

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
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<https://www.tcoek12.org>

TRINITY COUNTY BOARD OF EDUCATION

Trinity County Office of Education
201 Memorial Drive, Granite Room
Weaverville, CA 96093

Wednesday, February 19, 2025
1:00 PM

REGULAR MEETING OF THE BOARD – AGENDA

REASONABLE ACCOMMODATIONS FOR ANY INDIVIDUAL WITH A DISABILITY

*Disability related aides or services to enable persons with disabilities to participate in public meetings are available.
In addition, members of the public needing translation service during the Board meeting should contact
Fabio Robles, Superintendent, at 530-623-2861, one week prior to the scheduled meeting.*

AGENDA MATERIALS

*Board agenda materials are available 72 hours before each Regular Board meeting and 24 hours before a Special Board meeting at the
Trinity County Office of Education located at 201 Memorial Drive, Weaverville, CA 96093 or
<http://www.tcoek12.org/index.php/home/board-of-trustees-2019/agenda-minutes-2022-23>*

Our Vision

By providing effective leadership, in collaboration with parents, school staff, and the community, our vision is that all students will be encouraged to be lifelong learners and have the access and support necessary to be college and career-ready.

Our Mission

It is our mission to provide meaningful services and leadership to assist school districts in meeting the current and future needs of all Trinity County students.

1.0 Formal Opening

- 1.1 Call to Order
- 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 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 per topic. 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, or 3) refer the matter to the next agenda.

3.0 Accept Open Session Agenda

Motion _____ Second _____ Vote _____

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 – January 15, 2025

4.2 Warrants – January 2025

4.3 Payroll – January 2025

5.0 Information Items

5.1 TCOE will propose adjustments to salary schedules and/or benefit packages aimed at attracting and retaining highly qualified teachers and classified staff, while maintaining fiscal stability.

5.2 BP/E1/E2 1312.4 – Williams Uniform Complaint Procedures

5.3 BP 5131.9 – Academic Honesty

5.4 BP 6154 – Homework/Makeup Work

5.5 BP 6162.5 Student Assessment

5.6 BP/E1 6163.4 – Student Use of Technology

5.7 BP 0460 – Local Control and Accountability Plan

5.8 BP 3100 – Budget Adoption and Revision - Cindy

5.9 BP 3320 – Claims and Actions Against the County Office of Education

5.10 BB 9010 – Public Statements

5.11 BB 9012 – Board Member Electronic Communications

5.12 BB 9240 – Board Training

5.13 BB/E1 9270 – Conflict of Interest

6.0 Action Items

6.1 Approve Comprehensive Safety Plan (CSSP)– Trinity County Office of Education (TCOE)

(Cover page only included in the packet. Full documents will be available at the front desk for the public to review during regular business hours)

6.2 Approve Comprehensive School Safety Plan (CSPP)– R.I.S.E. Academy

(Cover page only included in the packet. Full documents will be available at the front desk for the public to review during regular business hours)

7.0 Reports

7.1 Financial Report and Oversight Update

7.1.1 School Facilities Report from Jeff Morris

7.2 LCAP Midyear Update Report

7.3 Cabinet Report – includes Trinity COE and District LCAP Updates

8.0 Correspondence

9.0 Superintendent's Report

10.0 Board Reports/Announcements/Comments

11.0 Adjournment

This meeting may be tape-recorded



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MINUTES

Trinity County Board of Education Regular Board Meeting January 15, 2025

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

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

MEMBERS ABSENT: Michelle Myers, Area II

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

PUBLIC PRESENT: Josh Cozine, The Trinity Journal

1.0 Formal Opening

- 1.1 Call to Order
Sally Aldinger 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
Added item 9.3 to the agenda- Receive and approve the resignation of Board Member, Michelle Myers of Area II.

- 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 receipts of the information, 2) refer to staff for further study, or 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-1 (Myers), 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 – December 13, 2024

4.2 Warrants – December 2024

4.3 Payroll – December 2024

Sally Aldinger asked the Board if there was any further discussion on 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 Randy, with a second by Arina, to accept the Consent Agenda. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-1 (Myers), Abstain-0.

