



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256

MINUTES

Trinity County Board of Education Regular Board Meeting April 16, 2025

WHERE HELD: Trinity County Office of Education
201 Memorial Drive – Granite Room

MEMBERS PARTICIPATING: Randy Spencer, Area I
Vacant, Area II
Sally Aldinger, Area III
Arina Erwin, Area IV
Steve Canale, Area V

COUNTY OFFICE: Fabio Robles, Superintendent of Schools
Anthony Rebelo, Assistant Superintendent of Special
Education/SELPA Director
Tim Nordstrom, Assistant Superintendent of Educational
Services
Cindy Blanchard, Chief Business Official
Kaila Arnold, Executive Secretary

1.0 Formal Opening

- 1.1 Call to Order
Sally called the meeting to order at 1:00 p.m.
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Additions or Changes to Agenda

- 2.0 **Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, 20 minutes per topic, pursuant to Board policy. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipt of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

There was no public communication.

3.0 Accept Open Session Agenda

Sally asked the board for a motion to accept the Open Session Agenda.

MOTION: A motion was made by Steve, with a second by Randy, to accept the Open Agenda. Motion passed. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.

- 4.0** **Consent Agenda:** The following consent agenda items are considered routine by the County Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered following approval of the Consent Agenda.

- 4.1 Minutes – March 19, 2025
- 4.2 Warrants – March 2025
- 4.3 Payroll – March 2025

Sally asked the Board if there was a motion to pull any items from the Consent Agenda. Hearing none, Sally asked the board for a motion to accept the Consent Agenda.

MOTION: A motion was made by Arina, with a second by Steve, to accept the Consent Agenda. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.

5.0 **Information Items**

- 5.1 Summary of Complaints Per Williams Uniform Complaint Procedures (January 1, 2025, through March 31, 2025)
No complaints were received.
- 5.2 Review The 2025-2026 Trinity County Office of Education Business Calendar
- 5.3 BP 5141.52 – Suicide Prevention *First Reading*
- 5.4 BB 9320 – Meetings and Notices *First Reading*
- 5.5 BB/E1 9323.2 – Actions by The Board *First Reading*
- 5.6 BB 9224 – Oath or Affirmation *First Reading*
Fabio spoke briefly on items 5.3 – 5.6.

6.0 **Action Items**

- 6.1 Approve 2025-2026 Trinity County RISE School Calendar
MOTION: A motion was made by Steve, with a second by Randy. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.
- 6.2 Approve Resolution #24-25-11 Trinity County Office of Education Change Lincoln Day Observance
MOTION: A motion was made by Randy, with a second by Steve. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.
- 6.3 Approve Resolution #24-25-12 Trinity County RISE Academy Change Lincoln Day Observance
MOTION: A motion was made by Arina, with a second by Steve. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.
- 6.4 Review and Approve the Updated School Accountability Report Card (SARC) for the 2023-2024 SY– R.I.S.E
Tim spoke briefly on item 6.4
MOTION: A motion was made by Arina, with a second by Randy. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.
- 6.5 Approve the Time and Location of May 21, 2025, Regular Board Meeting to Tour Douglas City Elementary School Facilities @ 4:00 pm with the Board Meeting to Follow @ 4:30 pm @ 100 School House Rd., Douglas City
MOTION: A motion was made by Steve, with a second by Arina. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.

7.0 Reports

- 7.1 Financial Report and Oversight Update
Cindy provided the financial report and oversight update, which was included in the board packet for the members to review.
 - 7.1.1 School Facilities Report from Jeff Morris
The school facilities report was included in the packet for the members to review.
- 7.2 Cabinet Report – includes Trinity COE and District LCAP Updates
Tim and Anthony shared their cabinet reports with the board.

8.0 Correspondence

There was no correspondence.

9.0 Superintendent's Report

- 9.1 Jade Tyner has accepted another position and will be working for our office in a limited capacity moving forward.
- 9.2 Shared the Steam Expo highlights and gave kudos.
- 9.3 Updated the board on both the retirement party for Cassie Telles and Melanie Holmes and the send off potluck for Tim Nordstrom.
- 9.4 Trinity County Education Leadership Summit update.

10.0 Board Reports/Announcements/Comments

Arina and Sally shared their reports with the board.

11.0 Adjournment

MOTION: A motion was made by Arina, with a second by Randy to adjourn the meeting. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-0, Abstain-0.

The meeting adjourned at 1:42 p.m.

Respectfully submitted,

Fabio Robles, Ex-Officio Secretary
Trinity County Office of Education

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Checks Dated 04/01/2025 through 04/30/2025

Board Meeting Date Wednesday, May 21, 2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5255911	04/02/2025	Comiskey, Joseph V	01-5200	J. Comiskey Joe Mileage Positive Network Mar 25	178.89	
				J. Comiskey Joe Positive Network Lodging	149.42	
				J. Comiskey Lodging SEACO Mar 25	346.48	
				J. Comiskey Per Diem SEACO Mar 25	172.00	846.79
5255912	04/02/2025	Rebelo, Stephanie S	01-5200	S. Rebelo WAI Spring Meeting 25		204.00
5255913	04/02/2025	Wright, Tiffany L	01-4300	T. Wright FYS Meals and Transportation	69.24	
			01-5200	T. Wright Per Diem Statewide FYS Apr 25	295.84	365.08
5255914	04/02/2025	Cloud, Amanda M	01-4300	A. Cloud Reimbursement Online Training		150.00
5255915	04/02/2025	Burger, Erin E	01-4300	E. Burger EHCY Meals		32.72
5255916	04/02/2025	Henson, Elizabeth	01-4300	E. Henson RISE Rewards		327.02
5255917	04/02/2025	Tapia Lara, Eugenio A	01-5200	E. Tapia Reim Bag Fee & Transportation		102.92
5255918	04/02/2025	Agile Occupational Medicine	01-5890	New Hire Drug Screen - Lutz		65.00
5255919	04/02/2025	AT&T	01-5920	24-25 AT&T Computer Line		49.52
5255920	04/02/2025	Burnt Ranch School District	01-5800	UDL Workshop Reimbursements	982.84	
			01-7281	Reimbursement ASES Remix and Symposium	1,820.46	2,803.30
5255921	04/02/2025	Casa de Castellanos	11-4300	Love and Logic Meals		782.81
5255922	04/02/2025	John W. Kizziar, DDS, INC	01-5800	Trinity Smiles HB 03192025	115.00	
				Trinity Smiles HW 03192025	152.00	
				Trinity Smiles LC 03122025	301.00	
				Trinity Smiles LS 03192025	39.00	
				Trinity Smiles XH 03192025	515.00	1,122.00
5255923	04/02/2025	Junction City School District	01-5100	C STEM Reimbursement	4,500.00	
				Community of Practice Stipend	1,500.00	
			01-5800	Reimbursements		
				UDL Workshop Reimbursement	1,600.00	7,600.00
5255924	04/02/2025	Lingo	01-5920	23/24 Long Distance Services		85.44
5255925	04/02/2025	Sacramento Co Office Of Ed	01-5800	National History Day Registration Fee's		330.00
5255926	04/02/2025	Shasta Co Office Of Education	01-5200	M. Rourke Math Symposium		30.00
5255927	04/02/2025	Shasta Kids Dentistry Andrew J Ingersoll Dental Corp	01-5800	Trinity Smiles FW 03152025		1,326.00
5255928	04/02/2025	Southern Trinity Joint Unified	01-7281	ASES Remix Reimbursements		667.15
5255929	04/02/2025	Trinity Co Arts Council	01-5800	RISE Classes Timbre Beck		475.00
5255930	04/02/2025	Trinity PUD	01-5510	24/25 monthly electricity		1,021.98
5255931	04/02/2025	NAPA Weaverville Auto Parts	01-4300	24/25 NAPA Auto Parts		175.93
5255932	04/02/2025	Wilkinson Hadley King & Co LLP	01-5820	Final Billing for 2023-24 Audit		1,725.00
5256070	04/09/2025	Jenny Trucks	11-4300	Love and Logic Mileage Reimbursement		46.90
5256071	04/09/2025	Holmes, Melanie R	01-5200	M. Holmes Lodging x3 PASCO Apr 25		1,832.27

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5256072	04/09/2025	Rebelo, Anthony J	01-5200	A. Rebelo Per Diem SELPA Apr 25	344.00	
				A. Rebelo Reim Flight & Trans SELPA Apr 25	1,468.84	1,812.84
5256073	04/09/2025	Moodie, Elizabeth J	01-4300	E. Moodie Reimb Spring 2025		607.00
5256074	04/09/2025	Lerma, Taylor A	11-5200	T. Lerma Reimb Love and Logic Meals		290.43
5256075	04/09/2025	Bayless, Steven D	01-4300	S. Bayless Reim RISE Rewards Mar 25		132.89
5256076	04/09/2025	ACCU-Print	01-5840	24/25 Fingerprint Fees-Accu		54.00
5256077	04/09/2025	Carrel's Office Solutions	01-4300	24/25 KYOCERA/TASKalfa 5054ci	564.97	
				Kyocera Taskalfa 4004i Digital Imaging System	12.95	
			01-4400	24-25 Carrel's Kyicera TaskAlfa 5004i	7.18	585.10
5256078	04/09/2025	Coffee Creek Elementary School	01-5800	UDL Stipends		873.44
5256079	04/09/2025	Com-Pair Services	01-5920	24/25 Com-Pair Monthly Expenses		1,650.00
5256080	04/09/2025	Dee Hankins	01-5800	Dee Hankins Foster Youth Education Support Program		22,997.00
5256081	04/09/2025	Douglas City School	01-5800	ASES Coordinator Symposium	391.80	
				ASES Remix	1,315.34	
				UDL Stipends	1,679.39	3,386.53
5256082	04/09/2025	Fastenal Company	01-4300	24/25 Maintenance Supplies		244.18
5256083	04/09/2025	Frontier Fuel	01-4300	Speech Fuel Purchases		297.54
5256084	04/09/2025	Interstate Oil Company	01-4300	24/25 bulk motor oil		266.29
5256085	04/09/2025	Jenna Rae Johnson	01-5800	Jenna Johnson Triadic Supervision Mar 2025		1,760.00
5256086	04/09/2025	Stacey Neill Mountain Kids Therapy	01-5800	OT Services March 2025		5,850.00
5256087	04/09/2025	North State Grocery, Inc	11-4300	Love and Logic Meals		27.52
5256088	04/09/2025	Pitney Bowes Inc Reserve Account	01-5910	24/25 Postage and lease		800.00
5256089	04/09/2025	Redding Kia Subaru	01-5600	Sensor ASSY-ABS		491.76
5256090	04/09/2025	Subway	01-4300	Community Event-Dee Hankins-Meals		809.27
5256091	04/09/2025	Trinity Alps Restaurant	01-4300	Trauma Informed Practices Meeting Meals		377.95
5256092	04/09/2025	Trinity Alps Unified S D	01-5200	ADR Per Diems and Mileage		580.40
5256093	04/09/2025	Trinity Co Dept Of Transport	01-4300	24/25 Monthly Fuel		1,455.18
5256094	04/09/2025	Watkins Tree Service	01-5800	Pine Tree Removal Mar 25		3,900.00
5256095	04/09/2025	NAPA Weaverville Auto Parts	01-4300	24/25 NAPA Auto Parts		128.74
5256096	04/09/2025	Wilkinson Hadley King & Co LLP	01-5820	Out of Pocket Expenses for Audit Visit		8,745.55
5256097	04/09/2025	Lucia Loeb dbaZingBee T	01-4300	STEAM Expo Hats PR121		2,342.34
5256238	04/16/2025	Gwen Reiter	12-5800	24/25 Tuition Reimbursement		4,150.28
5256239	04/16/2025	Rebelo, Stephanie S	01-5200	S. Rebelo Lodging & Mileage WAI Conference Apr 25		409.91

