPLIES		98.22
40369043	05/28/2025	HUNT & SONS LLC	01-0000-0-0000-3600-4392-000-000-00000	3600-4392 DIESEL FUEL		2,097.78

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40369044	05/28/2025	INDUSTRIAL POWER PRODUCTS	01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT CLEANING SUPPLIES		80.20
40369045	05/28/2025	JOHNNY'S LOCK & SAFE	01-0000-0-0000-8100-4300-000-000-00000 8100-4300/5630 LOCKS KEYS MAINT	22.33	
			01-0000-0-0000-8100-5630-000-000-00000 8100-4300/5630 LOCKS KEYS MAINT	45.26	67.59
40369046	05/28/2025	MISSION UNIFORM & LINEN	13-5310-0-0000-3700-5890-000-000-00000 13-5310-3700-5890 CAFE LINEN		213.70
40369047	05/28/2025	OFFICE DEPOT INC	01-9812-0-1110-1000-4300-100-000-00000 9812 BACK PACKS AND SCH SUPPLIES		1,913.94
40369048	05/28/2025	OSEGUERA, CRISTOBAL M	01-0000-0-0000-2700-5200-100-000-00000 JAN 1-APRIL30 2025 MILEAGE		1,210.36
40369049	05/28/2025	PARAMEX SCREENING SERVICE	01-0000-0-0000-3600-5890-000-000-00000 3600-5890 2700-5300 DOT SCREEN & MEMBERSHIP		114.00
40369050	05/28/2025	PGE	01-0000-0-0000-8100-5590-000-000-00000 8100-5590 MONTHLY POWER/GAS	3,040.25	
			01-0000-0-0000-8100-5590-100-000-00000 8100-5590 MONTHLY POWER/GAS	4,560.36	
			01-0000-0-0000-8100-5590-800-000-00000 8100-5590 MONTHLY POWER/GAS	6,973.50	14,574.11
40369051	05/28/2025	PROPACIFIC FRESH	13-5310-0-0000-3700-4300-000-000-00000 13-5310/5320-3700-4700	153.48	
			13-5310-0-0000-3700-4700-000-000-00000 13-5310/5320-3700-4700	3,957.72	
			13-5320-0-0000-3700-4300-000-049-00000 13-5310/5320-3700-4700	69.60	
			13-5320-0-0000-3700-4700-000-049-00000 13-5310/5320-3700-4700	683.89	4,864.69
40369052	05/28/2025	QUILL CORPORATION	01-0000-0-0000-7300-4300-000-000-00000 4300 DIST OPEN FOR HS/DIST SUPPLIES	86.00	
			01-0000-0-1110-1000-4300-000-000-00000 4300 DIST OPEN FOR HS/DIST SUPPLIES	90.69	176.69
40369053	05/28/2025	ROBERTSON ERICKSON INC	21-0000-0-0000-8500-6170-000-409-00000 21-8500-6170 Master Plan Mapping HHS		215.00
40369054	05/28/2025	SONGBIRD LANDSCAPE SUPPLY	01-0000-0-0000-8100-4300-000-000-00000 8100-4300 LANDSCAPE MATERIALS		36.81
40369055	05/28/2025	SPAINHOWER BUILDING SERVICES	01-6331-0-0000-8500-6200-000-000-00000 RS 6331 HHS BUILDING 200 RM #9 REMODEL		41,276.50
40369056	05/28/2025	SPORTSMAN'S DEN	01-2600-0-1110-1000-4300-100-701-00000 2600-4300-701 Steele Baseball summer camp		720.40

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40369057	05/28/2025	U LINE		01-2600-0-1110-1000-4300-100-704-00000 2600-4300-704 CHEER Summer Cheer Camp		135.52
40369058	05/28/2025	URBAN FUTURES INC ISOM ADVISORS		01-0000-0-0000-7200-5890-000-000-00000 23-24 FY ANNUAL DISCLOSURE		3,450.00
40369059	05/28/2025	WELLS FARGO VENDOR FINANCIAL SERVICES		01-0000-0-1110-1000-5620-000-000-00000 5620 COPIER LEASES	139.76	
				01-0000-0-1110-1000-5620-100-000-00000 5620 COPIER LEASES	649.80	
				01-0000-0-1110-1000-5620-800-000-00000 5620 COPIER LEASES	747.86	
				01-0000-0-3200-1000-5620-300-000-00000 5620 COPIER LEASES	120.91	
				11-6391-0-4110-1000-5620-000-000-00000 5620 COPIER LEASES	230.46	
				12-6105-0-1110-1000-5620-000-000-00000 5620 COPIER LEASES	120.91	2,009.70
40369060	05/28/2025	WESTLAKE ACE HARDWARE		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 OPEN FOR MAINT		68.75
40369061	05/28/2025	CALIFORNIA'S VALUED TRUST H/W		01- -- - -9571- - - 9572 STAFF H & W INSURANCE	26,579.16	
				01- -- - -9572- - - 9572 STAFF H & W INSURANCE	91,026.03	117,605.19
40369062	05/28/2025	DANNIS WOLIVER KELLEY		01-0000-0-0000-7110-5815-000-000-00000 7110-5815 & FD 21 LEGAL FEES		5,199.50
40369063	05/28/2025	LESLIE ANDERSON-MILLS		01-0000-0-1110-1000-3701-000-000-00000 1110-1000-3701 L ANDERSON H&W PAYOUT		791.67
40369064	05/28/2025	STANDARD		01- -- - -9572- - - 9572- STANDARD EE INS		388.04
40369065	05/28/2025	U.S. BANK CORPORATE PAYMENT SYSTEM		01-0000-0-0000-2700-4300-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	168.85	
				01-0000-0-0000-2700-4300-800-000-00000 4300/5890-800 ELEM OPEN	210.61	
				01-0000-0-0000-7110-4400-000-000-00000 7110-4400 OWL for Board Meetings	819.55	
				01-0000-0-0000-7110-5890-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	151.17	
				01-0000-0-0000-7150-5200-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	1,106.46	
				01-0000-0-0000-7150-5890-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	35.99	
				01-0000-0-0000-7300-5200-000-000-00000 7300-5200 MAY REVISE WORKSHOP 5/21/25 K HAMMAN	345.00	
				01-0000-0-0000-8100-4300-000-000-00000 8100-4300 DIST MAINT OPEN	47.67	
				01-0000-0-0000-8100-4392-000-000-00000 8100-4300 DIST MAINT OPEN	1,038.90	
				01-0000-0-0000-8100-4400-000-000-00000 8100-4300 DIST MAINT OPEN	545.90	

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Checks Dated 05/20/2025 through 06/17/2025

Check Number	Check Date	Pay to the Order of FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40369065		01-0000-0-1110-1000-4300-100-000-00000	4300-100 LUPE FUNDERBURK	118.97	
			Oseguera HHS OPEN HOUSE	288.72	
		01-0000-0-1110-1000-4300-800-000-00000	4300-800 & 1100-4300-800-016 KAILA DAVIDSON	280.00	
			4300-800 -UT ELEM recess equipment	440.18	
			4300-800 AIMEE CURIEL	29.90	
			4300-800 K HALL	40.57	
			4300-800 LYNN LARSON	247.32	
			4300-800 MARIA ALVAREZ	496.09	
			4300-800 MARIA LLAMAS	91.76	
			4300-800 Open ELEM PO - end of year events UT	168.76	
			4300-800 Testing snacks MARCH 2025	423.45	
		01-0000-0-1110-1000-4300-800-006-00000	4300-800-006 ULISES TELLECHEA	312.24	
		01-0000-0-3200-1000-5200-300-000-00000	3200-5200-300 MARIA REYES INDEP STUDY 4/1/25	195.00	
		01-0350-0-6000-1000-4300-100-052-00000	0350-4300-100-052 AG LAB SUPPLIES	181.80	
		01-1100-0-1110-1000-4300-800-016-00000	1100-4300-800-016 AIMEE CURIEL	174.21	
			1100-4300-800-016 DEREK NALL	154.96	
			1100-4300-800-016 DIANNA CAMARENA	41.60	
			1100-4300-800-016 EDEN WYLIE	160.98	
			1100-4300-800-016 GELSEY QUIROZ	164.75	
			1100-4300-800-016 JOSELYN DUENAS	188.00	
			1100-4300-800-016 KAYLA HALL	172.85	
			1100-4300-800-016 M ALMARAZ	162.99	
			1100-4300-800-16 LIZ COX	175.88	
			4300-800 & 1100-4300-800-016 KAILA DAVIDSON	102.03	
			4300-800 NANCY HEFFLEY	45.01	
		01-4203-0-1110-1000-4300-100-000-00000	4203 TITLE III LEP CONTIXO P2 SMART TRANSLATOR	273.26	
			4203 TITLE III LEP TRANSLATOR FOR ELD STUDENTS	262.76	
		01-6387-0-3800-1000-5200-100-000-00000	6387-5200-100 APRIL 11 2025 FINALS	1,350.93	
			MARCH 20-25 2025 CALIF FFA STATE CONF	6,071.04	
		01-7010-0-3800-1000-4300-100-000-00000	7010-4300-100 FFA BANQUET SUPPLIES	215.82	