5.0 Convene to Closed Session

MOTION: A motion was made by Arina, with a second by Randy, to enter into closed session to discuss student matters pursuant to Ed Code § 35146. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-1 (Myers), Abstain-0.

6.0 Return to Open Session

MOTION: A motion was made by Arina, with a second by Steve, to return to open session at 2:01 pm. The motion passed unanimously. Aye-4, (Aldinger, Canale, Erwin, Spencer), No-0, Absent-1 (Myers), Abstain-0.

7.0 Report of Action Taken in Closed Session

MOTION: A motion was made by Steve, with a second by Randy, to concur with the decision of Southern Trinity Joint Unified School District to deny the transfer for student #24-25-04. Motion passed. Aye-3, (Aldinger, Canale, Spencer), No-1 (Erwin), Absent-1 (Myers), Abstain-0.

8.0 Information Items

- 8.1 Summary of Complaints Per Williams Uniform Complaint Procedure
(October 1, 2024, through December 31, 2024)
There were no complaints.

9.0 Action Items

- 9.1 Approve School Accountability Report Card (SARC) for the 2023-2024 SY–
R.I.S.E.
Tim Nordstrom reviewed the SARC with the Board, which was also included in the board packet for review.
MOTION: A motion was made by Arina, with a second by Randy. The motion passed. Aye-4 (Aldinger, Canale, Erwin, Spencer), No-0, Absent-1 (Myers), Abstain-0.
- 9.2 Review and Accept Draft of the Annual Audit Report SY 2023-24
MOTION: A motion was made by Arina, with a second by Steve. The motion passed. Aye-4 (Aldinger, Canale, Erwin, Spencer), No-0, Absent-1 (Myers), Abstain-0.
- 9.3 Review and Accept the Resignation of Board Member Michelle Myers of Area II
MOTION: A motion was made by Randy, with a second by Steve. The motion passed. Aye-4 (Aldinger, Canale, Erwin, Spencer), No-0, Absent-1 (Myers), Abstain-0. Arina put on record how grateful the Board is to have worked alongside Michelle during her time on the Board.

10.0 Reports

- 10.1 Financial Report and Oversight Update
The financial report and oversight update were included in the board packet for the members to review.
- 10.1.1 School Facilities Report from Jeff Morris
The school facilities report was included in the packet for the members to review.
- 10.2 Cabinet Report – includes Trinity COE and District LCAP Updates
Tim Nordstrom and Anthony Rebelo shared their report with the board.

11.0 Correspondence

- 11.1 Annual Certification (Ed Code § 42141) Regarding Workers' Compensation –
Brooks Rice, Shasta-Trinity Schools Insurance Group.
Cindy spoke briefly on item 11.1.

12.0 Superintendent's Report

- 12.1 Gave kudos to Michelle Myers for her service as part of the Trinity County Board of Education for the last five years.
- 12.2 Shared TCOE's Hazard Mitigation Plan development.
- 12.3 Gave Kudos to Jeff Morris for his work bringing Aegix to the districts of Trinity County and providing training.
- 12.4 "I Love You Guys" protocol and language will be brought to Trinity County schools. Looking at a training being offered in the summer.

- 12.5 Gave a brief update on the monthly Trinity Safe Schools Collaborative meetings.
- 12.6 Shared information from the Budget Reactor's Session that he attended with Cindy.

13.0 Board Reports/Announcements/Comments

The board members shared their reports with the rest of the board.

14.0 Adjournment

Sally asked the board for a motion to adjourn the meeting.

MOTION: A motion was made by Steve, with a second by Randy. The Motion passed.
Aye-4 (Aldinger, Canale, Erwin, Spencer), No-0, Absent-1 (Myers), Abstain-0.

The meeting adjourned at 2:41 p.m.