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5256240	04/16/2025	Wright, Tiffany L	01-4300	T. Wright FYS Shoes	64.64	
			01-5200	T. Wright Mileage to FYS Conference Apr 25	94.47	
				T. Wright Transportaion FYS Conference	79.92	239.03
5256241	04/16/2025	Palmer, Jason	01-4300	J. Palmer Apr 25 RISE Rewards		185.67
5256242	04/16/2025	Burger, Erin E	01-4300	E. Burger FYS Services		108.78
5256243	04/16/2025	Dixon, Julia M	01-4300	J. Dixon Apr 25 STEAM Prizes		296.89
5256244	04/16/2025	Bayley, Courtney K	01-5200	C. Bayley Lodging FCMAT Apr 2025	159.47	
				C. Bayley Per Diem FCMAT Apr 2025	113.52	272.99
5256245	04/16/2025	Bayless, Steven D	01-4300	S. Bayless Apr 25 RISE Rewards		323.59
5256246	04/16/2025	101Voice	01-5920	Business Phone licensing		592.98
5256247	04/16/2025	North State Grocery, Inc	01-4300	J. Dixon Apr 25 STEAM Prizes	26.45	
				J. Dixon YAS Apr 2025 Snacks	36.80	63.25
5256248	04/16/2025	Plotzke Ace Hardware	01-4300	24/25 maintenance supplies	194.27	
				J. Dixon Apr 25 STEAM Supplies	34.28	
				J. Dixon STEAM Supplies	3.00	231.55
5256249	04/16/2025	ProCare Therapy TTF Holdings Lockbox	01-5800	24/25 Behavior Specialist		24,000.00
5256250	04/16/2025	San Joaquin County Of Ed	01-5800	LEA Medi-Cal Billing Services - March 24-25		62.00
5256251	04/16/2025	School Specialty LLC	12-4300	Early Childhood Education-Backpacks		3,989.70
5256252	04/16/2025	Shasta-Trinity Schools Den	01-9580	TCOE MAY 2025 STSIG-Dental Premiums		5,430.89
5256253	04/16/2025	Shasta-Trinity Schools Med	01-9580	TCOE MAY 2025 STSIG-Medical Premiums		57,637.00
5256254	04/16/2025	Shasta-Trinity Schools Vis	01-9580	TCOE MAY 2025 STSIG-Vision Premiums		1,676.70
5256255	04/16/2025	Trinity Center Elementary	01-5800	UDL Stipend Reimbursement		800.00
5256256	04/16/2025	Trinity Alps Unified S D	01-5100	C-STEM Stipends Reimbursements		4,000.00
5256257	04/16/2025	Trinity Co. Solid Waste	01-5550	24/25 solid waste fees		314.50
5256258	04/16/2025	Weaverville CSD	01-5560	24/25 monthly water service		32.25
5256259	04/16/2025	Weaverville Sanitary District	01-5550	24/25 monthly sewer service		53.00
5256260	04/16/2025	Wilkinson Hadley King & Co LLP	01-5820	Progress Bill for 2024-25 Audit		6,378.75
5256373	04/23/2025	Dawson, Laura L	01-3702	L. Dawson Dental Reim 2025	68.45	
				L. Dawson Spouse INS 2025	138.80	
				L. Dawson Vision Ins Reimb 2025	58.76	266.01
5256374	04/23/2025	Canale, Stephen J	01-5200	TCOE BOE Mileage		114.80
5256375	04/23/2025	Spencer, Randy D	01-5200	TCOE BOE Mileage		53.20
5256376	04/23/2025	McIntosh, Elisabeth S	01-5200	L. McIntosh Per Diem Laserfiche Apr 2025	254.56	
				L. McIntosh Transportation Laserfishe Conf 2025	48.85	303.41
5256377	04/23/2025	Willburn, Kelsey A	01-4300	K. Wilburn Mileage Mental Health Montly Meetings		380.80

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5256378	04/23/2025	Palmer, Jason	01-4300	J. Palmer Apr 25 RISE Rewards		139.16
5256379	04/23/2025	Dabney, Michael J	01-5200	M. Dabney Per Diem Laserfiche Apr 2025		233.06
5256380	04/23/2025	Ritter, Jake J	01-5200	J. Ritter Per Diem Laserfiche Apr 2025		276.06
5256381	04/23/2025	Henson, Elizabeth	01-4300	E. Henson Apr 25 RISE Rewards		174.36
5256382	04/23/2025	Aegix Global LLC	01-5800	Aegix Subscription ST and TC		8,505.00
5256383	04/23/2025	Elizabeth Leyden	12-5800	E. Leyden College Reim Apr-May25		695.00
5256384	04/23/2025	Frontier Communications	01-5920	24/25 Business line 051794-5 expenses		62.87
5256385	04/23/2025	Frontier Communications	01-5920	24/25 Centranet Lines 031690-5		7.14
5256386	04/23/2025	Human Response Network	12-5800	UPK Planning 37024 Q3 2024-2025		2,308.63
5256387	04/23/2025	John W. Kizziar, DDS, INC	01-5800	Trinity Smiles FL 03172025	87.00	
				Trinity Smiles FM 03142025	87.00	
				Trinity Smiles LS 04012025	250.00	
				Trinity Smiles TL 03312025	692.00	
				Trinity Smiles XC 04012025	329.00	1,445.00
5256388	04/23/2025	Kevin R. Maelfeyt	14-5800	Relocating Hand Rail and Patching Concrete		3,400.00
5256389	04/23/2025	Mendes Supply Co.	01-4300	24/25 Maintenance Supplies		896.63
5256390	04/23/2025	Pitney Bowes Inc Reserve Account	01-5910	24/25 Postage and lease		247.68
5256391	04/23/2025	Plotzke Ace Hardware	01-4300	24/25 maintenance supplies		27.86
5256392	04/23/2025	ProCare Therapy TTF Holdings Lockbox	01-5800	24/25 Behavior Specialist		4,800.00
5256393	04/23/2025	Security Shredding	01-5800	Shredding of Confidential Material		172.00
5256394	04/23/2025	State Of Cal Dept Of Justice	01-5840	24/25 Fingerprint Fees		695.00
5256395	04/23/2025	Trinity Alps Unified S D	01-5800	THS Sober Grad 2025		3,000.00
5256396	04/23/2025	Trinity County Life Support	01-5300	M. Avila CPR/First Aide Training on 01/21/2025		60.00
5256494	04/30/2025	Willburn, Kelsey A	01-4300	K. Willburn Mileage Mental Health Meetings Apr 25		95.20
5256495	04/30/2025	Henson, Elizabeth	01-4300	E. Henson RISE Rewards Apr 25		153.12
5256496	04/30/2025	AT&T	01-5920	24-25 AT&T Computer Line		49.63
5256497	04/30/2025	Carrel's Office Solutions	01-4300	Check Printer Service Call		90.00
5256498	04/30/2025	CSFC	01-5300	CSFC Dues 7/1/2025-6/30/2026		420.00
5256499	04/30/2025	Fastenal Company	01-4300	24/25 Maintenance Supplies		95.76
5256500	04/30/2025	Jones Electric	14-4300	Supplies:2 Data Power Poles, Remove Light, Attic Receptacle		1,559.66
5256501	04/30/2025	Shasta Union High School Dist	01-5800	24/25 IT Management and Technology Support		18,200.00
5256502	04/30/2025	Trinity Co. Sheriff's Dept.	01-5840	24/25 Fingerprint Fees-TCSO		360.00
5256503	04/30/2025	THS Athletic Boosters	01-5800	Sober Graduation 2025		3,000.00

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5256504	04/30/2025	U.S. Bank Corporate Payment Systems	01-4300	A. Carson Fuel for Fleet Qualtrics Conference 25	50.50	
				E. Burger Dee Hankins DG PR143	48.92	
				E. Burger Dee Hankins Donuts PR114	449.70	
				E. Burger Dee Hankins Holiday PR143	163.06	
				E. Burger Dee Hankins Prizes PR111	575.00	
				E. Burger Dee Hankins Ralibertos PR143	308.14	
				E. Burger Dee Hankins Up North PR143	36.27	
				E. Tapia Wellness Supplies PR149	20.87	
				E. Tapia Wellness Supplies PR152	623.89	
				E. Tapia Wellness Supplies PR86	2,748.66	
				E. Tapia WES Wellness Leasions PR123	55.00	
				F. Robles Mac Book Cable	52.55	
				F. Robles Mac Book Charger	106.18	
				Harney Tea Charge Refunded dispute 2.25.2025	24.17-	
				J. Comiskey Jen Harney Tea Charge paid Deposit#242-616	24.17	
				J. Dixon YAS Meals Trader Joes PR151	29.93	
				J. Dixon YAS Razor Blades PR139	9.64	
				J. Morris Fuel for Fleet	47.56	
				J. Tyner Amber Audible	5.99	
				K. Arnold Interview Panel Meals	314.53	
				K. Arnold Leadership Meals	182.92	
				K. Arnold Lunch Interview Panel	118.36	
				K. Arnold TSSC Meals	217.65	
				K. Arnold USPS Postage - Package Shipment	19.05	
				M. Koeller Headset Health Services PR92	77.25	
				R. Jackson Batteries for UPS PR154	53.95	
				Replacement Laptop Charger - J. Comiskey Jen PR153	58.22	
				SELPA CTOPP-2 Assesments PR106	102.01	
				SELPA NEPSY-11 PR107	156.91	
				Selpa Office Supplies - Green Folders	69.92	
				T. Nordstrom Fuel for Fleet to CICS Mar 25	56.09	
				T. Nordstrom Parking Fee's - paid back OR242748	1.25	

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5256504	04/30/2025	U.S. Bank Corporate Payment Systems	01-4300	T. Wright Fuel for Fleet	35.68	
				T. Wright FYS Dee Event PR124	509.37	
				T. Wright FYS Dee Meals PR124	65.50	
				T. Wright FYS EAC Meeting	54.07	
				T. Wright FYS Meal BG - NG	61.90	
				T. Wright FYS Meal MC	15.03	
				T. Wright FYS Meals	34.15	
				T. Wright FYS Meals - BG	13.74	
				T. Wright FYS Meals College Tour Mar 25	40.20	
				T. Wright FYS Parking College Tour Mar 25	3.25	
				T. Wright FYS School Supplies PR130	237.31	
				T. Wright FYS Shoes	86.11	
			01-5200	Toner for Summit-Selpa Printer PR142	525.50	
				A. Carson Lodging Qualtrics Conference 25	1,344.64	
				E. Burger Flights Homeless Conference PR98	1,697.57	
				E. Burger State Wide Homeless Conf Registration	650.00	
				E. Burger T. Wright Flight Homeless Conf PR98	29.98	
				E. Burger T. Wright Flight Homeless Conference PR98	607.17	
				E. Burger T. Wright State Wide Homeless Conf Registration	650.00	
				J. Morris Lodging Qualtrics Mar 25	4,033.92	
				J. Tyner Amber ADR Mar 25 Lodging	3,407.18	
				J. Tyner Lodging Riverside Mar 2025	1,460.22	
				T. Nordstrom Lodging CICS Mar 25	337.49	
				T. Wright FY Summit Registration	650.00	
			01-5300	F. Robles Constant Contact Software - Monday Messages	100.80	
				F. Robles Monthly Remarkable Subscription	2.99	
				F. Robles Monthly Zoom Workplace Pro Subription	15.99	
				T. Nordstrom Virtual In and Out Software Annual Renewal	574.80	
			01-9330	D. Maclaren J. Bickle CSV Conf Registration prepaid	1,400.00	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 04/01/2025 through 04/30/2025