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Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40369065			01-7010-0-3800-1000-4392-100-000-00000	7010 AIG OPEN PO FOR AG FUEL & CAR WASH	1,413.81	
			01-7010-0-3800-1000-5890-100-000-00000	7010 AIG OPEN PO FOR AG FUEL & CAR WASH	52.00	
			01-7812-0-1110-1000-4200-800-000-00000	DLIG 7812 SPANISH LIT & MAT FOR CLASSRM LIBRARIES	803.54	
			01-7812-0-1110-1000-5200-800-000-00000	7812-5200-800 CABE Hotel;CHECK IN 3/25 OUT 3/29	5,853.00	
			01-7816-0-1110-1000-4300-100-000-00000	7816 CDFA - SUPPLIES BRAVE FARMER	409.65	
			11-6391-0-4110-1000-4300-000-019-00000	11-6391-4300-019 MIXED MEDIA ART JAN-JUNE 30 2025	1,305.73	
			11-6391-0-4110-1000-4300-000-024-00000	11-6391-4110-024	384.99	
			13-5310-0-0000-3700-4300-000-000-00000	13-5310-4300 CAFE OPEN	18.40	
			13-5310-0-0000-3700-4700-000-000-00000	13-5310-4300 CAFE OPEN	286.05	28,029.10
40369302	06/04/2025	BOYS & GIRLS CLUB OF THE NORTH VALLEY				
			01-2600-0-1110-1000-5890-800-000-00000	2600 BOYS AND GIRLS CLUB 5/1-6/30/25 SUMMER		32,900.00
40369303	06/04/2025	COMER COMMUNICATIONS INC				
			01-0000-0-0000-8100-4400-000-000-00000	8100-4400 MULTI-IMAGER CAMERA PROJECT - GCOE		2,790.64
40369304	06/04/2025	FUNDERBURK, LUPE M				
			01-0000-0-0000-3600-4392-000-000-00000	GAS FOR FUSION		10.00
40369305	06/04/2025	HILLYARD INC				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT DEPT SUPPLIES		1,928.81
40369306	06/04/2025	LES SCHWAB				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300/4400 TIRES FOR VEHICLES AND EQUIPMENT		941.50
40369307	06/04/2025	MJB WELDING SUPPLY				
			01-6387-0-3800-1000-5890-100-000-00000	0350-4300/5890-053 AG-WELDING		454.50
40369308	06/04/2025	ORKIN PEST CONTROL OF NORTHERN CALIF				
			01-0000-0-0000-8100-5590-000-000-00000	8100-5590 MONTHLY PEST CONTROL SERVICE		560.00
40369309	06/04/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC				
			01-0000-0-0000-2700-5620-000-000-00000	APRIL-JULY 9 2025 24-25 FINAL PMT		166.48
40369310	06/04/2025	TOTAL INDUSTRIES				
			11-6391-0-4110-1000-5630-000-021-00000	11-021 FORKLIFT REPAIRS 2	415.70	

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Checks Dated 05/20/2025 through 06/17/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40369310				11-6391-021 FORKLIFT REPAIRS	469.74	885.44
40369311	06/04/2025	WESTLAKE ACE HARDWARE				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 OPEN FOR MAINT		290.98
40369522	06/11/2025	ABSOLUTE HEATING & AIR INC				
			01-8150-0-0000-8100-5630-000-000-00000	8150-8100-5630 HVAC DIST TECH OFFICE	1,460.80	
			01-8150-0-0000-8100-5630-100-000-00000	8100-5630-100 GIRLS LOCKER ROOM HVAC	579.00	
				8100-5630-100 HS GYM HVAC	336.50	2,376.30
40369523	06/11/2025	AT&T				
			01-0000-0-0000-8100-5590-000-000-00000	8100-5590 MONTHLY PHONE SERVICE		42.55
40369524	06/11/2025	AWARDS COMPANY				
			01-0000-0-1110-1000-4300-100-000-00000	4300-100 Open for HS awards		745.50
40369525	06/11/2025	BOYS & GIRLS CLUB OF THE NORTH VALLEY				
			01-2600-0-1110-1000-5890-800-000-00000	2600 ELOP MAY 2025 Boys & Girls Club FOR 24-25 SCHOOL YEAR		12,500.00
40369526	06/11/2025	BSN SPORTS COM				
			01-0000-0-1110-1000-4300-100-006-00000	4300-100-006 Football Gear		4,018.62
40369527	06/11/2025	BUCKES FEED & GRAIN				
			01-3550-0-3800-1000-4300-100-000-00000	3550-4300-100 LIVESTOCK EQUIP PERKINS		2,147.60
40369528	06/11/2025	BUSWEST - NORTH				
			01-0000-0-0000-3600-4300-000-000-00000	3600-4300 BUS PARTS-MAINT DEPT OPEN		107.78
40369529	06/11/2025	CALIFORNIA DEPARTMENT OF ED VENDOR# 76562Z				
			13-5310-0-0000-3700-5890-000-000-00000	13-5310-5890		264.89
40369530	06/11/2025	CALIFORNIA WATER SERVICE CO				
			01-0000-0-0000-8100-5590-000-000-00000	MAY 2025 8100-5590-000 AD ED	25.42	
				MAY 2025 8100-5590-000/100	512.00	
			01-0000-0-0000-8100-5590-100-000-00000	MAY 2025 8100-5590-000/100	768.02	
			01-0000-0-0000-8100-5590-300-000-00000	MAY 2025 8100-5590-300	491.20	
			01-0000-0-0000-8100-5590-800-000-00000	MAY 2025 8100-5590-800	1,308.15	3,104.79
40369531	06/11/2025	DANIELSEN CO				
			13-5310-0-0000-3700-4300-000-000-00000	13-5310-3700-4300/4700	708.88	
			13-5310-0-0000-3700-4700-000-000-00000	13-5310-3700-4300/4700	5,929.32	
			13-5310-0-0000-3700-5890-000-000-00000	13-5310-3700-4300/4700	16.00	

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Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40369531			13-5320-0-0000-3700-4300-000-049-00000	13-5310-3700-4300/4700	87.07	
			13-5320-0-0000-3700-4700-000-049-00000	13-5310-3700-4300/4700	844.49	7,585.76
40369532	06/11/2025	FASTRAK				
			01-0000-0-0000-2700-5200-000-000-00000	TOLLS 3/25/25		32.00
40369533	06/11/2025	GLENN COUNTY PUBLIC WORKS				
			01-6387-0-3800-1000-5890-100-000-00000	CTEIG 6387 OPEN PO FOR DISPOSABLE SERVICES		55.00
40369534	06/11/2025	GUY RENTS INC				
			01-0000-0-0000-8100-5890-000-000-00000	8100-5890 EQUIP RENTALS		112.75
40369535	06/11/2025	JCO ENGINEERING				
			01-2600-0-0000-8500-6170-800-410-00000	2600 & FD 40 HES TRACK & FIELD CONST PHASE 1	66,292.83	
			40-0000-0-0000-8500-6170-800-410-00000	2600 & FD 40 HES TRACK & FIELD CONST PHASE 1	27,077.35	93,370.18
40369536	06/11/2025	KING CONSULTING				
			40-0000-0-0000-8500-5890-000-000-00000	40-8500-5890 Prof Services Addendum		1,127.50
40369537	06/11/2025	LEARNING PLUS ASSOCIATES				
			01-3010-0-1110-1000-4200-800-000-00000	TITLE I 3010 MATH/ELA INTERV CURR K-7 SUMMER SCH		4,727.56
40369538	06/11/2025	MELTON DESIGN GROUP INC				
			01-2600-0-0000-8500-6170-800-410-00000	2600 & FD 40 410 HES ATHLETIC FIELDS	13,277.00	
			40-0000-0-0000-8500-6170-800-410-00000	2600 & FD 40 410 HES ATHLETIC FIELDS	5,423.00	18,700.00
40369539	06/11/2025	MID VALLEY VET				
			01-7010-0-3800-1000-5890-100-000-00000	7010-5630-100 BREEDING SERVICE 4/29/25		109.75
40369540	06/11/2025	MISSION UNIFORM & LINEN				
			13-5310-0-0000-3700-5890-000-000-00000	13-5310-3700-5890 CAFE LINEN		134.68
40369541	06/11/2025	MJB WELDING SUPPLY				
			01-6387-0-3800-1000-5890-100-000-00000	0350-4300/5890-053 AG-WELDING		12.71
40369542	06/11/2025	NAPA AUTO PARTS				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT DEPT SUPPLIES OPEN		472.32
40369543	06/11/2025	NATIONAL FFA ORGANIZATION				
			01-7010-0-3800-1000-4300-100-000-00000	7010-4300-100 AWARDS		659.00
40369544	06/11/2025	NORCAL CONTAINERS				
			01-2600-0-0000-8100-4400-800-000-00000	ELOP RS 2600 800 BOYS & GIRLS STORAGE		4,100.00