Respectfully submitted,

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

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Checks Dated 01/01/2025 through 01/31/2025

Board Meeting Date February 21, 2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5253981	01/03/2025	Nordstrom, Timothy M	01-5200	T. Nordstrom Per Diem Dec MSCS		103.00
5253982	01/03/2025	Palmer, Jason	01-4300	J. Palmer RISE Rewards		127.79
5253983	01/03/2025	Burger, Erin E	01-4300	E. Burger Meals EHYC	10.75	
			01-5200	E. Burger Per Diem EHCY Meeting	258.00	268.75
5253984	01/03/2025	Lerma, Taylor A	01-4300	T. Lerma Gas Reimbursement Motor Pool		15.70
5253985	01/03/2025	Bickle, Jessica J	01-4300	J. Bickle Drinks, Cake, All Staff		119.80
5253986	01/03/2025	Tucker, Joanne M	01-4300	J. Tucker Supplies Wipebook		136.97
5253987	01/03/2025	Rourke, Megan L	01-5200	M. Rourke Santa Barbara Registration		250.00
5253988	01/03/2025	Ritter, Jake J	01-5200	J. Ritter Mileage and Parking Cal MSCS	55.52	
				J. Ritter Per Diem Cal MSCS	115.50	171.02
5253989	01/03/2025	Henson, Elizabeth	01-4300	E. Henson RISE Rewards		131.98
5253990	01/03/2025	Bayless, Steven D	01-4300	S. Bayless RISE Rewards Day		198.11
5253991	01/03/2025	ACCU-Print	01-5840	24/25 Fingerprint Fees-Accu		54.00
5253992	01/03/2025	Amazon Capital Services, Inc	01-4300	IT Cable - A. Garcia Monitor	17.68	
				Office Supplies - Pens, Febreze, Rulers, Scissors	77.20	
				Office Supplies- Post It, Paper, Dry Erase, USB, Note Pads	209.52	304.40
5253993	01/03/2025	AT&T	01-5920	24-25 AT&T Computer Line		97.80
5253994	01/03/2025	Autum McGlynn	12-5800	A. McGlynn ECE College Reimbursement Spring2025		184.50
5253995	01/03/2025	Barobo	01-5100	J. Tucker Robot Licenses		11,200.00
5253996	01/03/2025	Carrel's Office Solutions	01-4300	Kyocera Taskalfa 4004i Digital Imaging System	16.90	
			01-4400	24-25 Carrel's Kyocera TaskAlfa 5004i	35.63	
			01-5600	24/25 KYOCERA/TASKalfa 5054ci	375.82	428.35
5253997	01/03/2025	WEX Bank	01-4300	Chevron Fuel Purchases		186.33
5253998	01/03/2025	Com-Pair Services	01-5920	24/25 Com-Pair Monthly Expenses		1,650.00
5253999	01/03/2025	FasTrak Invoice Processing Cen ter	01-5200	J. Tucker Pacific Grove Toll Fee		7.00
5254000	01/03/2025	Moon House	01-4300	All Call Staff Lunch		100.00
5254001	01/03/2025	ODP Business Solutions, LLC	01-4300	Supplies RISE Dry Erase Markers, Erasers, Cleaner, Tape		141.19
5254002	01/03/2025	Redding Kia Subaru	01-4300	T. Edwards HDL Assy - FR DR Motor Pool		54.10
5254003	01/03/2025	Redding Subaru	01-4300	T. Edwards Cap Assy Filler Motor Pool		69.42
5254004	01/03/2025	Shasta County Office Of Ed	01-5800	Annual Admisitrative Service Fee Credential Program		500.00
5254005	01/03/2025	Stefan Lacey	01-5800	RISE Archery Equipment and Lessons		200.00
5254006	01/03/2025	Trinity County RCD	01-5800	July-Sept 24 Hazard Mitigation Plan		3,937.01

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Board Meeting Date February 21, 2025