Board Meeting Date Wednesday, May 21, 2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5256504	04/30/2025	U.S. Bank Corporate Payment Systems	11-4300	T. Nordstrom Love & Logic Meals PR120	371.62	
			11-5200	A. Carson Pariking Qualtrics Conference 25	50.00	
				A. Carson T.Lerma Lodging Qualtrics Conf 25	1,344.64	
				J. Morris Parking Qualtrics Mar 25	50.00	
			12-4300	A Carson Early Literacy Secret Story PR122	122.10	
				A. Carson Books PaperPie ST & LES PR115	438.40	
				A. Carson Credit Lifejackets LES & ST PR148	130.00-	
				A. Carson Early Ed Science, Sensory & SEL PR94	230.84	
				A. Carson LES & ST Bento Boxes PR96	1,079.77	
				A. Carson Lifejackets LES & ST PR148	1,214.53	
				A. Carson LLS Life Jackets PR140	1,092.01	
				A. Carson LLS Playdough & Raffle Tickets PR141	91.88	
				A. Carson UPK Clipboards PR97	193.00	
				A. Carson UPK Meals Mar 25 PR109	199.64	31,752.96
Total Number of Checks					108	277,922.49

Includes checks for only Bank Account COUNTY

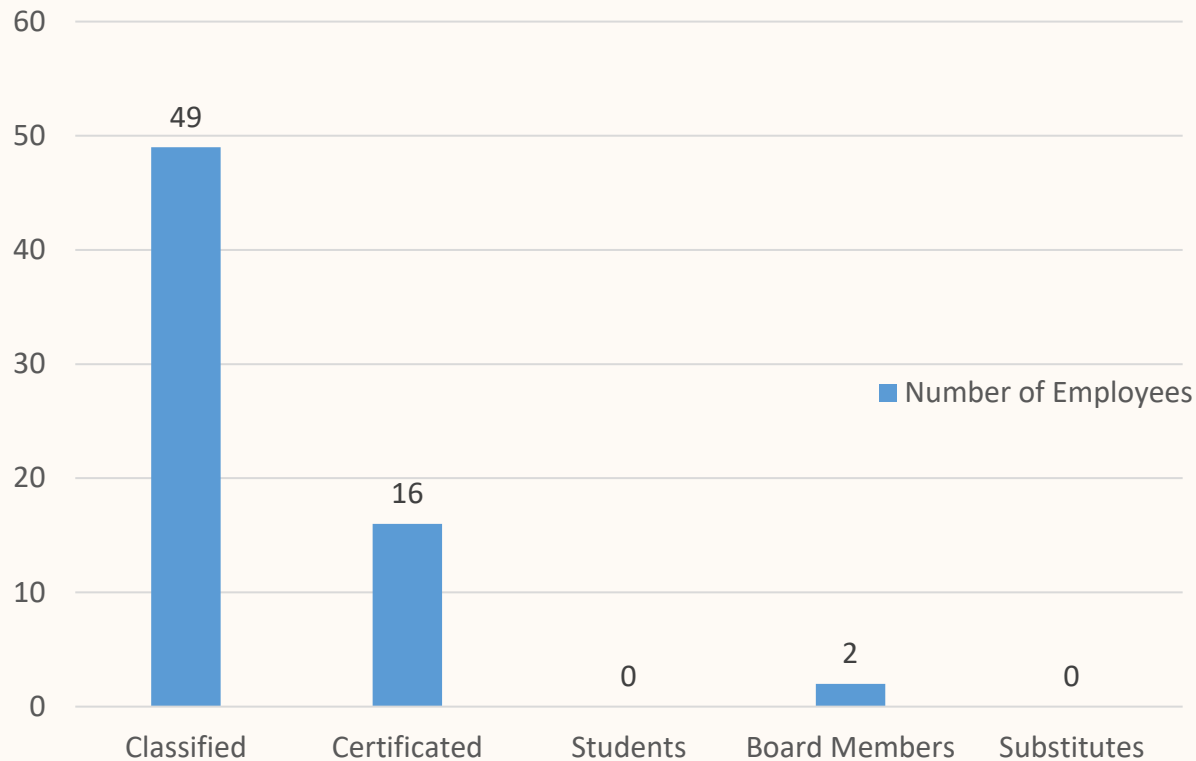
Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	98	254,323.13
11	Adult Education Fund	5	2,963.92
12	Child Development Fund	5	15,675.78
14	Deferred Maintenance	2	4,959.66
Total Number of Checks		108	277,922.49
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			277,922.49

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Trinity County Office of Education

4/1/2025 - 4/30/2025



Employee Salaries= \$422,115.45

District Liabilities= \$174,625.26

Total Payroll= \$596,740.71

County Board Policy 5141.52: Suicide Prevention

Status: ADOPTED

Original Adopted Date: 08/01/2020 | **Last Revised Date:** 03/01/2025 | **Last Reviewed Date:** 03/01/2025

CSBA NOTE: Education Code 215 mandates the County Board of Education to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components applicable to schools that serve students in grades K-12.

Pursuant to Education Code 215, as amended by SB 1318 (Ch. 645, Statutes of 2024), the California Department of Education (CDE) is required, by July 1, 2026, to update its, "Model Youth Suicide Prevention Policy for Local Educational Agencies that Serve Kindergarten through Twelfth Grade Students," to address crisis intervention protocols in the event of a student suicide crisis. On or after July 1, 2026, the County Board is required, during its next regularly scheduled review of its student suicide prevention policy, to update its policy to include the best practices identified in CDE's updated Model Policy.

The following policy is consistent with CDE's Model Policy, which also includes an extensive list of resources to assist in the prevention, intervention, and postvention of student suicide. County offices of education (COE) are encouraged to work closely with their county behavioral health department to identify and access resources at the local level.

The Mental Health Services Oversight and Accountability Commission developed a suicide prevention plan for the state which is published in, "Striving for Zero: California's Strategic Plan for Suicide Prevention 2020-2025," available on its website. The plan presents strategic aims, with related goals, objectives, and an implementation schedule. COEs may find the strategic plan useful in learning more about the stigma associated with behavioral health needs, myths and misconceptions about suicidal behavior and its hinderance to prevention efforts, suicidal behavior, risk and protective factors, and best practices in suicide prevention. Additionally, the Commission published, "Accelerating Transformational Change: Strategic Plan for 2024-2027," which includes the goals of supporting school-based mental health.

The California Department of Public Health, Office of Suicide Prevention (OSP) is the designated state entity responsible for coordinating and aligning statewide suicide prevention efforts and resources. OSP's youth suicide prevention projects, including the Youth Suicide Prevention Media and Outreach Campaign, are available on OSP's website. The California Department of Health Care Services provides free mental health and wellness resources to schools through its CalHOPE Schools Initiative.

Additionally, SchoolSafety.gov is an interagency website created by the U.S. Department of Homeland Security, U.S. Department of Education (USDOE), U.S. Department of Justice (DOJ), and U.S. Department of Health and Human Services to provide COEs with actionable recommendations to create safe and supportive learning environments for students, including information about suicide management.

The following policy should be revised to reflect local practice.

The County Board of Education recognizes that suicide is a leading cause of death among youth, prevention is a collective effort that requires stakeholder engagement, and school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior, its impact on students and families, and other trauma associated with suicide, the County Board shall incorporate any measures, strategies, practices, and supports developed by the County Superintendent of Schools for suicide prevention, intervention, and postvention in county office of education (COE) schools.

Developing and updating policies and procedures for suicide prevention, intervention, and postvention shall include consultation with school and community stakeholders, school-employed mental health professionals, suicide prevention experts, and, for the policy for students in grades K-6, coordination with the county mental health plan. (Education Code 215)

CSBA NOTE: The following optional paragraph may be revised to reflect local practice. Education Code 215 does not define "school and community stakeholders" or "school-employed mental health professionals" who must be consulted in the development of policy. The following examples are consistent with CSBA and CDE recommendations.

Consultation with school and community stakeholders may include COE and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal

counsel, and/or the COE's risk manager or insurance carrier. Collaboration may also occur with county and/or city governments in an effort to align COE policy with any existing county, city, and/or statewide suicide prevention plans.

CSBA NOTE: Pursuant to Education Code 215, as amended by SB 1318, if the COE does not have a school mental health professional or contract with a mental health professional, the County Board is encouraged to consider, when reviewing its policy on suicide prevention, whether funding should be identified for purposes of hiring a school mental health professional.

When developing or reviewing COE policy on suicide prevention, consideration may be made regarding the need to hire a mental health professional for the COE, or for any school that is not currently served by a mental health professional, and the possible funding source(s) for such hiring.

COE measures and strategies for suicide prevention, intervention, and postvention, as prepared by the County Superintendent, may include, but are not limited to:

CSBA NOTE: Education Code 215 mandates that the COE's policy address any training on suicide awareness and prevention to be provided to teachers of students in all grades served by COE schools. Additionally, Education Code 49604 encourages the COE to provide suicide prevention training at least once to each middle, junior high, and high school counselor.

CDE recommends that employees receive training on the core components of suicide prevention at the beginning of employment, and also receive training each year on risk factors, protective factors, warning signs of suicide, suicide prevention, intervention, referral, and postvention, with a minimum of one hour of general suicide prevention training.

Education Code 216 requires CDE to identify evidence-based online training program(s), aligned with the requirements of Education Code 215, that COEs may use to train students and staff.

Pursuant to Education Code 49428.15, CDE has identified and posted on its website, "Youth Mental Health First Aid," an evidence-based and evidence-informed training program for use by schools to address student behavioral health.

Additionally, the California Surgeon General has developed, "Safe Spaces: Trauma Informed Training," an online training designed to help recognize and respond to signs of student trauma and stress.

Additional training and funding is available through the federal Suicide Training and Awareness Nationally Delivered for Universal Prevention Act of 2021 (STANDUP ACT) (42 USC 290bb-33), which provides best practices for suicide awareness and prevention training policies.

Item #1 should be revised to specify the categories of employees who will receive the training.

1. Staff development on suicide awareness and prevention offered by the County Superintendent for teachers, interns, school counselors, and others who interact with students, including, as appropriate, substitute teachers, expanded day learning staff, tutors, and volunteers

CSBA NOTE: Items #2-9 below reflect optional strategies for suicide prevention, intervention, and postvention and may be revised to reflect local practice.

The state's content standards for health education include voluntary standards for mental, emotional, and social development at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school. CDE recommends that the instruction be under the supervision of COE-employed mental health professionals following consultation with county and community health agencies, and that it may be incorporated into areas of the curriculum in addition to health classes.

2. Age and developmentally appropriate instruction in problem-solving, coping skills, and resiliency to promote students' mental, emotional, and social health and well-being; help-seeking strategies and resources; and recognition of and appropriate response to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The review of materials and resources used in awareness efforts and communications to ensure they align with

best practices for safe and effective messaging about suicide

5. The provision of information to parents/guardians and caregivers regarding risk and protective factors, warning signs of suicide, the severity of the suicide problem among youth, the COE's suicide prevention curriculum, the COE's suicide prevention policy and procedures, basic steps for helping suicidal youth, the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention procedures for addressing suicide threats or attempts which include, but are not limited to, the following actions:
 - a. Immediately securing medical treatment and/or mental health services as necessary
 - b. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
 - c. Keeping the student under continuous adult supervision and providing comfort to the student until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
 - d. Removing other students from the immediate area as soon as possible

CSBA NOTE: Education Code 215 mandates that the COE's policy and procedures address suicide postvention.

Research has identified an increased risk of suicide among youth who are grieving the suicide of another (so-called "suicide contagion"). The National Association of School Psychologists (NASP), in its, "Preventing Suicide: Guidelines for Administrators and Crisis Teams," recommends that memorials should be implemented with care so as not to sensationalize or glamorize suicide and thereby increase the suicide risk to other students. If a memorial is conducted for a student who dies by suicide, the association suggests a living memorial, such as making donations to a local crisis center, participating in an event that raises awareness about suicide prevention, or providing other opportunities for service activities in the school that emphasize the importance of students taking care of each other.