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Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40369545	06/11/2025	NORTHSTATE SCREENPRINTING		01-7010-0-3800-1000-4300-100-000-00000 AIG 7010 OPEN PO FOR AG DEPT SUPPLIES J LOHSE		255.73
40369546	06/11/2025	NUSO LLC		01-0000-0-0000-2700-5990-000-000-00000 2700-5990-000/100/800 NUSO PHONE SERVICES	77.76	
				01-0000-0-0000-2700-5990-100-100-00000 2700-5990-000/100/800 NUSO PHONE SERVICES	116.63	
				01-0000-0-0000-2700-5990-800-800-00000 2700-5990-000/100/800 NUSO PHONE SERVICES	193.66	388.05
40369547	06/11/2025	OFFICE DEPOT INC		01-0000-0-1110-1000-4300-800-000-00000 4300-800 ELEM JAZMIN>Open PO		87.24
40369548	06/11/2025	ORLAND HARDWARE		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES OPEN	133.86	
				01-0350-0-6000-1000-4300-100-053-00000 0350-4300-100-053 ANDY MARTIN	513.98	
				01-0350-0-6000-1000-4300-100-054-00000 0350-054 OPEN PO FOR SUPPLIES A HAUTALA	85.87	
				01-6387-0-3800-1000-4300-100-000-00000 6387-4300-100-053 ANDY MARTIN	830.93	
				01-7010-0-3800-1000-4300-100-000-00000 AIG 7010 4300 OPEN PO FOR SUPPLIES A HAUTALA	869.86	2,434.50
40369549	06/11/2025	PROPACIFIC FRESH		13-5310-0-0000-3700-4300-000-000-00000 13-5310/5320-3700-4700	66.97	
				13-5310-0-0000-3700-4700-000-000-00000 13-5310/5320-3700-4700	5,313.93	
				13-5320-0-0000-3700-4700-000-049-00000 13-5310/5320-3700-4700	675.11	6,056.01
40369550	06/11/2025	SACRAMENTO VALLEY MIRROR		01-0000-0-0000-2700-5300-000-000-00000 DO Sac Valley Mirror ADD LEGAL NOTICE		73.60
40369551	06/11/2025	SCHOLASTIC INC		01-9295-0-1110-1000-4300-800-000-00000 9295-4300-800 ELEM Library Books		885.69
40369552	06/11/2025	SPORTS ENDEAVORS SOCCER.COM		01-2600-0-1110-1000-4300-100-705-00000 2600-4300-705 Boys Soccer Camp		722.45
40369553	06/11/2025	SUMMIT K12		01-3010-0-1110-1000-5890-800-000-00000 TITLE III & I 4203/3010 CA CONNECT TO LITERACY ELD	8,316.10	
				01-4203-0-1110-1000-5890-000-000-00000 TITLE III & I 4203/3010 CA CONNECT TO LITERACY ELD	1,410.00	
				01-4203-0-1110-1000-5890-100-000-00000 TITLE III & I 4203/3010 CA CONNECT TO LITERACY ELD	5,808.00	
				01-4203-0-1110-1000-5890-800-000-00000 TITLE III & I 4203/3010 CA CONNECT TO LITERACY ELD	1,597.00	17,131.10

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Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDDD	Comment	Expensed Amount	Check Amount
40369554	06/11/2025	VOLTAGE SPECIALISTS		01-0000-0-1110-1000-5890-800-800-00000 2700-5890-800 LINE UP ANNUAL MONITORING JUNE 2025 ONLY ELEM	65.75	
				01-0000-0-3200-1000-5890-300-300-00000 2700-5890-300 LINE UP ANNUAL MONITORING JUNE 2025 ONLY	65.75	131.50
40369555	06/11/2025	WATERSHED MEDIA		01-7812-0-0000-2700-5890-800-000-00000 DLIG 7812-5890 VIDEO PRODUCTION - DUAL IMMERSION		3,125.00
40369556	06/11/2025	WESTLAKE ACE HARDWARE		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 OPEN FOR MAINT		459.41
40369557	06/11/2025	U.S. BANK CORPORATE PAYMENT SYSTEM		01-0000-0-0000-7110-4300-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	43.98	
				01-0000-0-0000-7150-5200-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	27.98	
				01-0000-0-0000-7150-5890-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	35.99	
				01-0000-0-0000-8100-4300-000-000-00000 8100-4300 DIST MAINT OPEN	1,004.21	
				01-0000-0-0000-8100-4392-000-000-00000 8100-4300 DIST MAINT OPEN	1,433.36	
				01-0000-0-0000-8100-5890-000-000-00000 8100-4300 DIST MAINT OPEN	189.48	
				01-0000-0-1110-1000-4300-000-000-00000 7150-4300/5200/5890 DIST SUPER OPEN	2,451.83	
				01-0000-0-1110-1000-4300-100-000-00000 4300-100 Oseguera HHS Events	599.50	
				01-0000-0-1110-1000-4300-800-000-00000 4300-800 NANCY HEFFLEY	258.08	
				4300/5890-800 ELEM OPEN	548.20	
				01-0350-0-6000-1000-4300-100-054-00000 6387-4300-100 OPEN FOR AG LAB SUPPLIES	56.42	
				01-1100-0-1110-1000-4300-800-016-00000 1100-4300-800-016 BLANCA GODINEZ	175.46	
				4300-800 NANCY HEFFLEY	203.53	
				01-2600-0-1110-1000-4300-100-701-00000 2600-4300-701 Steele Baseball summer camp	200.01	
				01-2600-0-1110-1000-4300-100-702-00000 2600-4300-702 VOLLEYBALL SUMMER CAMP	136.17	
				01-2600-0-1110-1000-4300-100-704-00000 2600 ELOP BUDR 704 CHEER SUMMER YOUTH CAMP	135.12	
				2600 ELOP BUDR 704 Summer Cheer	154.24	
				Camp Swag - Amazon		
				2600-4300-704 Cheer Camp Bows	66.00	
				2600-4300-704 CHEER Summer Cheer	283.94	
				Camp		
				ELOP 2600 BUDR 704 Cheer Summer	30.45	
				Camp Storage Bins		

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40369557		01-2600-0-1110-1000-4300-100-709-00000	2600 ELOP BUDR 709 Girls Soccer Summer Camp	999.44	
		01-2600-0-1110-1000-4300-800-000-00000	2600-4300-800 B CRUZ-Summer school	13.27	
		01-6387-0-3800-1000-4300-100-000-00000	6391-4300-100 STAPLES FOR COPIER	125.46	
		01-7010-0-3800-1000-4300-100-000-00000	7010-4300-100 BANQUET SUPPLIES	2,760.57	
		01-7010-0-3800-1000-4392-100-000-00000	7010 AIG OPEN PO FOR AG FUEL & CAR WASH	1,175.53	
		01-7010-0-3800-1000-5890-100-000-00000	7010 AIG OPEN PO FOR AG FUEL & CAR WASH	73.00	
		01-9116-0-1110-1000-4300-800-000-00000	9116-4300 MTSS - Amazon - WINDOW DISPLAYS	2,322.96	
		13-5310-0-0000-3700-4300-000-000-00000	13-5310 TUBE REFR/FREEZER THERMOMETERS	54.08	
		13-5310-0-0000-3700-4700-000-000-00000	13-5310-4300 CAFE OPEN	55.29	15,613.55
Total Number of Checks				89	508,114.04

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	78	438,197.85
11	ADULT EDUCATION	4	2,845.36
12	CHILD DEVELOPMENT	2	146.64
13	CAFETERIA	10	32,779.48
21	BUILDING	1	215.00
40	SPECIAL RESERVE - CAP PR	4	33,929.71
Total Number of Checks		89	508,114.04
Less Unpaid Tax Liability			.00
Net (Check Amount)			508,114.04

Includes checks for only Bank Account COUNTY

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				Fiscal			
(ID) Name	Req # (PO #)	Req Amount	Requisitioner (Created By)	Loc	Status Completed	Comment	
07/01/25 (002147) SHAWN BOWLING	R26-00001	8,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	3600-5890- BUS DRIVER TRAIN	
	(2026) (000135) 01-0000-0-0000-3600-5890-000-000-00000				Ordered	Exp	
					8,000.00		
07/01/25 (002281) GENESIS TECHNOLOGIES INR26-00002		2,610.00	MIKE WATSON (CHRISDEVRIES)	400	Open	9150-5890 ADOBE CREATIVE C	
	(2026) (000178) 01-0000-0-0000-7300-5890-000-000-00000				Ordered	Exp	
	(2026) (001180) 01-9150-0-0000-2420-5890-000-000-00000				220.00		
					2,500.00		
					2,720.00	.00	
			Total for R26-00002				
07/01/25 (000445) IT SAVVY	R26-00003	35,949.68	MIKE WATSON (CHRISDEVRIES)	400	Open	9150-2420-5890 TECH RENEWA	
	(2026) (001180) 01-9150-0-0000-2420-5890-000-000-00000				Ordered	Exp	
					35,949.68		
07/01/25 (002268) FINALSITE	R26-00004	2,760.00	MIKE WATSON (CHRISDEVRIES)	400	Open	5890 SPREAD-START SEPT 27 :	
	(2026) (000292) 01-0000-0-1110-1000-5890-000-000-00000				Ordered	Exp	
	(2026) (000296) 01-0000-0-1110-1000-5890-100-000-00000				828.00		
	(2026) (000301) 01-0000-0-1110-1000-5890-800-000-00000				552.00		
	(2026) (000334) 01-0000-0-3200-1000-5890-300-000-00000				552.00		
	(2026) (001295) 11-6391-0-4110-1000-5890-000-000-00000				276.00		
	(2026) (001353) 12-6105-0-1110-1000-5890-000-000-00000				276.00		
			Total for R26-00004		2,760.00	.00	
07/01/25 (000071) HAYDEN FIRE PROTECTION	R26-00005	3,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-5630 ANNUAL FIRE EQUIF	
	(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000				Ordered	Exp	
					3,000.00		
07/01/25 (000141) ZOH0 CORPORATION	R26-00006	550.00	MIKE WATSON (CHRISDEVRIES)	400	Open	9150-2420-5890 SOFTWARE RE	
	(2026) (001180) 01-9150-0-0000-2420-5890-000-000-00000				Ordered	Exp	
					550.00		
07/01/25 (000061) GUY RENTS INC	R26-00007	3,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-5890 RENTAL EQUIPMENT	
					Ordered	Exp	