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5254007	01/03/2025	Trinity PUD	01-5510	24/25 monthly electricity		1,193.47
5254137	01/08/2025	Moodie, Elizabeth J	01-5200	E. Moodie College Reim Winter 2025		1,482.00
5254138	01/08/2025	Burger, Erin E	01-4300	E. Burger EHYC Rewards Kahunas		34.97
5254139	01/08/2025	Amy Bradford	12-5800	A. Bradford College Reim Spring 24-25		4,325.92
5254140	01/08/2025	Atkinson, Andelson, Loya, Attorneys at Law	01-5850	Special Education Legal - TAU		172.52
5254141	01/08/2025	Autum McGlynn	12-5800	A. McGlynn College Reim Spring 2025		138.50
5254142	01/08/2025	Burnt Ranch School District	01-5800	TCOE Mini Grant - Science Curriculum 6-8		1,000.00
5254143	01/08/2025	CompuGroup Medical, Inc.	01-5800	CGM - RCM - MediEd Premium Package		62.25
5254144	01/08/2025	101Voice	01-5920	101 Voice Phone JAN 2025		592.85
5254145	01/08/2025	Julia Lynn Ashton-Boyd	01-5800	Julia Ashton-Boyd MFT		700.00
5254146	01/08/2025	Lewiston Elementary School	01-5800	TCOE Mini Grant - ASSES Tables	3,000.00	
				TCOE Mini Grant - Flexible Seating Option	3,000.00	
				TCOE Mini Grant - Outdoor Seating Studt Activities	2,000.00	8,000.00
5254147	01/08/2025	Lingo	01-5920	23/24 Long Distance Services		88.21
5254148	01/08/2025	Stacey Neill Mountain Kids Therapy	01-5800	OT Services December		1,690.00
5254149	01/08/2025	NAPA Weaverville Auto Parts	01-4300	24/25 NAPA Auto Parts		7.50
5254262	01/15/2025	Holmes, Melanie R	01-5200	M. Holmes CASBO Registration Fee		495.00
5254263	01/15/2025	Nordstrom, Timothy M	01-4300	T. Nordstrom Milegae Rdg to Sac	109.21	
			01-5200	Reverse double pay,T. Nordstrom Per Diem December MSCS	103.00-	
				T. Nordstrom Per Diem CDE in December	16.00	22.21
5254264	01/15/2025	Palmer, Jason	01-4300	J. Palmer RISE Christmas Rewards	452.34	
				J. Palmer RISE Science Rewards	173.32	625.66
5254265	01/15/2025	Tyner, Amber J	01-5200	T. Jade Amber RISE COSP January		109.00
5254266	01/15/2025	Tucker, Joanne M	01-4300	J. Tucker THS Staff Books	702.13	
			01-5200	J. Tucker Hotel and Parking C-Stem 2	1,163.38	
				J. Tucker Per Diem MSCS Davis Jan	70.00	1,935.51
5254267	01/15/2025	Ritter, Jake J	01-5200	J. Ritter Per Diem C-Stem Jan 2025		115.50
5254268	01/15/2025	Henson, Elizabeth	01-4300	E. Henson RISE Holiday Gifts		223.79
5254269	01/15/2025	Bayless, Steven D	01-4300	S. Bayless RISE Food Reimbursement		109.41
5254270	01/15/2025	Agile Occupational Medicine	01-5890	New Hire Drug Screen - Kasloski		70.00
5254271	01/15/2025	Carrel's Office Solutions	01-4400	24-25 Carrel's Kyicera TaskAlfa 5004i	8.52	
			01-5600	24/25 KYOCERA/TASKalfa 5054ci	281.14	289.66
5254272	01/15/2025	Fastenal Company	01-4300	24/25 Maintenance Supplies		25.71
5254273	01/15/2025	Frontier Fuel	01-4300	Speech Fuel Purchases		188.32
5254274	01/15/2025	Frontier Communications	01-5920	24/25 Centranet Lines 031690-5		396.39
5254275	01/15/2025	Frontier Communications	01-5920	24/25 Business line 051794-5 expenses		62.88

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Checks Dated 01/01/2025 through 01/31/2025