8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

CSBA NOTE: NASP recommends that the COE and/or school sites create a suicide prevention crisis team to assist in effectively identifying and intervening with students who are at risk of suicidal behavior, including adoption and implementation of policies and procedures. It is recommended that such teams include, at a minimum, administration, mental health staff, and school security personnel. CDE also recommends that students are included on the team, to represent the student voice. The same crisis intervention team may be established to address broader mental health concerns.

9. Establishment by the County Superintendent of COE and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other local practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, ensuring the suicide prevention policy, protocols, and resources are posted on the COE and school websites, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215

CSBA NOTE: Education Code 215 mandates that the COE's policy specifically address the needs of high-risk groups, including, but not limited to, those listed in the following paragraph.

CDE's Model Policy encourages COEs to use the California School Climate, Health, and Learning Surveys or other survey data to determine the prevalence of suicidal ideation and behaviors, including patterns or trends, among all students, particularly among identified high-risk populations.

Pursuant to Education Code 218.3, CDE has developed and posted on its website, "Providing Relevant Inclusive Support that Matters for LGBTQ Students (PRISM)," a training curriculum for certificated staff to support lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) cultural competency. Beginning with the 2025-26 school year, through the 2029-30 school year, COEs are required to provide at least one hour of training annually to all certificated employees serving students in grades 7-12, in accordance with Education Code 218.3.

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

CSBA NOTE: USDOE and DOJ's joint publication, "Supporting and Protecting the Rights of Students at Risk of Self-Harm in the Era of COVID-19," provides that anxiety, depression, or substance use disorder may be considered a mental health disability that entitles a student to special education or related services in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act. While this is written in response to the pandemic, the guidance may be interpreted as having a more general applicability. The following optional paragraph reflects this guidance.

As appropriate, trauma-informed crisis management procedures may be developed to address student mental health disabilities. In accordance with law, such procedures may include an individualized assessment of a student's circumstances; provide and facilitate access to mental health evaluations and services; reasonably modify policies, such as attendance policies, for individual students; and train staff to recognize and respond appropriately to signs of distress and suicidal ideation in students.

The measures and strategies may also address the needs of students with individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe or traumatic stressor or loss, family instability, impulsivity, and other factors.

CSBA NOTE: The following optional paragraph is consistent with CDE's Model Policy that recommends protocols for maintaining staff connection with students during school closures, in order to support student mental wellbeing and provide guidance on suicide prevention, and may be revised to reflect local practice.

As may be determined by the County Superintendent, processes may be established for maintaining regular contact between school staff and students, including during school closures.

Measures and strategies for students in grades K-6 shall be age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

CSBA NOTE: Education Code 215.5, as amended by SB 1063 (Ch. 642, Statutes of 2024), requires schools that issue or reissue student identification cards to have printed on either side of the card the telephone number for the 988 Suicide and Crisis Lifeline and the National Suicide Prevention Lifeline (1-800-273-8255). Pursuant to Education Code 215.5, as amended by SB 1063, student identification cards may have printed on the card the Crisis Text Line (texting HOME to 741741); the telephone number for campus police or security or, if the campus does not have a campus police or security telephone number, the local nonemergency telephone number; a local suicide prevention hotline telephone number; and/or a quick response (QR) code that links to the county's mental health resources website.

Student identification cards for students in grades 7-12, when issued by the County Superintendent, shall include the 988 Suicide and Crisis Lifeline and National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line, campus police or security, a local suicide prevention hotline telephone number, and/or a quick response (QR) code for the county's mental health resources website. (Education Code 215.5)

CSBA NOTE: Education Code 215 mandates that the COE's policy address suicide intervention.

The following paragraph is for use by COEs that have formed and trained COE and/or school site crisis intervention team(s) to assist with suicide intervention. NASP recommends that crisis intervention teams assign one or more individuals as a "designated reporter" to receive and act upon all reports from teachers, other staff, and students who may be suicidal.

The name, title, and contact information of the members of the COE and/or school site crisis intervention team(s) shall be provided to students, staff, parents/guardians, and caregivers and posted on school and COE websites. Such notifications shall identify the mental health professional who serves as the crisis intervention team's designated reporter to receive and act upon reports of a student's suicidal intention.

Students shall be encouraged to notify a teacher, principal, counselor, designated reporter, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. It is the responsibility of the County Superintendent to ensure that any staff member who suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm is encouraged to promptly notify the principal, school counselor, or designated reporter, who shall implement COE intervention protocols as appropriate.

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the COE shall coordinate and consult with the county mental health plan. (Education Code 215)

Mental or behavioral health services for students in need shall be provided in accordance with protocols established by the County Superintendent.

Nothing in this policy shall be construed as authorizing or encouraging employees to act outside of the authorization or scope of their credential or to diagnose or treat mental illness unless specifically licensed and employed to do so. (Education Code 215)

The County Board shall review, and update as necessary, this policy at least every five years. The County Board may, at its discretion, review the policy more frequently. (Education Code 215)

COE data pertaining to school climate and reports of suicidal ideation, attempts, or death shall be periodically reviewed to identify patterns or trends and make recommendations regarding program development.

This policy shall be posted in a prominent location on the COE's website in a manner that is easily accessible to parents/guardian and students. (Education Code 234.6)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 216	Suicide prevention online training programs
Ed. Code 218.3	Training curriculum to support lesbian, gay, bisexual, queer, and questioning students
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 49060-49079	Student records
Ed. Code 49428.15	Identification of evidence-based and evidence-informed training programs for schools to address youth behavioral health
Ed. Code 49428.2	Referral protocols for addressing student behavioral health concerns in grades 7-12
Ed. Code 49428.5	Student mental health poster
Ed. Code 49429	Telehealth technology in schools
Ed. Code 49602	Confidentiality of student information
Ed. Code 49604	Suicide prevention training for school counselors
Gov. Code 810-996.6	Government Claims Act
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
W&I Code 5698	Emotionally disturbed youth; legislative intent
W&I Code 5850-5886	Children's Mental Health Services Act

Federal

42 USC 290bb-33

Description

Suicide Training and Awareness Nationally Delivered for Universal Prevention Act of 2021

Management Resources**Description**

California Department of Education Publication

[Telehealth Guidance for School Districts, July 2024](#)

California Department of Education Publication

[Model Youth Suicide Prevention Policy for Local Educational Agencies that Serve Kindergarten through Twelfth Grade Students, February 2023](#)

California Department of Education Publication

[Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019](#)

California Department of Education Publication

[Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008](#)

CDC Publication

[Promoting Mental Health and Well-Being in Schools, December 2023](#)

Centers for Disease Control and Prevention Pub.

[School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009](#)

Court Decision

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

CSBA Publication

[Safe Schools Toolkit: Bullying and Cyberbullying, July 2024](#)

Mental Health Svcs Oversight & Accountability Pub.

[Accelerating Transformational Change: Strategic Plan for 2024-2027](#)

Mental Health Svcs Oversight & Accountability Pub.

[Striving for Zero: California's Strategic Plan for Suicide Prevention 2020-2025](#)

Nat'l Assoc. of School Psychologists Publication

[Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015](#)

Nat's Assoc. of School Psychologists Publication

[Conducting a Virtual Suicide Assessment Checklist](#)

Nat's Assoc. of School Psychologists Publication

[Comprehensive School Suicide Prevention in a Time of Distance Learning, 2020](#)

U.S. Dept. of Health & Human Services Publication

[Preventing Suicide: A Toolkit for High Schools, 2012](#)

U.S. Dept. of Health & Human Services Publication

[National Strategy for Suicide Prevention, 2024](#)

USDOE, Ofc for CR & USDOJ, CRT Pub.

[Supporting and Protecting the Rights of Students at Risk of Self-Harm in the Era of COVID-19, October 2021](#)

Website

[CalHOPE Schools Initiative](#)

Website

[SchoolSafety.gov](#)

Website

[California School Climate, Health, and Learning Surveys \(CalSCHLS\)](#)

Website

[California Mental Health Services Authority](#)

Website

[Crisis Text Line](#)

Website

[Each Mind Matters: California's Mental Health Movement](#)

Website

[HEARD Alliance](#)

Website

[National Action Alliance for Suicide Prevention](#)

Website

[Suicide Prevention Messaging](#)

Website

[Mental Health Evaluation, Training, Research, and Innovation Center for Schools \(METRICS\)](#)

Website

[California Surgeon General, Safe Spaces: Trauma-Informed Training](#)

Website

[California Department of Public Health, Office of Suicide Prevention](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration](#)

Website

[Trevor Project](#)

Management Resources

Website	Suicide Prevention Resource Center
Website	Suicide Prevention Lifeline
Website	National Institute for Mental Health
Website	National Child Traumatic Stress Network
Website	National Association of School Psychologists
Website	Centers for Disease Control and Prevention, Mental Health
Website	California Department of Health Care Services, Mental Health Services
Website	California Department of Education, Mental Health
Website	American School Counselor Association
Website	American Psychological Association
Website	American Foundation for Suicide Prevention
Website	American Association of Suicidology
Website	American Academy of Pediatrics

Description**Cross References**

1112	Media Relations
5131.2	Bullying
5131.2	Bullying
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sex Discrimination and Sex-Based Harassment
5145.7-E(1)	Sex Discrimination and Sex-Based Harassment
5145.71-E(1)	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
5145.71-E(2)	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior

Description

Board Bylaw 9320: Meetings And Notices

Status: ADOPTED

Original Adopted Date: 01/01/2021 | **Last Revised Date:** 03/01/2024 | **Last Reviewed Date:** 03/01/2024

Meetings of the County Board of Education are conducted for the purpose of accomplishing County Board business. In accordance with applicable open meeting laws (Brown Act), the County Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, County Board meetings shall provide the opportunity for members of the public to directly address the County Board. All meetings shall be conducted in accordance with law and the County Board's bylaws, policies, and administrative regulations.

A County Board meeting exists whenever a majority of County Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

CSBA NOTE: The Brown Act prohibits serial meetings, defined under Government Code 54952.2 as a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of County Board of Education business.

This prohibition against serial meetings also applies to communications via technology. Email exchanges, text/chat threads, or comments posted on a blog or social media account that result in a majority of the County Board "discussing among themselves" an item within the subject matter jurisdiction of the County Board could result in a Brown Act violation. Pursuant to Government Code 54952.2, County Board members may engage in separate conversations or communications with members of the public on an Internet-based social media platform that is open and accessible to the public as long as a majority of the County Board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the County Board and members do not comment on or use digital icons (e.g., "likes" or emojis) to express reactions to communications made by other County Board members. Additionally, a County Board member is prohibited from responding directly to any communication from other members of the County Board on a social media platform regarding matters that are within the subject matter jurisdiction of the County Board. See BB 9012 - Board Member Electronic Communications.

In 84 Ops.Cal.Atty.Gen. 30 (2001), the Attorney General opined that Government Code 54952.2 prohibits a majority of the County Board from sending emails to each other to develop a collective concurrence as to action to be taken by the County Board even if the emails are (1) sent to the secretary and chairperson, (2) posted on the website of the County Board and/or the county office of education (COE), and (3) distributed (in a printed version) at the next meeting. Although the Attorney General recognized that those three conditions would allow the deliberations to be conducted, to some extent, "in public," the emails were prohibited by the Brown Act because all debate would be completed before the meeting and members of the public who did not have Internet access would be excluded from the debate.