	(2026) (002379) 01-0000-0-0000-8100-5890-000-000-00000						3,000.00	
07/01/25	(000236) DIESEL EMISSIONS SERVICER26-00008		500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open		3600-5630 BUS REPAIRS
	(2026) (000134) 01-0000-0-0000-3600-5630-000-000-00000						<u>Ordered</u> 500.00	<u>Exp</u>
07/01/25	(000027) ORLAND HARDWARE R26-00009		1,000.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open		7010-4300-100 AIG AG SUPPLIE
	(2026) (000933) 01-7010-0-3800-1000-4300-100-000-00000						<u>Ordered</u> 1,000.00	<u>Exp</u>
07/01/25	(002022) EWELL EDUCATIONAL SERV R26-00010		4,000.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open		6387-5200-100 CTEIG EWELL R
	(2026) (001879) 01-6387-0-3800-1000-5200-100-000-00000						<u>Ordered</u> 4,000.00	<u>Exp</u>
07/01/25	(000027) ORLAND HARDWARE R26-00011		3,000.00	ASHLEY HAUTALA (CHRISDEVRIES)	100	Open		6387-4300-100 & 0350-4300-054
	(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000						<u>Ordered</u> 1,000.00	<u>Exp</u>
	(2026) (004008) 01-0350-0-3800-1000-4300-100-054-00000						<u>Ordered</u> 2,000.00	<u>Exp</u>
				Total for R26-00011			<u>Ordered</u> 3,000.00	<u>Exp</u> .00
07/01/25	(001382) U.S. BANK CORPORATE R26-00012		3,000.00	ASHLEY HAUTALA (CHRISDEVRIES)	100	Open		0350-4300-054 & 6387-4300 FOC
	(2026) (001879) 01-6387-0-3800-1000-5200-100-000-00000						<u>Ordered</u> 1,000.00	<u>Exp</u>
	(2026) (004008) 01-0350-0-3800-1000-4300-100-054-00000						<u>Ordered</u> 2,000.00	<u>Exp</u>
				Total for R26-00012			<u>Ordered</u> 3,000.00	<u>Exp</u> .00
07/01/25	(001198) FLORAL RESOURCES R26-00013		2,000.00	JANICE LOHSE (CHRISDEVRIES)	100	Open		0350-4300-052 & 6387-4300-100
	(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000						<u>Ordered</u> 1,000.00	<u>Exp</u>
	(2026) (004006) 01-0350-0-3800-1000-4300-100-052-00000						<u>Ordered</u> 1,000.00	<u>Exp</u>
				Total for R26-00013			<u>Ordered</u> 2,000.00	<u>Exp</u> .00
07/01/25	(000460) FLORA FRESH R26-00014		5,000.00	JANICE LOHSE (CHRISDEVRIES)	100	Open		0350-052 & 6387-4300-100 FLO
	(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000						<u>Ordered</u> 2,000.00	<u>Exp</u>
	(2026) (004006) 01-0350-0-3800-1000-4300-100-052-00000						<u>Ordered</u> 3,000.00	<u>Exp</u>
				Total for R26-00014			<u>Ordered</u> 5,000.00	<u>Exp</u> .00
07/01/25	(001382) U.S. BANK CORPORATE R26-00015		1,000.00	JANICE LOHSE (CHRISDEVRIES)	100	Open		6387-4300-100 & 0350-4300-052

		(2026) (004006) 01-0350-0-3800-1000-4300-100-052-00000				1,000.00	
07/01/25	(002279) VALLEY ROCK	R26-00016	500.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open	6387-4300 CTEIG OPEN PO GR
		(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000				<u>Ordered</u> 500.00	<u>Exp</u>
07/01/25	(001292) NORTHSTATE SCREENPRINT	R26-00017	5,000.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open	7010-4300 AG SHIRTS, BAGS, V
		(2026) (000933) 01-7010-0-3800-1000-4300-100-000-00000				<u>Ordered</u> 5,000.00	<u>Exp</u>
07/01/25	(002292) ORLAND VETERINARY HOSP	R26-00018	1,500.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open	7010-5890 AIG OPEN PO FOR V
		(2026) (000942) 01-7010-0-3800-1000-5890-100-000-00000				<u>Ordered</u> 1,500.00	<u>Exp</u>
07/01/25	(002100) CARL'S FEED	R26-00019	1,500.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open	7010-4300-100 FARM SUPPLIES
		(2026) (000933) 01-7010-0-3800-1000-4300-100-000-00000				<u>Ordered</u> 1,500.00	<u>Exp</u>
07/01/25	(002206) GLENN COUNTY PUBLIC WO	R26-00020	1,000.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open	6387-5890 CTEIG OPEN PO FO
		(2026) (000921) 01-6387-0-3800-1000-5890-100-000-00000				<u>Ordered</u> 1,000.00	<u>Exp</u>
07/01/25	(001382) U.S. BANK CORPORATE	R26-00021	8,000.00	AG DEPARTMENT (CHRISDEVRIES)	100	Open	7010 AIG & CTEIG FOR AG FUE
		(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000				<u>Ordered</u> 3,000.00	<u>Exp</u>
		(2026) (000933) 01-7010-0-3800-1000-4300-100-000-00000				1,000.00	
		(2026) (000935) 01-7010-0-3800-1000-4392-100-000-00000				3,500.00	
		(2026) (000942) 01-7010-0-3800-1000-5890-100-000-00000				500.00	
						<u>Ordered</u> 8,000.00	<u>Exp</u> .00
					Total for R26-00021		
07/01/25	(000309) OFFICE DEPOT INC	R26-00022	20,000.00	Chris Devries (CHRISDEVRIES)	400	Open	OPEN FOR DIST SUPPLIES
		(2026) (000176) 01-0000-0-0000-7300-4300-000-000-00000				<u>Ordered</u> 2,500.00	<u>Exp</u>
		(2026) (000240) 01-0000-0-1110-1000-4300-000-000-00000				10,000.00	
		(2026) (000243) 01-0000-0-1110-1000-4300-100-000-00000				2,500.00	
		(2026) (000257) 01-0000-0-1110-1000-4300-800-000-00000				5,000.00	
						<u>Ordered</u> 20,000.00	<u>Exp</u> .00
					Total for R26-00022		
07/01/25	(000134) QUILL CORPORATION	R26-00023	12,000.00	Chris Devries (CHRISDEVRIES)	100	Open	4300 DIST OPEN FOR HS/DIST I
						<u>Ordered</u>	<u>Exp</u>

	(2026) (000176) 01-0000-0-0000-7300-4300-000-000-00000						1,000.00	
	(2026) (000240) 01-0000-0-1110-1000-4300-000-000-00000						7,000.00	
	(2026) (000243) 01-0000-0-1110-1000-4300-100-000-00000						1,500.00	
	(2026) (000257) 01-0000-0-1110-1000-4300-800-000-00000						2,500.00	
					Total for R26-00023		<u>12,000.00</u>	<u>.00</u>
07/01/25	(000349) LARKIN AUTO ELECTRIC	REQ26-00001	1,600.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300/5630 VEHICLE PART	
							<u>Ordered</u>	<u>Exp</u>
	(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000						1,000.00	
	(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000						600.00	
					Total for REQ26-00001		<u>1,600.00</u>	<u>.00</u>
07/01/25	(000377) WASTE MANAGEMENT	REQ26-00002	38,500.08	Chris Devries (CHRISDEVRIES)	400	Open	8100-5590-000/100/300/800 GAF	
							<u>Ordered</u>	<u>Exp</u>
	(2026) (000186) 01-0000-0-0000-8100-5590-000-000-00000						8,500.00	
	(2026) (000187) 01-0000-0-0000-8100-5590-100-000-00000						12,000.00	
	(2026) (000188) 01-0000-0-0000-8100-5590-300-000-00000						3,000.00	
	(2026) (000189) 01-0000-0-0000-8100-5590-800-000-00000						15,000.08	
					Total for REQ26-00002		<u>38,500.08</u>	<u>.00</u>
07/01/25	(001075) AT&T	REQ26-00003	3,700.08	Chris Devries (CHRISDEVRIES)	400	Open	8100-5590 MONTHLY PHONE SI	
							<u>Ordered</u>	<u>Exp</u>
	(2026) (000186) 01-0000-0-0000-8100-5590-000-000-00000						1,200.00	
	(2026) (000187) 01-0000-0-0000-8100-5590-100-000-00000						1,200.00	
	(2026) (000189) 01-0000-0-0000-8100-5590-800-000-00000						1,300.08	
					Total for REQ26-00003		<u>3,700.08</u>	<u>.00</u>
07/01/25	(000276) GAGER DISTRIBUTING INC	REQ26-00004	1,000.00	EREN MORENO (CHRISDEVRIES)	400	Open	13-5310-3700-4300 DISHWASHE	
							<u>Ordered</u>	<u>Exp</u>
	(2026) (001385) 13-5310-0-0000-3700-4300-000-000-00000						1,000.00	
07/01/25	(000592) MISSION UNIFORM & LINEN	REQ26-00005	4,500.00	EREN MORENO (CHRISDEVRIES)	400	Open	13-5310-3700-5890 CAFE LINEN	
							<u>Ordered</u>	<u>Exp</u>
	(2026) (001390) 13-5310-0-0000-3700-5890-000-000-00000						4,500.00	
07/01/25	(000010) ALHAMBRA & SIERRA SPRING	REQ26-00006	4,665.00	Chris Devries (CHRISDEVRIES)	400	Open	1110-1000-4300-000/100/300/800	
							<u>Ordered</u>	<u>Exp</u>
	(2026) (000240) 01-0000-0-1110-1000-4300-000-000-00000						600.00	
	(2026) (000243) 01-0000-0-1110-1000-4300-100-000-00000						1,000.00	
	(2026) (000257) 01-0000-0-1110-1000-4300-800-000-00000						1,440.00	