Board Meeting Date February 21, 2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5254276	01/15/2025	Frontier Communications	01-5920	24/25 Exchange Listing 091196-5 Expenses		46.55
5254277	01/15/2025	John W. Kizziar, DDS, INC	01-5800	Trinity Smiles AA 12/17/2024	159.00	
				Trinity Smiles BM 12/09/2024	127.00	
				Trinity Smiles HB 12/16/2024	152.00	
				Trinity Smiles HL 12/16/2024	163.00	
				Trinity Smiles JK 12/23/2024	52.00	
				Trinity Smiles LS 12/19/2024	141.00	
				Trinity Smiles MR 12/24/2024	150.00	
				Trinity Smiles MS 12/16/2024	80.00	
				Trinity Smiles RA 12/12/2024	98.00	
				Trinity Smiles SC 12/09/2024	65.20	
				Trinity Smiles SW 12/11/2024	443.00	1,630.20
5254278	01/15/2025	Little Bee Speech Co.	01-4300	Little Bee Hive 1 Year		479.96
5254279	01/15/2025	Lozano Smith	01-5850	General Board Governance	112.50	
				General Facilities and Business	1,422.00	1,534.50
5254280	01/15/2025	Redding Kia Subaru	01-4300	T. Edwards Cable Assy - FR DR SORKIA Motor Pool		61.71
5254281	01/15/2025	School Services Of California	01-5300	SSC - Fiscal Budget Services		8,280.00
5254282	01/15/2025	Trinity Co Dept Of Transport	01-4300	24/25 Monthly Fuel		1,862.79
5254283	01/15/2025	Trinity Co. Solid Waste	01-5550	24/25 solid waste fees		316.50
5254284	01/15/2025	Trinity Heating & Air Conditioning Corp.	14-5800	Service Call 12/19 Lennox Sequencer		385.12
5254285	01/15/2025	Trinity Journal	01-5810	24/25 Advertising Expenses		107.28
5254286	01/15/2025	NAPA Weaverville Auto Parts	01-4300	24/25 NAPA Auto Parts		22.07
5254287	01/15/2025	Weaverville Sanitary District	01-5550	24/25 monthly sewer service		28.00
5254487	01/23/2025	Dawson, Laura L	01-3702	L. Dawson Retiree H&W Physicians Mutual	68.45	
				L. Dawson Spouse Ins Reimb 01/25	138.80	207.25
5254488	01/23/2025	Nordstrom, Timothy M	01-5200	T. Nordstrom Per Diem CDE Math		115.00
5254489	01/23/2025	Tyner, Amber J	01-4300	J. Tyner Amber RISE Gas Motor Pool		25.49
5254490	01/23/2025	Tucker, Joanne M	01-4300	J. Tucker Sage Books Building Thinking		922.93
5254491	01/23/2025	Carrel's Office Solutions	01-4300	Kyocera Taskalfa 4004i Digital Imaging System		4.18
5254492	01/23/2025	Frontier Communications	01-5920	24/25 Business line 032097-5 expenses		58.83
5254493	01/23/2025	State Of Cal Dept Of Justice	01-5840	24/25 Fingerprint Fees		469.00
5254494	01/23/2025	Trinity Alps Unified S D	01-5800	TCOE Mini Grant - Accelerated Reader	3,000.00	
				TCOE Mini Grant - Book Authoring	300.00	
				TCOE Mini Grant - Classroom Books & Manipulatives	3,000.00	

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Checks Dated 01/01/2025 through 01/31/2025