In accordance with law and as specified in Board Bylaw 9012 - Board Member Electronic Communications, a majority of the County Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

CSBA NOTE: Government Code 54952.2 specifies that briefings between staff and County Board members are permissible in order to answer questions or to provide information, as long as the briefing is not used to communicate the comments or position of any other County Board member.

However, the County Superintendent of Schools or designee may engage in separate conversations or communications with County Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the County Board, as long as the County Superintendent or designee does not communicate the comments or position of any County Board members to other County Board members. (Government Code 54952.2)

CSBA NOTE: Government Code 54953.2 requires that all County Board meetings meet the protections of the Americans with Disabilities Act (ADA) (42 USC 12132) and implementing regulations. Such protections require the County Board to ensure that the meeting is accessible to persons with disabilities and, upon request, to provide disability-related accommodations, such as auxiliary aids and services. Auxiliary aids and services may include accommodations at the actual meeting, such as a sign-language interpreter, or accommodations to the supporting

documentation, such as Braille translation of the agenda packet. Government Code 54954.2 requires that the agenda specify how, when, and to whom a request for accommodation should be made; see BB 9322 - Agenda/Meeting Materials.

Government Code 54953 requires the County Board to maintain and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the ADA, and to resolve any doubt in favor of accessibility.

In order to help ensure the participation of individuals with disabilities at County Board meetings, appropriate disability-related accommodations or modifications shall be provided upon request in accordance with the Americans with Disabilities Act. Any doubt about a request for accommodation shall be resolved in favor of accessibility. Notice of the procedure for receiving and resolving such requests for accommodation shall be given in each instance in which notice of the time of a meeting is otherwise given or the agenda for the meeting is otherwise posted. (Government Code 54953, 54953.2, 54954.1, 54954.2)

Regular Meetings

CSBA NOTE: Education Code 1011 and Government Code 54954 mandate the County Board to fix the time and location of its regular meetings by rule and regulation.

Unless otherwise determined by the County Board, the County Board shall hold _____ regular meeting(s) each month starting at _____ p.m. on the _____ (day(s)) of the month at _____ (name of facility and address).

CSBA NOTE: Pursuant to Government Code 54954.2, the agenda for a regular meeting must be posted at least 72 hours prior to the meeting, at a location that is freely accessible to the public. Government Code 54954.2 also requires that the agenda be posted on the County Board's and/or the COE's website. Other posting requirements may apply where County Board members are participating by teleconference as specified below.

The Attorney General has determined in 78 Ops.Cal.Atty.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time during the 72 hours immediately preceding the meeting. For example, if a building where the agenda is posted is closed during the evening hours, the agenda must also be posted in a location accessible during evening hours, such as a lighted display case outside of the building. The Attorney General also opined in 88 Ops.Cal.Atty.Gen. 218 (2005) that the agenda may be posted on a touch screen electronic kiosk, in lieu of a paper copy on a bulletin board, as long as the kiosk is accessible without charge to the public 24 hours a day, seven days a week.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the website of the County Board and/or the county office of education (COE). (Government Code 54954.2)

CSBA NOTE: Pursuant to Government Code 54957.5, the agenda must list the address where the public can inspect agenda materials that are distributed to County Board members less than 72 hours before a regular meeting. Pursuant to Government Code 54957.5, when agenda materials are distributed to all or a majority of the County Board less than 72 hours before a regular meeting and outside of regular business hours, the materials may be posted on the COE's website in satisfaction of the Brown Act if specified requirements are met. COEs with questions regarding this exception are encouraged to consult CSBA's District and County Office of Education Legal Services or COE legal counsel. Also see BB 9322 - Agenda/Meeting Materials.

In addition, pursuant to the California Public Records Act (Government Code 7920.000-7930.215), agenda materials related to an open session of a County Board's regular meeting are "public records" and are subject to inspection by any member of the public as specified in BP/AR 1340 - Access to County Office Records.

Consistent with Government Code 54957.5 and Board Bylaw 9322 - Agenda/Meeting Materials, whenever agenda materials relating to an open session of a regular meeting are distributed to the County Board less than 72 hours before the meeting, the secretary to the County Board or the secretary's designee shall make the materials available for public inspection at a public office or location designated for that purpose. The records shall be posted on the COE website at the time the materials are distributed to all or a majority of the County Board if distributed outside of business hours.

Special Meetings

CSBA NOTE: Government Code 54956 permits the County Board president or a majority of the County Board to call a special meeting. When a majority of the County Board has requested a special meeting on the same specific topic, the secretary to the County Board or the secretary's designee shall inform the County Board and the meeting shall be organized and called. If an individual County Board member desires a special meeting on a specific topic that has not been called by the County Board president, the County Board member should inform the County Superintendent of Schools or designee rather than other County Board members in order to comply with the Brown Act.

Special meetings of the County Board may be called at any time by the presiding officer or a majority of County Board members on any topic within the subject matter jurisdiction of the County Board unless otherwise prohibited by law or as specified in BB 9323.2 - Actions by the Board. (Government Code 54956)

At least 24 hours before the time of the meeting, written notice of special meetings shall be delivered personally or by any other means to all County Board members and the local media who have requested such notice in writing. The notice also shall be posted on the County Board's and/or COE's website, and, at least 24 hours before the time of the meeting, in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Government Code 54956)

Any County Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the secretary of the County Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the County Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the County Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. (Government Code 54956.5)

The County Board may meet in closed session during emergency meetings so long as two-thirds of the members present at the meeting agree or, if less than two-thirds of the members are present, by unanimous vote of the members present. (Government Code 54956.5)

The County Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

Except in the case of a dire emergency, the County Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification shall be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the County Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the County Board. In the case of a dire emergency, the County Board president or designee shall give such notice at or near the time notification is given to the other members of the County Board. (Government Code 54956.5)

The minutes of the meeting, a list of persons the County Board president or designee notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

An *emergency* means a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the County Board. (Government Code 54956.5)

A *dire emergency* means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the County Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the County Board. (Government Code 54956.5)

Adjourned/Continued Meetings

The County Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the County Board may adjourn/continue such a meeting. If no County Board members are present, the secretary or the clerk may declare the meeting adjourned/continued to a later time and location and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment/continuance, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the location where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

CSBA NOTE: The following section is optional and may be revised to reflect County Board practice. Pursuant to Government Code 54954.2, the County Board must still comply with the public notice requirements when holding a study session, retreat, public forum, or other such meeting.

The County Board may convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public. The County Board may also convene a retreat or discussion meeting to discuss County Board roles and relationships. Any such meeting, regardless of title or topic, shall be held as a regular or special meeting, as appropriate, and shall comply with all other requirements for regular or special meetings. (Government Code 54956)

Other Gatherings

Attendance by a majority of County Board members at any of the following events is not subject to the Brown Act provided that a majority of the County Board members do not discuss specific County Board business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to county board members
2. An open, publicized meeting organized by a person or organization other than the County Board or COE to address a topic of local community concern
3. An open and noticed meeting of another body of the COE
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the County Board established pursuant to Board Bylaw 9130 - Board Committees, provided that the County Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a County Board member and any other person that are not part of a series of communications prohibited by the Brown Act are permitted. (Government Code 54952.2)

Location of Meetings

Unless the County Board is holding a teleconference meeting during a proclaimed state of emergency, all meetings shall be held within COE boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the COE is a party
2. Inspect real or personal property which cannot conveniently be brought into the county, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law

4. Meet in the closest meeting facility if the COE has no meeting facility within its boundaries or if its principal office is located outside the county
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the COE over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the COE but located outside the county, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the County Board's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

CSBA NOTE: Items #8 and #9 are only applicable where the County Board appoints the County Superintendent. If the County Board does not appoint the County Superintendent, both items are inapplicable and should be removed.

8. Interview residents outside the boundaries of the county regarding the County Board's potential employment of an applicant for County Superintendent
9. Interview an applicant for County Superintendent outside the boundaries of the county

All meetings, regardless of location shall comply with the applicable notice and open meeting requirements. Additionally, no such meeting may be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, which is inaccessible to individuals with disabilities, or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

If a fire, flood, earthquake, or other emergency renders the posted regular or special meeting location unsafe and the deadline for posting the location has passed, the meeting shall be held at a location designated by the County Board president or designee, who shall so inform all news media who have requested notice of meetings pursuant to Government Code 54956 by the most rapid available means of communication.

Traditional Teleconferencing

A County Board member may participate in any meeting by teleconference, which includes both audio or video/audio so long as the following conditions are met (Government Code 54953):

1. All votes taken during the meeting are by rollcall
2. The meeting is conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency
3. The location of the County Board member participating by teleconference is open and accessible to the public during the meeting, except during closed session, such that members of the public may observe in person the County Board member participating by teleconference, may hear/listen to the meeting to the same extent as the County Board member participating by teleconference, and may make public comment during the same portion of the agenda as others members of the public from the same location as the County Board member participating by teleconference
4. The location of the County Board member participating by teleconference is noted in the agenda and the agenda is posted at the location of the County Board member participating by teleconference in advance of the meeting as statutorily required based on the type of meeting
5. At least a quorum of the members is within the COE boundaries

Teleconferencing by Individual County Board Member Due to Just Cause

CSBA NOTE: Government Code 54953, as amended by AB 557 (Ch. 534, Statutes of 2023), authorizes a County Board member, until January 1, 2026, to participate in a meeting by teleconference for just cause, as described below. County Boards should be aware that the choice to participate in a meeting by teleconference due to just cause is at the sole discretion of the County Board member and can be exercised at any time. Therefore, it is

recommended that the County Board consider including teleconference access, as described below, as part of every meeting. The County Board is also encouraged to consult CSBA's District and County Office of Education Legal Services or COE legal counsel to determine the best means of complying with Government Code 54953.

Until January 1, 2026, when there is "just cause" preventing a County Board member from attending a County Board meeting in person, that County Board member may participate in that meeting by teleconference without: (Government Code 54953):

1. Including the location of the County Board member participating by teleconference in the agenda
2. Making the location of the County Board member participating by teleconference open and accessible to the public
3. Posting the agenda at the location of the County Board member participating by teleconference

A County Board member needing to participate by teleconference for just cause shall notify the County Board at the earliest possible opportunity, including at the start of a regular meeting, of the need to do so and include a general description of the circumstances relating to the need to appear by teleconference at the given meeting. (Government Code 54953)

For the County Board member to participate by teleconference under this section, all of the following are required (Government Code 54953):

1. All votes taken during the meeting are by rollcall
2. At least a quorum of the County Board participates in person from a singular physical location clearly identified on the agenda
3. The County Board member utilizes both audio and visual technology to participate in the meeting

CSBA NOTE: Government Code 54953 requires County Board members participating by teleconference due to just cause to publicly disclose whether any individual 18 years of age or older is present at the County Board member's location and, if so, the general nature of the member's relationship with each such individual before "any" County Board action is taken, but does not specify the frequency of such disclosures. One option is for the County Board member to make the initial disclosure at the start of the meeting and then make additional disclosures, if needed, each time an individual 18 years of age or older enters or exits the County Board member's location. Another option is for the County Board member to make separate disclosures before each County Board action. County boards are encouraged to consult CSBA's District and County Office of Education Legal Services or district legal counsel to determine the best means of complying with this requirement.

4. The County Board member participating by teleconference publicly discloses, before any action is taken, whether any individuals 18 years of age or older are present at the County Board member's location and the general nature of the member's relationship with each such individual
5. The public is able to access the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with real-time public comment being allowed via the platform or service, in addition to public comment being available in person

The platform or service may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the COE.

6. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the County Board may not take action on any agenda item until the disruption is resolved. (Government Code 54953)

A County Board member shall be permitted to participate by teleconference for just cause for no more than two meetings per calendar year. (Government Code 54953)

For purposes of this section, "just cause" may exist for any of the following: (Government Code 54953)

1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a County Board member to participate remotely
2. A contagious illness prevents a County Board member from attending in person
3. A County Board member has a need related to a physical or mental disability not otherwise reasonably accommodated
4. A County Board member is traveling while on official business of the County Board or another state or local agency

Teleconferencing by Individual County Board Member Due to Emergency Circumstances

CSBA NOTE: Government Code 54953, as amended by AB 557 (Ch. 534, Statutes of 2023), authorizes a County Board member, until January 1, 2026, to participate in a meeting by teleconference due to emergency circumstances, as described below.

Until January 1, 2026, when a physical or family medical emergency would prevent a County Board member from attending a County Board meeting in person, that County Board member may request to participate in such meeting by teleconference. The County Board member requesting to appear remotely shall submit the request as soon as possible and include a concise general description of the emergency that necessitated the request. The County Board member shall not be required to disclose any disability, medical diagnosis, or personal medical information exempt under existing law. (Government Code 54953)

If the request is received timely, it shall be added to the agenda as the first item of business at the meeting, even before any closed session items. If the request is not received timely, it shall be taken up by the County Board before the first item of business at the meeting. The request shall only be granted upon a vote by the majority of the County Board. (Government Code 54953, 54954.2)

If the request is granted by the County Board, the County Board member may participate by teleconference without: (Government Code 54953):

1. Including the location of the County Board member participating by teleconference in the agenda
2. Making the location of the County Board member participating by teleconference open and accessible to the public
3. Posting the agenda at the location of the County Board member participating by teleconference

For the County Board member to participate by teleconference due to emergency circumstances, all of the following are required: (Government Code 54953):

1. All votes taken during the meeting are by rollcall
2. At least a quorum of the County Board participates in person from a singular physical location clearly identified on the agenda
3. The County Board member participating by teleconference utilizes both audio and visual technology to participate in the meeting

CSBA NOTE: Government Code 54953 requires County Board members participating by teleconference due to emergency circumstances to publicly disclose whether any individual 18 years of age or older is present at the County Board member's location and, if so, the general nature of the member's relationship with each such individual before "any" County Board action is taken, but does not specify the frequency of such disclosures. One option is for the County Board member to make the initial disclosure at the start of the meeting and then make additional disclosures, if needed, each time an individual 18 years of age or older enters or exits the County Board member's location. Another option is for the County Board member to make separate disclosures before each County Board action. County boards are encouraged to consult CSBA's District and County Office of Education Legal Services or district legal counsel to determine the best means of complying with this requirement.

4. The County Board member participating by teleconference publicly discloses, before any action is taken, whether any individuals 18 years of age or older are present at the County Board member's location and the

general nature of the member's relationship with each such individual

5. The public is able to access the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with real-time public comment being allowed via the platform or service, in addition to public comment being available in person

The platform or service may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the COE.

6. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the County Board shall not take action on any agenda item until the disruption is resolved. (Government Code 54953)

In total, a County Board member may not participate by teleconference due to emergency circumstances alone, or together with teleconference due to just cause, as specified above, for more than 20 percent of the County Board's regular meetings or for more than three consecutive months. If the County Board meets less than 10 times in a calendar year, a County Board member may not appear remotely due to emergency circumstances for more than two meetings. (Government Code 54953)

Teleconference Meetings During a Proclaimed State of Emergency

CSBA NOTE: Pursuant to Government Code 54953, as amended by AB 557 (Ch. 534, Statutes of 2023), county boards are authorized to conduct meetings by teleconference as specified below when holding a meeting during a proclaimed state of emergency.

The County Board may conduct a County Board meeting entirely by teleconference during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. For the purpose of determining whether meeting in person would present imminent risks to the health or safety of attendees due to the emergency
2. When the County Board has been determined, pursuant to Item #1 above, that meeting in person would present imminent risks to the health or safety of attendees due to the emergency

The County Board may hold a meeting by teleconference during a proclaimed state of emergency without: (Government Code 54953):

1. Including the location of County Board members in the agenda
2. Making the locations of County Board members open and accessible to the public
3. Posting the agenda at the locations of County Board members

For the County Board to hold such meeting, all of the following are required: (Government Code 54953):

1. All votes taken during the meeting are by rollcall
2. The public is able to access the meeting via a call-in service or an internet-based platform or service, with real-time public comment being allowed via the platform or service

If an internet-based platform or service is utilized, it may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the COE.

3. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the County Board may not take action on any agenda item until the disruption is resolved. (Government Code 54953)

For any public comment period with a time limit, the County Board may not close that public comment period or the opportunity to register until the full time for public comment has elapsed. For any other public comment period, the County Board shall allow a reasonable amount of time to allow members of the public to provide public comment and to register to do so. (Government Code 54953)

The County Board may continue to conduct all meetings by teleconference throughout one or more 45-day periods so long as, prior to the beginning of each 45-day period, the County Board has reconsidered the circumstances of the state of emergency and determines that it continues to directly impact the ability of the County Board to meet safely in person. (Government Code 54953)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal References

28 CFR 35.160

Description

[Effective communications](#)

28 CFR 36.303

[Auxiliary aids and services](#)

42 USC 12101-12213

[Equal opportunity for individuals with disabilities](#)

Management Resources References

Attorney General Opinion

Description

[78 Ops.Cal.Atty.Gen. 327 \(1995\)](#)

Attorney General Opinion

[88 Ops.Cal.Atty.Gen. 218 \(2005\)](#)

Attorney General Opinion

[84 Ops.Cal.Atty.Gen. 30 \(2001\)](#)

Attorney General Opinion

[84 Ops.Cal.Atty.Gen. 181 \(2001\)](#)

Attorney General Opinion

[79 Ops.Cal.Atty.Gen. 69 \(1996\)](#)

Court Decision

[Wolfe v. City of Fremont \(2006\) 144 Cal.App. 4th 533](#)

CSBA Publication

[The Brown Act: School Boards and Open Meeting Laws, rev. 2014](#)

Institute for Local Government Publication

[The ABCs of Open Government Laws](#)

League of California Cities Publication

[Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010](#)

Website

[League of California Cities](#)

Website

[Institute for Local Government](#)

Website

[CSBA](#)

Website

[California Attorney General's Office](#)

State References

Ed. Code 1012

Description

[Special meetings](#)

Ed. Code 35140

[Time and place of meetings](#)

Ed. Code 35143

[Annual organizational meetings; date and notice](#)

Ed. Code 35144

[Special meeting](#)

Ed. Code 35145

[Public meetings](#)

Ed. Code 35145.5

[Agenda; public participation and regulations](#)

Ed. Code 35146

[Closed sessions; student matters](#)

Ed. Code 35147

[Open meeting laws exceptions](#)

Gov. Code 11135

[Unlawful discrimination](#)

Gov. Code 3511.1

[Local agency executives](#)

Gov. Code 54950-54963

[The Ralph M. Brown Act](#)

Gov. Code 54953	Meetings to be open and public; teleconferencing
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54954.2	Agenda posting requirements; board actions
Gov. Code 54956	Special meetings
Gov. Code 54956.5	Emergency meetings
Gov. Code 7920.000-7930.215	California Public Records Act

Cross References

0410
0420.44
9012
9100
9121
9230
9240
9321
9321-E(1)
9321-E(2)
9322
9323.2
9323.2-E(1)
9324
9500

Description

[Nondiscrimination In County Office Programs And Activities](#)
[Appeals Of District Decisions Regarding Charter Schools](#)
[Board Member Electronic Communications](#)
[Organization](#)
[President](#)
[Orientation](#)
[Board Training](#)
[Closed Session](#)
[Closed Session](#)
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[Minutes And Recordings](#)
[County Superintendent's Remuneration](#)

Board Bylaw 9323.2: Actions By The Board

Status: ADOPTED

Original Adopted Date: 08/01/2020 | **Last Revised Date:** 03/01/2024 | **Last Reviewed Date:** 03/01/2024

CSBA NOTE: Pursuant to Education Code section 1013, a majority of the members of the County Board of Education constitutes a quorum for the transaction of business. Government Code 54952.6 generally provides that a simple majority vote of the membership of a local agency is necessary for an item to carry. In determining the number of votes required for a "majority," all members of the legislative body are counted, even in those cases where some members are absent or seats are vacant. For instance, for a county board with five members, an item will pass with three votes, even if only three members are present or there is a vacancy. However, there are certain actions by the County Board that require more than a simple majority vote, that are required to occur at a certain meeting or type of meeting, or that cannot occur at certain meetings; see the accompanying exhibit for a non-exhaustive list of such actions.

The County Board of Education shall take action by a majority vote of all of the membership constituting the County Board, unless otherwise required by law.

An "action" by the County Board means: (Government Code 54952.6)

1. A collective decision by a majority of the County Board members
2. A collective commitment or promise by a majority of the County Board members to make a positive or negative decision
3. A vote by a majority of the County Board members when sitting as the County Board upon a motion, proposal, resolution, order, or ordinance

The County Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the County Board in open session shall be recorded in the County Board minutes. (Education Code 1015)

Action on Non-Agenda Items

CSBA NOTE: The Brown Act (Government Code 54950-54963) generally prohibits any action or discussion of items not on the posted agenda. However, Government Code 54954.2 provides for four specific and narrow situations in which the County Board can act on an item not on the agenda, as specified below. County Board members may also briefly respond to questions raised by members of the public concerning items not on the agenda; see BB 9323 - Meeting Conduct.

The County Board may take action on a subject not appearing on the posted meeting agenda only after publicly identifying the item and if any one of the following conditions are met: (Government Code 54954.2)

1. When a majority of the County Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the County Board's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

CSBA NOTE: Government Code 54954.2 provides that the County Board may take action on a request by a County Board member to participate remotely due to emergency circumstances pursuant to Government Code 54953 so long as the timing of the request did not allow for sufficient time to place it on the agenda. If the timing of the request did allow for sufficient time to place it on the agenda, it cannot be acted upon unless it was agendaized. For more information regarding County Board meetings by teleconference, see BB 9320 - Meetings and Notices.

4. Until December 31, 2025, when a County Board member requests to participate remotely due to emergency circumstances pursuant to Government Code 54953 so long as the timing of the request did not allow for sufficient time to place it on the agenda

Challenging Board Actions

CSBA NOTE: Government Code 54960-54960.5 grants authority to the district attorney or any interested person to file a civil action asking the court to order the County Board to stop or prevent a Brown Act violation or to invalidate a prior action taken by the County Board. Pursuant to Government Code 54960.5, a court may award court costs and reasonable attorney's fees to a successful plaintiff. Prior to filing a civil action, the district attorney or interested party must send a written demand to the County Board to "cure and correct" the alleged violation or prior action. The County Board should consult with CSBA's District and County Office of Education Legal Services or county office of education legal counsel as appropriate.