		(2026) (000327) 01-0000-0-3200-1000-4300-300-000-00000				250.00	
		(2026) (001279) 11-6391-0-4110-1000-4300-000-000-00000				600.00	
		(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000				775.00	
				Total for REQ26-00006		<u>4,665.00</u>	<u>.00</u>
07/01/25	(000763) PROPACIFIC FRESH	REQ26-00007	93,411.00	EREN MORENO (CHRISDEVRIES)	400	Open	13-5310/5320-3700-4700
						<u>Ordered</u>	<u>Exp</u>
		(2026) (001385) 13-5310-0-0000-3700-4300-000-000-00000				2,000.00	
		(2026) (001387) 13-5310-0-0000-3700-4700-000-000-00000				75,000.00	
		(2026) (001413) 13-5320-0-0000-3700-4300-000-049-00000				300.00	
		(2026) (001414) 13-5320-0-0000-3700-4700-000-049-00000				10,000.00	
				Total for REQ26-00007		<u>87,300.00</u>	<u>.00</u>
07/01/25	(000584) STANDARD	REQ26-00008	5,136.00	JOLENE TOWNE (CHRISDEVRIES)	400	Open	9572- STANDARD EE INS
						<u>Ordered</u>	<u>Exp</u>
		(2026) (002061) 01- - - -9572- - -				5,136.00	
07/01/25	(000162) GRAINGER	REQ26-00009	5,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT SUPPLIES OF
						<u>Ordered</u>	<u>Exp</u>
		(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000				5,000.00	
07/01/25	(000078) LES SCHWAB	REQ26-00010	10,500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300/4400 TIRES FOR VEI
						<u>Ordered</u>	<u>Exp</u>
		(2026) (000131) 01-0000-0-0000-3600-4300-000-000-00000				3,500.00	
		(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000				1,500.00	
		(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000				1,500.00	
		(2026) (002408) 01-0350-0-3800-1000-5630-100-051-00000				4,000.00	
				Total for REQ26-00010		<u>10,500.00</u>	<u>.00</u>
07/01/25	(000120) JOHNNY'S LOCK & SAFE	REQ26-00011	1,500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300/5630 LOCKS KEYS M
						<u>Ordered</u>	<u>Exp</u>
		(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000				1,000.00	
		(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000				500.00	
				Total for REQ26-00011		<u>1,500.00</u>	<u>.00</u>
07/01/25	(000072) HILLYARD INC	REQ26-00012	28,500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT DEPT SUPPLI
						<u>Ordered</u>	<u>Exp</u>
		(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000				250.00	
		(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000				28,250.00	
				Total for REQ26-00012		<u>28,500.00</u>	<u>.00</u>

07/01/25	(002133) GLOBAL OFFICE INC	REQ26-00013	10,200.00	Chris Devries (CHRISDEVRIES)	400	Open	1110-1000-4300/5620 COPIER U
	(2026) (000240) 01-0000-0-1110-1000-4300-000-000-00000					<u>Ordered</u>	<u>Exp</u>
	(2026) (000243) 01-0000-0-1110-1000-4300-100-000-00000					1,400.00	
	(2026) (000257) 01-0000-0-1110-1000-4300-800-000-00000					3,120.00	
	(2026) (000327) 01-0000-0-3200-1000-4300-300-000-00000					2,400.00	
	(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000					200.00	
	(2026) (001279) 11-6391-0-4110-1000-4300-000-000-00000					1,200.00	
	(2026) (001349) 12-6105-0-1110-1000-4300-000-000-00000					480.00	
						200.00	
						<u>9,000.00</u>	<u>.00</u>
07/01/25	(000113) HAMILTON CITY COMMUNITY	REQ26-00014	21,900.00	Chris Devries (CHRISDEVRIES)	400	Open	8100-5590 SEWER-WATER QRT
	(2026) (000186) 01-0000-0-0000-8100-5590-000-000-00000					<u>Ordered</u>	<u>Exp</u>
	(2026) (000187) 01-0000-0-0000-8100-5590-100-000-00000					4,000.00	
	(2026) (000188) 01-0000-0-0000-8100-5590-300-000-00000					4,200.00	
	(2026) (000189) 01-0000-0-0000-8100-5590-800-000-00000					470.00	
	(2026) (001310) 11-6391-0-4110-8100-5590-000-000-00000					12,810.00	
						420.00	
						<u>21,900.00</u>	<u>.00</u>
07/01/25	(000084) PG&E	REQ26-00015	194,000.00	Chris Devries (CHRISDEVRIES)	400	Open	8100-5590 MONTHLY POWER/G
	(2026) (000186) 01-0000-0-0000-8100-5590-000-000-00000					<u>Ordered</u>	<u>Exp</u>
	(2026) (000187) 01-0000-0-0000-8100-5590-100-000-00000					44,800.00	
	(2026) (000189) 01-0000-0-0000-8100-5590-800-000-00000					64,200.00	
						85,000.00	
						<u>194,000.00</u>	<u>.00</u>
07/01/25	(000027) ORLAND HARDWARE	REQ26-00016	6,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT DEPT SUPPLI
	(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000					<u>Ordered</u>	<u>Exp</u>
						6,000.00	
07/01/25	(000012) NAPA AUTO PARTS	REQ26-00017	3,500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT DEPT SUPPLI
	(2026) (000131) 01-0000-0-0000-3600-4300-000-000-00000					<u>Ordered</u>	<u>Exp</u>
	(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000					1,000.00	
	(2026) (002406) 01-0350-0-3800-1000-4300-100-051-00000					2,000.00	
						500.00	
						<u>3,500.00</u>	<u>.00</u>
07/01/25	(W) WESTLAKE ACE HARDWARE	REQ26-00018	3,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 OPEN FOR MAINT

						<u>Ordered</u>	<u>Exp</u>
	(2026)	(002264)	01-0000-0-0000-8100-4300-000-000-00000			3,000.00	
07/01/25	(002223)	WELLS FARGO	VEREQ26-00019	24,116.40	Chris Devries (CHRISDEVRIES)	400	Open 5620 COPIER LEASES
	(2026)	(000280)	01-0000-0-1110-1000-5620-000-000-00000			1,677.14	
	(2026)	(000281)	01-0000-0-1110-1000-5620-100-000-00000			7,797.60	
	(2026)	(000282)	01-0000-0-1110-1000-5620-800-000-00000			8,974.35	
	(2026)	(000331)	01-0000-0-3200-1000-5620-300-000-00000			1,450.90	
	(2026)	(001291)	11-6391-0-4110-1000-5620-000-000-00000			2,765.51	
	(2026)	(001352)	12-6105-0-1110-1000-5620-000-000-00000			1,450.90	
						<u>24,116.40</u>	<u>.00</u>
					Total for REQ26-00019		
07/01/25	(000028)	CORNELL DISTRIBUTING	REQ26-00020	18,000.00	EREN MORENO (CHRISDEVRIES)	400	Open 13-5310-3700-4700/049 MILK/DA
	(2026)	(001387)	13-5310-0-0000-3700-4700-000-000-00000			10,800.00	
	(2026)	(001414)	13-5320-0-0000-3700-4700-000-049-00000			7,200.00	
						<u>18,000.00</u>	<u>.00</u>
					Total for REQ26-00020		
07/01/25	(000794)	BUSWEST - NORTH	REQ26-00021	8,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 3600-4300/5630 BUS PARTS-MA
	(2026)	(000131)	01-0000-0-0000-3600-4300-000-000-00000			6,000.00	
	(2026)	(000134)	01-0000-0-0000-3600-5630-000-000-00000			2,000.00	
						<u>8,000.00</u>	<u>.00</u>
					Total for REQ26-00021		
07/01/25	(000053)	CALIFORNIA WATER SERVIC	REQ26-00022	31,000.02	Chris Devries (CHRISDEVRIES)	400	Open 8100-5590-000/100/300/800 MOI
	(2026)	(000186)	01-0000-0-0000-8100-5590-000-000-00000			5,500.02	
	(2026)	(000187)	01-0000-0-0000-8100-5590-100-000-00000			5,500.00	
	(2026)	(000188)	01-0000-0-0000-8100-5590-300-000-00000			4,500.00	
	(2026)	(000189)	01-0000-0-0000-8100-5590-800-000-00000			15,500.00	
						<u>31,000.02</u>	<u>.00</u>
					Total for REQ26-00022		
07/01/25	(002047)	DANNIS WOLIVER KELLEY	REQ26-00023	40,000.00	JOLENE TOWNE (CHRISDEVRIES)	400	Open 7110-5815 & FD 21 LEGAL FEES
	(2026)	(000144)	01-0000-0-0000-7110-5815-000-000-00000			40,000.00	
07/01/25	(001023)	FP MAILING SOLUTIONS	REQ26-00024	2,400.00	Chris Devries (CHRISDEVRIES)	400	Open 2700-5990 RESERVE ACCT#600
	(2026)	(000122)	01-0000-0-0000-2700-5990-000-000-00000			240.00	