Board Meeting Date February 21, 2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5254494	01/23/2025	Trinity Alps Unified S D	01-5800	TCOE Mini Grant - Computer Science in K	1,610.00	
				TCOE Mini Grant - Drama Program	3,000.00	
				TCOE Mini Grant - Implementing Step Up to Writing	2,400.00	
				TCOE Mini Grant - Perserving Tradition Read Aloud	4,600.00	
				TCOE Mini Grant - Support Weaverville Waves	3,000.00	
				TCOE Mini Grant - TK Outdoor Play Space	2,400.00	23,310.00
5254495	01/23/2025	Trinity Co. Sheriff's Dept.	01-5840	24/25 Fingerprint Fees-TCSO		285.00
5254496	01/23/2025	Chelsea Schmitto	01-4300	A. Carson Teaching Pyramid Training Lunch		413.57
5254497	01/23/2025	U.S. Bank Corporate Payment Systems	01-4300	24/25 FY Replacement Printers	1,062.83	
				24/25 FY Replacement Scanners	942.86	
				A. Carson LPC Dec Lunch	96.25	
				A. Carson LPC Outreach from Lakeshore	124.29	
				C. Blanchard All Staff Above and Beyond	1,600.00	
				D. Pickett Gestalt Language Event	51.13	
				J. Tyner Amber Zones of Reg Training	220.00	
				K. Arnold	100.80	
				K. Arnold All Staff Lunch	836.55	
				K. Arnold Leadership Lunch	149.67	
				K. Arnold Monitor	176.59	
				M. Rourke Building Thinking Books	146.08	
				T, Edwards Towing from Willow Creek	432.60	
				Therapy Notes Psych Resources	189.00	
				WPS Preschool Auto Score Forms	207.64	
			01-5200	C. Crockett CASBO Reg Payroll Essentials	1,395.00	
				D. Brower CASBO Reg Payroll Essentials	1,395.00	
				E. Burger EHYC Gift Cards	2,850.00	
				E. Burger EHYC Supplies	864.60	
				J. Morris Fuel Dec Hazard Mitigation Summit	48.03	
				J. Morris Parking Dec Hazard Mitigation Summit	16.00	
				J. Ritter STEAM Expo Flight	291.97	
				J. Ritter STEAM Expo Flight Fee	19.68	
				T. Nordstrom Car Rental MSCS	396.91	

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Checks Dated 01/01/2025 through 01/31/2025

Board Meeting Date February 21, 2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5254497	01/23/2025	U.S. Bank Corporate Payment Systems	01-5200	T. Nordstrom Lodging CDE State Math	251.02	
				T. Nordstrom Lodging J. Ritter MSCS	106.89	
				T. Nordstrom Lodging J. Tucker MSCS	106.89	
				T. Nordstrom Lodging MSCS	212.12	
				T. Nordstrom Parking CDE State Math	30.00	
				T. Nordstrom Uber Dec Cal MSCS	17.72	
				T. Nordstrom United Flight Refund	657.96-	
				T. Wright Hotel and Travel Fee's	9.99	
				T. Wright Lodging Dec Sac	434.02	
			01-5800	A. Carson NAEYC Membership	69.00	
			01-5920	24/25 FYS Wireless Service	50.38	14,243.55
5254498	01/23/2025	NAPA Weaverville Auto Parts	01-4300	24/25 NAPA Auto Parts		158.32
5254499	01/23/2025	Weaverville CSD	01-5560	24/25 monthly water service		65.36
5254616	01/30/2025	Dawson, Laura L	01-3702	L. Dawson Retiree Spouse VSP Reimb		29.38
5254617	01/30/2025	Holmes, Melanie R	01-5200	M. Holmes One Registration CASBO		55.00
5254618	01/30/2025	Palmer, Jason	01-4300	J. Palmer RISE Incentives Art and Food		140.78
5254619	01/30/2025	Lerma, Taylor A	12-5600	T. Lerma Per Diem CA Kinder Conference		345.00
5254620	01/30/2025	Carson, Anna L	12-5200	A. Carson Per Diem CA Kinder Conference		345.00
5254621	01/30/2025	Bayley, Courtney K	01-5200	C. Bayley FCMAT JAN Lodging and Fuel	205.97	
				C. Bayley FCMAT Per Diem JAN 2025	103.50	309.47
5254622	01/30/2025	Rourke, Megan L	01-4300	M Rourke Gas Reim CA Kinder Conference	82.27	
			12-5200	M. Rourke Per Diem CA Kinder Conference	345.00	427.27
5254623	01/30/2025	Henson, Elizabeth	01-4300	E. Henson RISE Incentives and Art Supplies		90.64
5254624	01/30/2025	Bayless, Steven D	01-4300	S. Bayless RISE Culinary and Rewards		105.00
5254625	01/30/2025	Amazon Capital Services, Inc	01-4300	Office Supplies - Blue Certificate Holders	31.08	
				Wellness at WES Supplies-Electric Pencil Sharpner	15.18	
				Wellness at WES Supplies-Markers, Pencils,Tacks	36.32	82.58
5254626	01/30/2025	AT&T	01-5920	24-25 AT&T Computer Line		9.82
5254627	01/30/2025	Breslin Occupational Service	01-5800	24/25 OT Services		6,225.13
5254628	01/30/2025	Complete Industrial Supply	01-4300	Microfiber Detail Towels		360.47
5254629	01/30/2025	Douglas City School	01-5100	C-STEM Stipend		6,204.64
5254630	01/30/2025	Golden West Industrial Supply	01-4300	BLD RECIP Diablo and Gator Cut		127.18
5254631	01/30/2025	Human Response Network	12-5800	UPK Planning 37024 Q2 2024-2025	123.71	
			12-7299	CSPP - 4618 Q2 2024-2025	48,397.00	48,520.71
5254632	01/30/2025	John W. Kizziar, DDS, INC	01-5800	Trinity Smiles 01/06/2025	278.00	