Before seeking to file a civil action to stop or prevent a Brown Act violation or to invalidate a prior action taken by the County Board, the district attorney's office or interested person shall first present a demand to "cure and correct" the alleged violation to the county office of education (COE). If the COE receives a proper demand from the district attorney's office or any interested person to "cure and correct" an alleged violation of the Brown Act, the County Board shall consult with legal counsel on if and how to respond as provided by law. (Government Code 54960-54960.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Management Resources References

	Description
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109
Court Decision	McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310
Court Decision	Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313
Court Decision	Bell v. Vista Unified School District (2000) 82 Cal.App. 4th 672
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act Supplement, September 2013
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010
Website	Institute for Local Government
Website	CSBA
Website	California Office of the Attorney General

State References

	Description
Code of Civil Procedure 1245.240	Eminent domain vote requirements
Code of Civil Procedure 1245.245	Eminent domain; resolution adopting different use
Ed. Code 1000	County boards consist of five or seven members
Ed. Code 1015	Recording votes
Ed. Code 1042	Authorization to hold and convey real property
Ed. Code 1047	Eminent domain
Ed. Code 17466	Declaration of intent to sell or lease real property
Ed. Code 17481	Lease of property with residence for nondistrict purposes
Ed. Code 17556-17561	Dedication of real property
Gov. Code 53790-53792	Exceeding the budget
Gov. Code 53820-53833	Temporary borrowing
Gov. Code 53850-53858	Temporary borrowing
Gov. Code 54230.5	Disposal of surplus land and receipt of notice of violation

Gov. Code 54230.7	Disposal of surplus land and receipt of notice of violation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.6	Action taken; definition
Gov. Code 54953	Meetings to be open and public; attendance; prohibition against secret ballots
Gov. Code 54960-54960.5	Actions to prevent violations
Gov. Code 65352.2	Coordination with planning agency
Pub. Cont. Code 22000-22045	Uniform Construction Cost Accounting Procedures
Pub. Cont. Code 22034	Uniform Public Construction Cost Accounting Act informal bidding ordinance
Pub. Cont. Code 22035	Repair or replacement of facilities in case of emergency
Pub. Cont. Code 22050	Emergency contracting procedures
Pub. Cont. Code 3400	Bid specifications

Cross References

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[Role Of The Board](#)
[Role Of The Board](#)
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Exhibit 9323.2-E(1): Actions By The Board

Status: ADOPTED

Original Adopted Date: 03/01/2024 | **Last Reviewed Date:** 03/01/2024

RESTRICTIONS ON COUNTY BOARD ACTIONS

This exhibit is a non-exhaustive list of actions by the County Board of Education that require more than a majority vote as well as restrictions and prohibitions on when the County Board may take certain actions. Other such actions may exist and may be identified in the future.

Actions Requiring a Two-Thirds Vote of the Membership of the County Board

CSBA NOTE: For an action requiring a two-thirds vote to pass, a five-member county board of education will need four county board members to vote in favor of the item and a seven-member county board will need five county board members to vote in favor of the item.

Item #1 below is different from temporary borrowing pursuant to Government Code 53850-53858 which requires only a simple majority vote of the County Board.

1. Request for temporary borrowing of funds needed for immediate requirements of the county office of education (COE) to pay its obligations incurred before the receipt of COE income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)

CSBA NOTE: Code of Civil Procedure 1245.240 requires that, prior to commencing an eminent domain action, the County Board must adopt a resolution of necessity approved by a two-thirds vote of the County Board unless a greater vote is required by statute, charter, or ordinance. In addition, if the County Board desires to use the property for a different purpose than stated in the resolution of necessity, then pursuant to Code of Civil Procedure 1245.245, the County Board must adopt, by two-thirds vote, another resolution authorizing the different use unless a greater vote is required by statute, charter, or ordinance.

2. Resolution of necessity to proceed with an eminent domain action and, if the County Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Education Code 1047, 1080; Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the County Board Members Present at the Meeting

1. Determination that there is a need to take immediate action and that the need for action came to the County Board's attention after the posting of the agenda. If less than two-thirds of the County Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the County Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

Actions Requiring a Four-Fifths Vote of the Membership of the County Board

CSBA NOTE: For an action requiring a four-fifths vote to pass, a five-member county board will need four county board members to vote in favor of the item and a seven-member county board will need six county board members to vote in favor of the item.

Items #1 and #2 below are different from borrowing pursuant to Government Code 53850-53858, which requires only a simple majority vote of the County Board.

1. Resolution for COE borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the COE's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
2. Resolution for COE borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the COE during that fiscal year from apportionments based on average daily attendance for the preceding school year (Government Code 53823, 53824)

3. Declaration of an emergency in order to authorize the COE to include a particular brand name or product in a bid specification (Public Contract Code 3400)

CSBA NOTE: Items #4-5 are for use by county boards where an alternative procedure for awarding contracts for public works projects is used pursuant to the Uniform Public Construction Cost Accounting Act.

4. When the COE has adopted the procedures set forth in Uniform Public Construction Cost Accounting Act (UPCCAA), action to respond to an emergency facilities condition without giving notice for bids to award contracts, including the repair or replacement of COE facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the County Superintendent of Schools or designee to take such action, and the determination during a regular County Board meeting of the need to continue the action (Public Contract Code 22035, 22050)
5. Resolution to award a contract for a public works project at \$212,500 or less to the lowest responsible bidder, when the COE is using the informal process authorized under the UPCCAA for projects of \$200,000 or less, all bids received are in excess of \$200,000, and the County Board determines that the COE's cost estimate was reasonable (Public Contract Code 22034)

Actions Requiring a Four-Fifths Vote of the County Board Members Present at the Meeting

1. Approval of the expenditure and transfer of necessary funds and use of COE property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

Actions Required to Occur During a Regular County Board Meeting

CSBA NOTE: Item #1 is only applicable where the County Board appoints and/or evaluates the County Superintendent of Schools. If the County Board does not appoint and/or evaluate the County Superintendent, the item is inapplicable and should be removed.

1. Discussion or action regarding the contract, salary, salary schedule, or other compensation of the County Superintendent or other management employee as described in Government Code 3511.1 (Government Code 54956)

Prohibitions on Certain County Board Actions

CSBA NOTE: Pursuant to Government Code 54230.7, as added by SB 229 (Ch. 774, Statutes of 2023), county boards disposing of surplus land that received a notification of violation from the Department of Housing and Community Development are required to hold an open and public meeting to review and consider the substance of the notice of violation and may not take final action to ratify or approve the proposed disposal until a public meeting is held.

1. When the County Board is disposing of surplus land and has received a notification from the Department of Housing and Community Development pursuant to Government Code 54230.5 with regard to the surplus land, final action to ratify or approve the proposed disposal of surplus land unless the County Board holds an open and public meeting in compliance with Government Code 54230.7 to review and consider the substance of the notice

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Management Resources References

Attorney General Publication

Court Decision

Court Decision

Court Decision

Court Decision

Description

[The Brown Act: Open Meetings for Legislative Bodies, rev. 2003](#)

[Boyle v. City of Redondo Beach \(1999\) 70 Cal.App.4th 1109](#)

[McKee v. Orange Unified School District \(2003\) 110 Cal.App.4th 1310](#)

[Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors \(2003\) 112 Cal.App.4th 1313](#)

[Bell v. Vista Unified School District \(2000\) 82 Cal.App. 4th 672](#)

CSBA Publication

League of California Cities Publication

League of California Cities Publication

Website

Website

Website

[The Brown Act: School Boards and Open Meeting Laws, rev. 2014](#)

[Open and Public IV: A Guide to the Ralph M. Brown Act Supplement, September 2013](#)

[Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010](#)

[Institute for Local Government](#)

[CSBA](#)

[California Office of the Attorney General](#)

State References

Code of Civil Procedure 1245.240

Code of Civil Procedure 1245.245

Ed. Code 1000

Ed. Code 1015

Ed. Code 1042

Ed. Code 1047

Ed. Code 17466

Ed. Code 17481

Ed. Code 17556-17561

Gov. Code 53790-53792

Gov. Code 53820-53833

Gov. Code 53850-53858

Gov. Code 54230.5

Gov. Code 54230.7

Gov. Code 54950-54963

Gov. Code 54952.6

Gov. Code 54953

Gov. Code 54960-54960.5

Gov. Code 65352.2

Pub. Cont. Code 22000-22045

Pub. Cont. Code 22034

Pub. Cont. Code 22035

Pub. Cont. Code 22050

Pub. Cont. Code 3400

Description

[Eminent domain vote requirements](#)

[Eminent domain; resolution adopting different use](#)

[County boards consist of five or seven members](#)

[Recording votes](#)

[Authorization to hold and convey real property](#)

[Eminent domain](#)

[Declaration of intent to sell or lease real property](#)

[Lease of property with residence for nondistrict purposes](#)

[Dedication of real property](#)

[Exceeding the budget](#)

[Temporary borrowing](#)

[Temporary borrowing](#)

[Disposal of surplus land and receipt of notice of violation](#)

[Disposal of surplus land and receipt of notice of violation](#)

[The Ralph M. Brown Act](#)

[Action taken; definition](#)

[Meetings to be open and public; attendance; prohibition against secret ballots](#)

[Actions to prevent violations](#)

[Coordination with planning agency](#)

[Uniform Construction Cost Accounting Procedures](#)

[Uniform Public Construction Cost Accounting Act informal bidding ordinance](#)

[Repair or replacement of facilities in case of emergency](#)

[Emergency contracting procedures](#)

[Bid specifications](#)

Cross References

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9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9324	Minutes And Recordings

Board Bylaw 9224: Oath Or Affirmation

Status: ADOPTED

Original Adopted Date: 01/01/2016 | **Last Revised Date:** 03/01/2025 | **Last Reviewed Date:** 03/01/2025

CSBA NOTE: The oath or affirmation required of County Board of Education members pursuant to Article 20, Section 3, of the California Constitution is the same as that required by Government Code 3100-3109 for public employees. Government Code 1303 provides that any person who exercises any function of a public office, including the office of a County Board member, without taking the oath of office is guilty of a misdemeanor. Additionally, Government Code 1367 prohibits payment of any compensation or reimbursement for any expenses to any individual who has not taken the oath or affirmation.

If an incoming County Board member raises a concern about taking the oath or affirmation, it is recommended that the County Board consult CSBA's District and County Office of Education Legal Services or local legal counsel.

Prior to entering upon the duties of the office of a County Board of Education member or exercising any function of a County Board member, each County Board member shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

CSBA NOTE: In addition to the persons listed below, Education Code 60 specifies state- and local-level officers who may administer the oath.

The oath or affirmation may be administered and certified by any County Board member, the secretary or assistant secretary to the County Board, the County Superintendent of Schools, the Superintendent of Public Instruction, or any other person authorized in Education Code 60 or Government Code 1225.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

CA Constitution Article 20, Section 3
Ed. Code 60
Gov. Code 1225
Gov. Code 1303
Gov. Code 1360-1369
Gov. Code 3100-3109

Description

[Oath of office](#)
Persons authorized to administer and certify oaths
Right to administer and certify oaths
Misdemeanor for failure to take oath
Oath of office
Oath or affirmation of allegiance

Management Resources

Court Decision
Court Decision
Website

Description

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22
Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544
[CSBA District and County Office of Education Legal Services](#)

Key Accomplishments and Areas Meeting Requirements

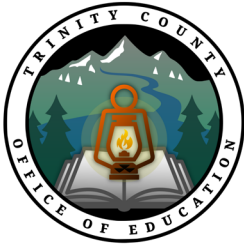
Successful Use of Assessment Tools

- Staff completed and analyzed key tools, including:
 - CLASS Second Edition: Evaluated classroom interactions and environment.
 - DRDP-2015: Assessed children's developmental progress.
 - Parent Surveys: Gathered valuable family feedback.
 - Program Instrument: Reviewed program operations.
- The insights gained shaped targeted strategies to strengthen the program.
- Timely Response to CDE Guidance, Program Director became certified as a CLASS Observer to meet the requirements of CSPP CLASS observation.
- The program stayed current with all California Department of Education updates, including Management Bulletins, EED webinars, and official communications.

Strong Collaborative Engagement

- Monthly HRN board presentations on the State Preschool program keep the board engaged, informed, and actively involved in decision-making.
- Monthly Meetings with TCOE early childhood coordinator to ensure compliance and support.
- A successful collaboration with Shasta Head Start allowed both programs to increase enrollment through-out the year.
- Family selection and eligibility was completed using up-to-date eligibility lists and documentation.
- Due process compliance: Parents receive clear information, Notices of Action, and have access to an appeals process.
- Attendance monitoring: Accurate daily tracking through MCT software with clear policies on absences.
- Parent engagement: Effective two-way communication using Learning Genie and strong family involvement through PAC meetings.
- Staff identify needs, make referrals, and follow up to ensure families receive support.