	(2026)	(000123)	01-0000-0-0000-2700-5990-100-000-00000				360.00	
	(2026)	(000124)	01-0000-0-0000-2700-5990-800-000-00000				600.00	
	(2026)	(000280)	01-0000-0-1110-1000-5620-000-000-00000				240.00	
	(2026)	(000281)	01-0000-0-1110-1000-5620-100-000-00000				360.00	
	(2026)	(000282)	01-0000-0-1110-1000-5620-800-000-00000				600.00	
					Total for REQ26-00024		<u>2,400.00</u>	<u>.00</u>
07/01/25	(000764)	DANIELSON CO	REQ26-00025	235,750.00	EREN MORENO (CHRISDEVRIES)	400	Open	13-5310-3700-4300/4700
							<u>Ordered</u>	<u>Exp</u>
	(2026)	(001385)	13-5310-0-0000-3700-4300-000-000-00000				25,000.00	
	(2026)	(001387)	13-5310-0-0000-3700-4700-000-000-00000				175,000.00	
	(2026)	(001390)	13-5310-0-0000-3700-5890-000-000-00000				750.00	
	(2026)	(001413)	13-5320-0-0000-3700-4300-000-049-00000				5,000.00	
	(2026)	(001414)	13-5320-0-0000-3700-4700-000-049-00000				30,000.00	
					Total for REQ26-00025		<u>235,750.00</u>	<u>.00</u>
07/01/25	(000543)	US SPECIALTY COATINGS	REQ26-00026	3,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT DEPT-FIELD F
							<u>Ordered</u>	<u>Exp</u>
	(2026)	(002264)	01-0000-0-0000-8100-4300-000-000-00000				3,000.00	
07/01/25	(000334)	CALSTRS-JEM	REQ26-00027	600.00	JOLENE TOWNE (CHRISDEVRIES)	400	Open	2700-5890 JEM QUARTERLY FE
							<u>Ordered</u>	<u>Exp</u>
	(2026)	(000118)	01-0000-0-0000-2700-5890-000-000-00000				600.00	
07/01/25	(000743)	WEST COAST PAPER	REQ26-00028	9,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 PAPER GOODS MAINT
							<u>Ordered</u>	<u>Exp</u>
	(2026)	(002264)	01-0000-0-0000-8100-4300-000-000-00000				9,000.00	
07/01/25	(000096)	MILLER GLASS INC	REQ26-00029	3,500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-5630 GLASS REPAIRS
							<u>Ordered</u>	<u>Exp</u>
	(2026)	(000134)	01-0000-0-0000-3600-5630-000-000-00000				1,250.00	
	(2026)	(000190)	01-0000-0-0000-8100-5630-000-000-00000				1,250.00	
	(2026)	(001147)	01-8150-0-0000-8100-5630-000-000-00000				1,000.00	
					Total for REQ26-00029		<u>3,500.00</u>	<u>.00</u>
07/01/25	(001391)	ABSOLUTE HEATING & AIR IN	REQ26-00030	5,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-5630 HVAC & DIST REPAIR
							<u>Ordered</u>	<u>Exp</u>
	(2026)	(000190)	01-0000-0-0000-8100-5630-000-000-00000				4,000.00	
	(2026)	(001148)	01-8150-0-0000-8100-5630-100-000-00000				3,000.00	
	(2026)	(001149)	01-8150-0-0000-8100-5630-800-000-00000				3,000.00	

				Total for REQ26-00030	10,000.00	.00
07/01/25	(000753) GLENN COUNTY ROAD SHO	REQ26-00031	15,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 3600-5630 BUS REPAIRS
	(2026) (000134) 01-0000-0-0000-3600-5630-000-000-00000					<u>Ordered</u> 15,000.00 <u>Exp</u>
07/01/25	(000118) INDUSTRIAL POWER PRODU	REQ26-00032	1,250.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 8100-4300 MAINT CLEANING SU
	(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000					<u>Ordered</u> 1,250.00 <u>Exp</u>
07/01/25	(001407) PARAMEX SCREENING SERV	REQ26-00033	1,200.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 3600-5890 2700-5300 DOT SCR
	(2026) (000110) 01-0000-0-0000-2700-5300-000-000-00000					<u>Ordered</u> 200.00 <u>Exp</u>
	(2026) (000135) 01-0000-0-0000-3600-5890-000-000-00000					<u>Ordered</u> 1,000.00 <u>Exp</u>
						<u>Ordered</u> 1,200.00 <u>Exp</u> .00
07/01/25	(000522) LESLIE ANDERSON-MILLS	REQ26-00034	9,500.00	JOLENE TOWNE (CHRISDEVRIES)	400	Open 1110-1000-3701 L ANDERSON F
	(2026) (000238) 01-0000-0-1110-1000-3701-000-000-00000					<u>Ordered</u> 9,500.00 <u>Exp</u>
07/01/25	(000485) VOLTAGE SPECIALISTS	REQ26-00035	1,200.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 8100-5630 ELECTRICAL REPAIR
	(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000					<u>Ordered</u> 1,200.00 <u>Exp</u>
07/01/25	(000233) CALIFORNIA DEPARTMENT C	REQ26-00036	1,000.00	EREN MORENO (CHRISDEVRIES)	400	Open 13-5310-4300 CAFE COMMODIT
	(2026) (001387) 13-5310-0-0000-3700-4700-000-000-00000					<u>Ordered</u> 600.00 <u>Exp</u>
	(2026) (001390) 13-5310-0-0000-3700-5890-000-000-00000					<u>Ordered</u> 300.00 <u>Exp</u>
	(2026) (001414) 13-5320-0-0000-3700-4700-000-049-00000					<u>Ordered</u> 100.00 <u>Exp</u>
						<u>Ordered</u> 1,000.00 <u>Exp</u> .00
07/01/25	(000801) HUNT & SONS INC	REQ26-00037	30,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 3600.4392 DIESEL FUEL
	(2026) (000132) 01-0000-0-0000-3600-4392-000-000-00000					<u>Ordered</u> 30,000.00 <u>Exp</u>
07/01/25	(001059) NORCAL FOOD EQUIPMENT	REQ26-00038	10,000.00	EREN MORENO (CHRISDEVRIES)	400	Open 13-5310-3700-5630 CAFE EQUIP
	(2026) (001389) 13-5310-0-0000-3700-5630-000-000-00000					<u>Ordered</u> 10,000.00 <u>Exp</u>
07/01/25	(000868) PONCI'S WELDING	REQ26-00039	500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 8100-5630 EQUIPMENT REPAIR

						<u>Ordered</u>	<u>Exp</u>
(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000						500.00	
07/01/25	(001498) CHRISTY WHITE ASSOCIATE	REQ26-00040	15,000.00	KRISTEN HAMMAN (CHRISDEVRIES)	400	Open	7191-5810 AUDITORS FEES
(2026) (000164) 01-0000-0-0000-7191-5810-000-000-00000						15,000.00	
07/01/25	(001035) NUSO LLC	REQ26-00041	4,400.00	Chris Devries (CHRISDEVRIES)	400	Open	2700-5990-000/100/800 NUSO P
(2026) (000122) 01-0000-0-0000-2700-5990-000-000-00000						1,000.00	
(2026) (002661) 01-0000-0-0000-2700-5990-800-800-00000						1,900.00	
(2026) (002662) 01-0000-0-0000-2700-5990-100-100-00000						1,500.00	
Total for REQ26-00041						4,400.00	.00
07/01/25	(000147) PAPE MACHINERY	REQ26-00042	500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT SUPPLIES
(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000						250.00	
(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000						250.00	
Total for REQ26-00042						500.00	.00
07/01/25	(001267) FASRAK	REQ26-00043	150.00	Chris Devries (CHRISDEVRIES)	400	Open	TOLLS FOR DIST TRAVEL
(2026) (000106) 01-0000-0-0000-2700-5200-000-000-00000						50.00	
(2026) (000271) 01-0000-0-1110-1000-5200-000-000-00000						100.00	
Total for REQ26-00043						150.00	.00
07/01/25	(000008) CALIFORNIA'S VALUED TRU\$	REQ26-00044	1,425,000.00	JOLENE TOWNE (CHRISDEVRIES)	400	Open	9572 STAFF H & W INSURANCE
(2026) (002061) 01- -- - -9572- - -						325,000.00	
(2026) (002068) 01- -- - -9571- - -						1,100,000.00	
Total for REQ26-00044						1,425,000.00	.00
07/01/25	(002176) SONGBIRD LANDSCAPE SUP	REQ26-00045	2,500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 LANDSCAPE MATER
(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000						2,500.00	
07/01/25	(001381) FERGUSON ENTERPRISES L	REQ26-00046	1,500.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300/5630 PLUMBING PAF
(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000						1,500.00	
07/01/25	(001187) ACCULARM SECURITY SYSTI	REQ26-00047	3,600.00	MIKE WATSON	400	Open	8100-5630 SECURITY SYSTEM-I

(CHRISDEVRIES)

						<u>Ordered</u>	<u>Exp</u>
	(2026)	(000292)	01-0000-0-1110-1000-5890-000-000-00000			500.00	
	(2026)	(000296)	01-0000-0-1110-1000-5890-100-000-00000			700.00	
	(2026)	(000301)	01-0000-0-1110-1000-5890-800-000-00000			1,200.00	
	(2026)	(000334)	01-0000-0-3200-1000-5890-300-000-00000			600.00	
	(2026)	(001295)	11-6391-0-4110-1000-5890-000-000-00000			600.00	
	Total for REQ26-00047					3,600.00	.00
07/01/25	(002079)	ACCURATE PLUMBING	REQ26-00048	5,000.00 ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-5630 MAINT OPEN PLUMB
	(2026)	(000190)	01-0000-0-0000-8100-5630-000-000-00000			<u>5,000.00</u>	<u>Exp</u>
07/01/25	(000512)	PLATT ELECTRIC SUPPLY IN	REQ26-00049	500.00 ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT SUPPLIES/PA
	(2026)	(002264)	01-0000-0-0000-8100-4300-000-000-00000			<u>500.00</u>	<u>Exp</u>
07/01/25	(000005)	ACSA	REQ26-00050	5,850.00 KRISTEN HAMMAN (CHRISDEVRIES)	400	Open	ANNUAL DUES JP; CO; UT
	(2026)	(000162)	01-0000-0-0000-7150-5300-000-000-00000			<u>2,000.00</u>	<u>Exp</u>
	(2026)	(002402)	01-0000-0-0000-2700-5300-100-100-00000			<u>1,500.00</u>	
	(2026)	(002403)	01-0000-0-0000-2700-5300-800-800-00000			<u>2,350.00</u>	
	Total for REQ26-00050					5,850.00	.00
07/01/25	(000039)	COSTCO WHOLESALE MEMB	REQ26-00051	180.00 Chris Devries (CHRISDEVRIES)	400	Open	25-26 COSTCO MEMBERSHIP
	(2026)	(000110)	01-0000-0-0000-2700-5300-000-000-00000			<u>180.00</u>	<u>Exp</u>
07/01/25	(000884)	AERIES SOFTWARE INC	REQ26-00052	28,000.00 MIKE WATSON (CHRISDEVRIES)	400	Open	25-26 ANNUAL DIST SUBSCRIP
	(2026)	(000292)	01-0000-0-1110-1000-5890-000-000-00000			<u>28,000.00</u>	<u>Exp</u>
07/01/25	(000156)	CASBO	REQ26-00053	1,850.00 KRISTEN HAMMAN (CHRISDEVRIES)	400	Open	25-26 ANNUAL DIST SUBSCRIP
	(2026)	(000110)	01-0000-0-0000-2700-5300-000-000-00000			<u>1,750.00</u>	<u>Exp</u>
	(2026)	(000292)	01-0000-0-1110-1000-5890-000-000-00000				
07/01/25	(001161)	CHICO SPRINKLER INC	REQ26-00054	1,000.00 ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-4300 MAINT DEPT SUPPLI
	(2026)	(002264)	01-0000-0-0000-8100-4300-000-000-00000			<u>1,000.00</u>	<u>Exp</u>

						<u>Ordered</u>	<u>Exp</u>
(2026) (000313) 01-0000-0-1110-2420-5890-100-026-00000						884.16	
(2026) (000314) 01-0000-0-1110-2420-5890-800-026-00000						884.16	
Total for REQ26-00064						<u>1,768.32</u>	<u>.00</u>
07/01/25	(000552)	HEARTLAND SCHOOL SOLUT	5,400.00	KRISTEN HAMMAN (CHRISDEVRIES)	400	Open	13-5310 MOSAIC FOH AND BOH
(2026) (001390) 13-5310-0-0000-3700-5890-000-000-00000						<u>5,400.00</u>	<u>Exp</u>
07/01/25	(001382)	U.S. BANK CORPORATE	10,050.00	MIKE WATSON (CHRISDEVRIES)	400	Open	9150-4300 TECH DEPT OPEN
(2026) (001170) 01-9150-0-0000-2420-4300-000-000-00000						<u>7,000.00</u>	<u>Exp</u>
(2026) (001180) 01-9150-0-0000-2420-5890-000-000-00000						<u>3,000.00</u>	<u>Exp</u>
Total for REQ26-00066						<u>10,000.00</u>	<u>.00</u>
07/01/25	(001072)	CORNING FORD	10,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-5630 VEHICLE REPAIRS &
(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000						<u>10,000.00</u>	<u>Exp</u>
(2026) (002408) 01-0350-0-3800-1000-5630-100-051-00000						<u>4,000.00</u>	<u>Exp</u>
Total for REQ26-00067						<u>14,000.00</u>	<u>.00</u>
07/01/25	(000485)	VOLTAGE SPECIALISTS	800.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open	8100-5890 ALARM MONITORING
(2026) (002379) 01-0000-0-0000-8100-5890-000-000-00000						<u>800.00</u>	<u>Exp</u>
07/01/25	(000104)	CALIFORNIA SCHOOL BOARD	4,500.00	KRISTEN HAMMAN (CHRISDEVRIES)	400	Open	2700-5300 GAMUT POLICY PLU
(2026) (000110) 01-0000-0-0000-2700-5300-000-000-00000						<u>4,500.00</u>	<u>Exp</u>
07/01/25	(002044)	CalSTRS	22,568.63	KRISTEN HAMMAN (CHRISDEVRIES)	400	Open	OB 3701 8 YR DEFERRED 2 YR
(2026) (000159) 01-0000-0-0000-7150-3701-000-000-00000						<u>14,364.95</u>	<u>Exp</u>
(2026) (000238) 01-0000-0-1110-1000-3701-000-000-00000						<u>8,203.68</u>	<u>Exp</u>
Total for REQ26-00070						<u>22,568.63</u>	<u>.00</u>
07/01/25	(000024)	GAYNOR TELESYSTEMS INC	3,500.00	MIKE WATSON (CHRISDEVRIES)	400	Open	9150-5890 NEC SOFTWARE AS
(2026) (001180) 01-9150-0-0000-2420-5890-000-000-00000						<u>3,500.00</u>	<u>Exp</u>
07/01/25	(002107)	T-MOBILE	2,160.00	MIKE WATSON (CHRISDEVRIES)	400	Open	5890 75 STUDENT HOT SPOTS

						<u>Ordered</u>	<u>Exp</u>
(2026) (000292) 01-0000-0-1110-1000-5890-000-000-00000						2,160.00	
07/01/25	(001365)	COMER COMMUNICATIONS I	REQ26-00073	700.00	MIKE WATSON (CHRISDEVRIES)	400	Open 9150-5890-SP MILESTONE ANN
(2026) (001180) 01-9150-0-0000-2420-5890-000-000-00000						700.00	
07/01/25	(001382)	U.S. BANK CORPORATE	REQ26-00074	20,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 8100-4300 DIST MAINT OPEN
(2026) (000183) 01-0000-0-0000-8100-4392-000-000-00000						9,000.00	
(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000						1,500.00	
(2026) (002264) 01-0000-0-0000-8100-4300-000-000-00000						8,000.00	
(2026) (002379) 01-0000-0-0000-8100-5890-000-000-00000						1,500.00	
Total for REQ26-00074						20,000.00	.00
07/01/25	(001187)	ACCULARM SECURITY SYSTI	REQ26-00075	3,000.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open 8100-5630 SECURITY SYSTEM-I
(2026) (000190) 01-0000-0-0000-8100-5630-000-000-00000						500.00	
(2026) (000292) 01-0000-0-1110-1000-5890-000-000-00000						500.00	
(2026) (000296) 01-0000-0-1110-1000-5890-100-000-00000						500.00	
(2026) (000301) 01-0000-0-1110-1000-5890-800-000-00000						1,000.00	
(2026) (000334) 01-0000-0-3200-1000-5890-300-000-00000						300.00	
(2026) (001295) 11-6391-0-4110-1000-5890-000-000-00000						200.00	
Total for REQ26-00075						3,000.00	.00
07/01/25	(001382)	U.S. BANK CORPORATE	REQ26-00076	4,000.00	EREN MORENO (CHRISDEVRIES)	400	Open 13-5310-4300 CAFE OPEN
(2026) (001385) 13-5310-0-0000-3700-4300-000-000-00000						1,000.00	
(2026) (001387) 13-5310-0-0000-3700-4700-000-000-00000						2,500.00	
Total for REQ26-00076						3,500.00	.00
07/01/25	(002270)	ORKIN PEST CONTROL	REQ26-00077	6,720.00	ALAN JOKSCH (CHRISDEVRIES)	400	Open TBD VENDOR 8100-5590 MONT
(2026) (000186) 01-0000-0-0000-8100-5590-000-000-00000						6,720.00	
07/01/25	(002071)	SYNAPSE TECHNOLOGIES I	REQ26-00078	4,190.00	MIKE WATSON (CHRISDEVRIES)	400	Open RENEW CLOUD SUBSCRIPTIO
(2026) (001180) 01-9150-0-0000-2420-5890-000-000-00000						4,190.00	
07/01/25	(000613)	COMCAST-INTERNET SERV	REQ26-00079	10,250.00	MIKE WATSON (CHRISDEVRIES)	400	Open 2700-5990 INTERNET SERVICE