- Community partnerships: Collaborations with Trinity County Office of Education, Shasta Head Start, and local agencies provide robust support for families.
- Staff-child ratios: Maintained consistently, ensuring safe and nurturing environments.
- Staff qualifications and professional development: All staff meet or are on track to meet qualifications; staff receive regular, targeted training with both TCOE and Shasta head Start.
- Nutrition: Healthy, culturally appropriate snacks provided under CACFP.
- Inventory management: All equipment tracked with detailed records.
- Fiscal compliance: Clean audit with no significant findings; meeting enrollment targets, including children with exceptional needs.



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256
(530) 623-2861 • FAX (530) 623-4489
<https://www.tcoek12.org>

May 8, 2025

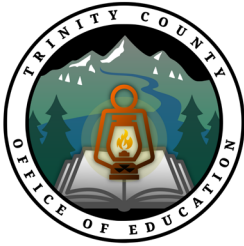
The purpose the Shasta Tehama Trinity Adult Education Consortium is to identify strengths and gaps in adult education programming and services across the region, leverage resources, and offer professional development opportunities that lead to coordinated approaches accelerating a student's progress towards his or her academic and career goals. The consortium shall accomplish this through shared leadership, collaboration and the development of a regional adult education plan. The region encompasses Shasta, Tehama and Trinity counties, which include the K-12 Districts, County Offices of Education and our Community College.

Per AB 104 guidelines which govern this consortium, a member is defined as a public school district or community college district within the geographical boundaries of the Shasta-Tehama-Trinity Joint Community College District. Voting rights shall be bestowed on the Superintendent or his/her designee. All members should have an assigned designee or proxy. Each member and designee or proxy must be approved by their local site's governing board and notify the consortium of any assigned updates effective immediately. Members will be responsible for attending quarterly meetings, providing district or local data regarding needs, gaps, and existing programs, working collaboratively to create a plan to address adult education needs and integrate existing services and programs, participating in public forums, making decisions regarding allocation of planning funds, and meeting all requirements of the AB 104 California Adult Education Program.

Approval of the Assistant Superintendent of Educational Services and Superintendent as ongoing representatives for the Shasta/Tehama/Trinity Adult Education Consortium District

An official representative on the Shasta Tehama Trinity Adult Education Consortium is necessary to ensure that the Trinity County Office of Education has a full voice in the decision-making process to implement and coordinate local adult education programs funded through the California Adult Education Program (CAEP).

Corey Helgesen, Assistant Superintendent of Educational Services, has been chosen to serve as the official Representative for TCOE and Fabio Robles, County Superintendent of Schools, will serve as the official alternate delegate in his absence.



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

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<https://www.tcoek12.org>

TRINITY COUNTY OFFICE OF EDUCATION RESOLUTION 24-25-13 ESTABLISHING ELIGIBILITY FOR STATE ALLOCATION BOARD ADMINISTERED PROGRAMS AND NAMING DISTRICT REPRESENTATIVES

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, Trinity County Office of Education intends to file applications for eligibility determination, file applications for funding, and/or certify information under one or more SAB-Administered Program(s) on behalf of RISE Academy; and

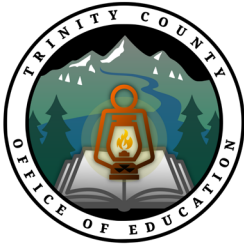
WHEREAS, the SAB and DGS requires a school district's Board of Education to authorize specific individuals to sign and submit information on behalf of a school district; and

WHEREAS, the Trinity County Office of Education understands that the signing and submittal of forms on behalf of the school district commits the school district to comply with program requirements.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Trinity County Board of Education authorizes the individuals identified below to physically sign all documents and papers or submit documents via OPSC Online that are associated with SAB-Administered Program(s). Any previous authorized District Representatives not listed below are to be removed from the list of District Representatives:

1. Fabio Robles, Trinity County Superintendent of Schools
2. Cindy Blanchard, Chief Business Official
3. Jeff Morris, Facilities Fiscal Analyst

PASSED AND ADOPTED on May 21, 2025 by the Trinity County Board of Education by the following vote:



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256
(530) 623-2861 • FAX (530) 623-4489
<https://www.tcoek12.org>

AYES:

NOES:

ABSENT:

ABSTENTION:

Date: _____

Sally Aldinger, Board President
Trinity County Board of Education

CERTIFICATION

I, Fabio Robles, certify that the foregoing is a correct copy of a resolution passed and adopted by the Trinity County Board of Education on May 21, 2025.

Date: _____

Fabio Robles, Board Secretary/Clerk



Trinity County Office Of Education
2024/2025
General Fund April 30, 2025

Beginning Balance \$ 4,158,682

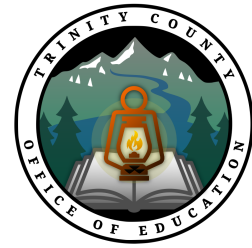
	Current Budget	Year to Date Activity	Remaining Budget	% of Budget Recvd/Expend
<u>Revenue Accounts</u>				
Local Control Funding Formula	\$ 5,419,252	\$ 4,480,916	\$ 938,336	82.69%
Federal Revenues	\$ 210,835	\$ 45,048	\$ 165,787	21.37%
Other State	\$ 3,745,737	\$ 2,998,523	\$ 747,214	80.05%
Other Local	\$ 2,349,542	\$ 2,270,580	\$ 78,962	96.64%
Total Revenues	\$ 11,725,366	\$ 9,795,067	\$ 1,930,299	83.54%

<u>Expense Accounts</u>				
Certificated Personnel Salaries	\$ 1,505,397	\$ 1,283,930	\$ 221,467	85.29%
Classified Personnel Salaries	\$ 2,915,035	\$ 2,217,409	\$ 697,626	76.07%
Employee Benefits	\$ 2,044,347	\$ 1,565,612	\$ 478,735	76.58%
Books & Supplies	\$ 734,016	\$ 251,565	\$ 482,451	34.27%
Services & Other Operating Srv	\$ 2,295,207	\$ 1,229,460	\$ 1,065,747	53.57%
Capitol Outlay	\$ 274,286	\$ 144,903	\$ 129,383	52.83%
CHYBA Funds Transfer	\$ 225,000	\$ -	\$ 225,000	0.00%
Pass Thru to Districts	\$ 1,014,819	\$ 870,950	\$ 143,869	85.82%
Indirect Costs	\$ (29,537)	\$ (13,677)	\$ (15,860)	46.30%
Total Expenses	\$ 10,978,570	\$ 7,550,152	\$ 3,428,418	68.77%

Transfers In, Retiree Ins	\$ 49,744	\$ 49,744	\$ -	
Transfers Out	\$ 500,000	\$ 500,000	\$ -	

Budget for Rev/Exp \$ 296,540

Net Ending Balance \$ 4,455,222



May 13, 2025

To: Fabio Robles, Trinity County Superintendent of Schools
Cindy Blanchard, Chief Business Official

From: Jeff Morris, Facilities Fiscal Analyst

Re: Current Status re School Facilities Projects

COUNTYWIDE

2024 Statewide School Facilities Bond: TCOE staff had a chance to connect with staff from the Office of Public School Construction (OPSC) recently and there are provisions in Prop 2 specifically for small school districts (essential facilities). These can include 1 of the following: Multi purpose room, gym, kitchen or library facilities, per school site. There is also additional TK funding earmarked for these same districts that is a separate line item from the “essential facilities.” We’ll continue to monitor and explore options.

Update: TCOE is in discussion with a few different consulting firms about providing additional services to fully utilize Prop 2 opportunities.

Behavioral Health Facilities Funding: TCOE staff met with staff from Trinity County Behavioral Health Services and ironed out the rest of the details. There are a few documents to be delivered / integrated into the agreement, and then we’ll be on a final path to signatures and ratification.

CAL OES Hazard Mitigation Plan Development: No new news. Project is on track.

Universal Pre-Kindergarten (UPK) Facilities: No new updates other than district detail

General Plan Update: No new news.

Extreme Heat Grant Opportunity: No new news. Awaiting 2025 solicitation.

KEY CAMPUS STATUS (RECENT AND UPCOMING MAJOR PROJECT SITES)

BURNT RANCH

- Discussions and planning continue for future TK facilities with Persinger Architects.
- BRESO is also tracking the Prop 2 opportunity closely and starting to prepare concepts and be sure they follow funding requirements.

CHYBA (California Heritage Youth Build Academy): No current update as of 05.13.2025

There is a challenge in the project budget due to the City of Redding determining that CHYBA is responsible for the road and creek crossing near the school that connects to the access street. With environmental mitigation issues involved, so this could present some significant cost escalations.

CHYBA is working with the McConnell Foundation, K2 Development, NM&R (architect) and their state funding consultant to determine potential funding increases from OPSC and/or project modifications to mitigate the additional costs. working with TMF and K2, as well as NMR, our consultant at Hancock Park & DeLong, and OPSC to see what solutions they may have.

COFFEE CREEK:

- *Kitchen Upgrade:* **Update:** CCESD received basic designs from Semingson. Semingson is also in touch with County of Trinity Environmental Health to confirm needed compliance.

DOUGLAS CITY

- *TK Classroom Projects:* **Update:** District has determined a significant gap between funding available and project cost. Architect has had conversations with successful bidders and district (with assistance from TCOE) is engaging the services of Hancock, Park and DeLong to assist with approaching the Office of Public School Construction with a few scenarios to bridge the gap.
- *Behavioral Health Project:* See overview at beginning of report

JUNCTION CITY

- *Water System Replacement* –The State Water Board’s rulemaking changed which required the removal of the funding available for the generator portion of the project. The water filtration system replacement is still in line for funding, and we hope to see that in October of 2025.
Update: TCOE and the JCESD successfully submitted a Notice of Interest to Cal OES’s Hazard Mitigation Grant. Since TCOE has a Hazard Mitigation Plan in development, we qualify to be the lead applicant for this funding source.
- *UPK Facility* – District has submitted the full funding package to OPSC to draw down the full project funding.
- *Future Modernization* – No new news.
- *Behavioral Health Project* - See overview at beginning of report

LEWISTON

- *ESSER III / HVAC / Electrical* – Package for the full (campus wide) updates was submitted to OPSC last fall and the district should be in good shape to draw down Prop 2 funding when the timing is right.
- *Additional Projects, Modernization Funds, etc.* – TCOE staff has developed a spreadsheet and held two calls with the designated board member regarding future project planning.
- **Update:** District has done a great job recently of getting quotes and starting work for a number of smaller facilities projects without the usual level of assistance from TCOE. Really great to see this progress!

MOUNTAIN VALLEY

- No new news

SOUTHERN TRINITY

- *HVAC replacement:* No new news.
- *Facilities Master Planning:* Work with Semingson on campus utilization is going well. TCOE completed the development of a local survey (digital and hard copy form) and will be helping the district track responses. The larger team also had a call with Jennifer Schwinn from CDE to confirm what is possible in terms of customizing the utilization of campus.

TRINITY ALPS

No new updates

TRINITY CENTER

- **TK and Kitchen Remodels:** **Update:** Project is complete!

TRINITY COUNTY OFFICE OF EDUCATION

- *Minor Improvements / Updates:* **Update:** PACE engineering will start their assessment process of our current campus within the next month.
- *Overall TCOE Campus:* TCOE staff is taking an initial look at our current campus, future projections for both staffing levels and programs, and how all of that informs future TCOE facilities needs and configuration.

TCOE has formally engaged Acacia Financial to assist with future public financing on an “as needed” basis.

Update: Conversations with OPSC indicate there is likely facilities funding available for RISE Academy. We’ll know to what extent after we’ve filed the eligibility establishment paperwork. There is a resolution on this month’s BOE agenda in that regard.