						<u>Ordered</u>	<u>Exp</u>
(2026) (000122) 01-0000-0-0000-2700-5990-000-000-00000						10,250.00	
07/01/25	(000027) ORLAND HARDWARE	REQ26-00080	2,000.00	ANDY MARTIN (CHRISDEVRIES)	100	Open	6387-4300-100 & 0350-4300-053
(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000						1,000.00	
(2026) (004007) 01-0350-0-3800-1000-4300-100-053-00000						1,000.00	
Total for REQ26-00080						2,000.00	.00
07/01/25	(002121) CORNING LUMBER	REQ26-00081	2,000.00	ANDY MARTIN (CHRISDEVRIES)	100	Open	6387 & 0350-4300-100-053 AND'
(2026) (000489) 01-0350-0-6000-1000-4300-100-053-00000						1,000.00	
(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000						1,000.00	
Total for REQ26-00081						2,000.00	.00
07/01/25	(000320) GERLINGER STEEL & SUPPL	REQ26-00082	4,000.00	ANDY MARTIN (CHRISDEVRIES)	100	Open	6387 & 0350-4300-053 ANDY MA
(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000						1,000.00	
(2026) (004007) 01-0350-0-3800-1000-4300-100-053-00000						3,000.00	
Total for REQ26-00082						4,000.00	.00
07/01/25	(000524) MJB WELDING SUPPLY	REQ26-00083	4,000.00	ANDY MARTIN (CHRISDEVRIES)	100	Open	0350-4300-053 & 6387-4300-100
(2026) (000919) 01-6387-0-3800-1000-4300-100-000-00000						1,000.00	
(2026) (000921) 01-6387-0-3800-1000-5890-100-000-00000						250.00	
(2026) (004007) 01-0350-0-3800-1000-4300-100-053-00000						2,750.00	
Total for REQ26-00083						4,000.00	.00
07/01/25	(001382) U.S. BANK CORPORATE	REQ26-00084	6,000.00	SYLVIA ROBLES (CHRISDEVRIES)	600	Open	11-6391-4300 OPEN FOR EVEN'
(2026) (001279) 11-6391-0-4110-1000-4300-000-000-00000						6,000.00	
07/01/25	(000309) OFFICE DEPOT INC	REQ26-00085	5,000.00	SYLVIA ROBLES (CHRISDEVRIES)	600	Open	11-6391-4300 ADULT ED OFFICI
(2026) (001279) 11-6391-0-4110-1000-4300-000-000-00000						5,000.00	

Total for Org	<u>3,066,339.21</u>	<u>.00</u>
Prepared by	<i>Chris Devries</i>	<i>6/17/25</i>
Authorized by		

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Hamilton High School- Home of the Braves
Cris Oseguera, Principal

2025-26 HHS SITE MASTER CALENDAR

Month	M	T	W	T	F	Notes
AUGUST 2025						05 HHS Frosh Orientation- 9am-12noon 08/11 HUSD Teacher Inservice dates (12) First Day of School-Full Day; Start of 1st Semester 14 HHS Picture Day 26 HHS Back-To-School Night- 6:00pm Grade Eligible/Ineligible Date- August 14, 2025
Student Days: Stu Days- 14 (14 total)	04 [1]	05 (12)	06 13	07 14	08 [15]	
	18 25	19 26	20 27	21 28	22 [29]	
SEPTEMBER 2025						01 Labor Day Holiday- No School 03 HHS College and Scholarship Parent Info Night-6:00pm (tentative) 10 Progress Reports Due (Teachers) 12 Progress Reports Distributed 18 HHS Parent/Teacher Conferences 19 Fall HHS Homecoming
Stu Days- 21 (35 total)	01 08	02 09	03 10	04 11	05 [12]	
	15 22	16 23	17 24	18 25	19 [26]	
	29	30				
OCTOBER 2025						10 1st Quarter Ends 15 HHS Financial Aid Workshop- 6:00pm (tentative) 15 1st Quarter Grades Due (Teachers) 17 1st Quarter Report Cards Distributed 20 No School- Teacher Inservice (Student Non-Attendance Day) Grade Eligible/Ineligible Date- October 23, 2025
Stu Days- 22 (57 total)			01 06	02 07	03 [08]	
	13 [20]	14 21	15 22	16 23	17 [24]	
	27	28	29	30	31	
NOVEMBER 2025						11 Veterans Day Holiday Observed- No School 12 Progress Reports Due (Teachers) 14 Progress Reports Distributed 24-28 Thanksgiving Break (11/24/25-11/28/25)- No School 27 Happy Thanksgiving!
Stu Days- 14 (71 total)	03 10	04 11	05 12	06 13	07 [14]	
	17 24	18 25	19 26	20 27	21 [28]	
DECEMBER 2025						04 Elementary Christmas Program-HHS Gym 19 End of 1st Semester 22-31 Winter Break (12/22/25-01/12/26)-No School 23 1st Semester Grades Due (Teachers) 25 Merry Christmas ! 30 1st Semester Report Cards Distributed
Stu Days- 15 (86 total) (1st Sem = 86 days)	01 08	02 09	03 10	04 11	05 [12]	
	15 22	16 23	17 24	18 25	19 26	
	29	30	31			
JANUARY 2026						01-09 Winter Break- No School 12 School Resumes-Start of 2nd Semester 19 Dr. Martin Luther King Day Holiday Observed-No School Grade Eligible/Ineligible Date- January 14, 2026
Stu Days- 14 (100 total)	05 12	06 13	07 14	08 15	09 [16]	
	19 26	20 27	21 28	22 29	23 [30]	
FEBRUARY 2026						09 Lincoln's Birthday Holiday Observed- No School 11 Progress Reports Due (Teachers) 13 Progress Reports Distributed 16 President's Day Holiday- No School 26 HHS Parent/Teacher Conferences
Stu Days- 18 (118 total)	02 09	03 10	04 11	05 12	06 [13]	
	16 23	17 24	18 25	19 26	20 [27]	
MARCH 2026						13 No School- Teacher Inservice (Student Non-Attendance Day) 16 Opening of HHS CAASPP Testing Window 20 3rd Quarter Ends 25 3rd Quarter Grades Due (Teachers) 27 Report Cards Distributed
Stu Days- 21 (139 total)	02 09	03 10	04 11	05 12	06 [13]	
	16 23	17 24	18 25	19 26	20 [27]	
	30	31				
APRIL 2026						03-10 Spring Break (Good Friday Observed April 03; Easter is April 05)- No School 05 Happy Easter! 16 HHS Open House- 6:00pm (tentative) 29 Progress Reports Due (Teachers) Grade Eligible/Ineligible Date- April 01, 2026
Stu Days- 16 (155 total)			01 06	02 07	03 [08]	
	13 20	14 21	15 22	16 23	17 [24]	
	27	28	29	30		
MAY 2026						01 Progress Reports Distributed 11-15 Glenn County Fair Week 21 HHS Senior Project Presentations- 6:00pm 25 Memorial Day Holiday-No School 26 HHS Awards Night-6:00pm 28-29 Senior Trip-tbd
Stu Days- 20 (175 total)	04 11	05 12	06 13	07 14	08 [15]	
	18 25	19 26	20 27	21 28	22 [29]	
JUNE 2026						05 HHS/HUSD Minimum Day 05 Last Day of School- End of 2nd Semester/ High School Commencement at 8:00 PM 10 2nd Semester Grades Due (Teachers) 10 HHS Summer School begins (Session: June 10-June 30, 2026)-TBD 12 Second Semester Report Cards Distributed 19 Juneteenth- No School
Stu Days- 5 (180 total) (2nd Sem = 94 days)	01 08	02 09	03 10	04 11	05 [12]	
	15 22	16 23	17 24	18 25	19 26	
	29	30				

School Starts/Ends () Staff Development- No Students School Holiday (HHS Minimum Day)

All Regular School Days – 8:10am to 3:15pm / All Minimum Days Dismissed at 12:30 p.m.
All Fridays: Minimum Days for Teacher Collaboration/Teacher Staff Development (1:05 p.m. to 3:15 p.m., as directed)

Total Student Days: 180
Teacher Staff Development Days: 4
Total Teacher/Staff Days: 184