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

Checks Dated 01/01/2025 through 01/31/2025

Board Meeting Date February 21, 2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5254632	01/30/2025	John W. Kizziar, DDS, INC	01-5800	Trinity Smiles HB 01/06/2025	346.00	
				Trinity Smiles HB 01/14/2025	173.00	
				Trinity Smiles HL 01/14/2025	252.00	
				Trinity Smiles JK 12/31/2025	235.42	
				Trinity Smiles MN 1/15/2025	150.00	
				Trinity Smiles XK 1/13/2025	115.00	1,549.42
5254633	01/30/2025	Kristen Miller dba With Heart Project	01-5200	Prevention Intervention Trauma Informed Practices		3,456.25
5254634	01/30/2025	Amy McComb dba Lewiston Stamps	01-4300	RISE Lessons and T-Shirts		90.00
5254635	01/30/2025	Makenzie Geouge	12-5800	M. Geouge ECE Tuition Reimbursement Sprint 2025		324.50
5254636	01/30/2025	Pitney Bowes Inc Reserve Account	01-5910	24/25 Postage and lease		1,000.00
5254637	01/30/2025	Plotzke Ace Hardware	01-4300	24/25 maintenance supplies		30.01
5254638	01/30/2025	Ryan Gogan	12-5800	R. Gogan Tuition Reimbursement		2,024.00
5254639	01/30/2025	Steve Canale	01-5200	S. Canale TCOE BOE Mileage		114.80
5254640	01/30/2025	Shasta-Trinity Schools Den	01-9580	TCOE FEB 2025 STSIG Dental Premiums		5,564.63
5254641	01/30/2025	Shasta-Trinity Schools Med	01-9580	TCOE FEB 2025 STSIG Medical Premium		61,330.00
5254642	01/30/2025	Shasta-Trinity Schools Vis	01-9580	TCOE FEB 2025 STSIG Vision Premiums		1,725.30
5254643	01/30/2025	Trinity Alps Unified S D	01-5100	C-STEM Stipends		6,306.00
5254644	01/30/2025	Trinity Heating & Air Conditioning Corp.	14-5800	Commercial Preventative Maintenance Agreement		1,080.00
5254645	01/30/2025	Trinity PUD	01-5510	24/25 monthly electricity		1,075.82
5254646	01/30/2025	NAPA Weaverville Auto Parts	01-4300	24/25 NAPA Auto Parts		22.90
Total Number of Checks					110	248,899.31

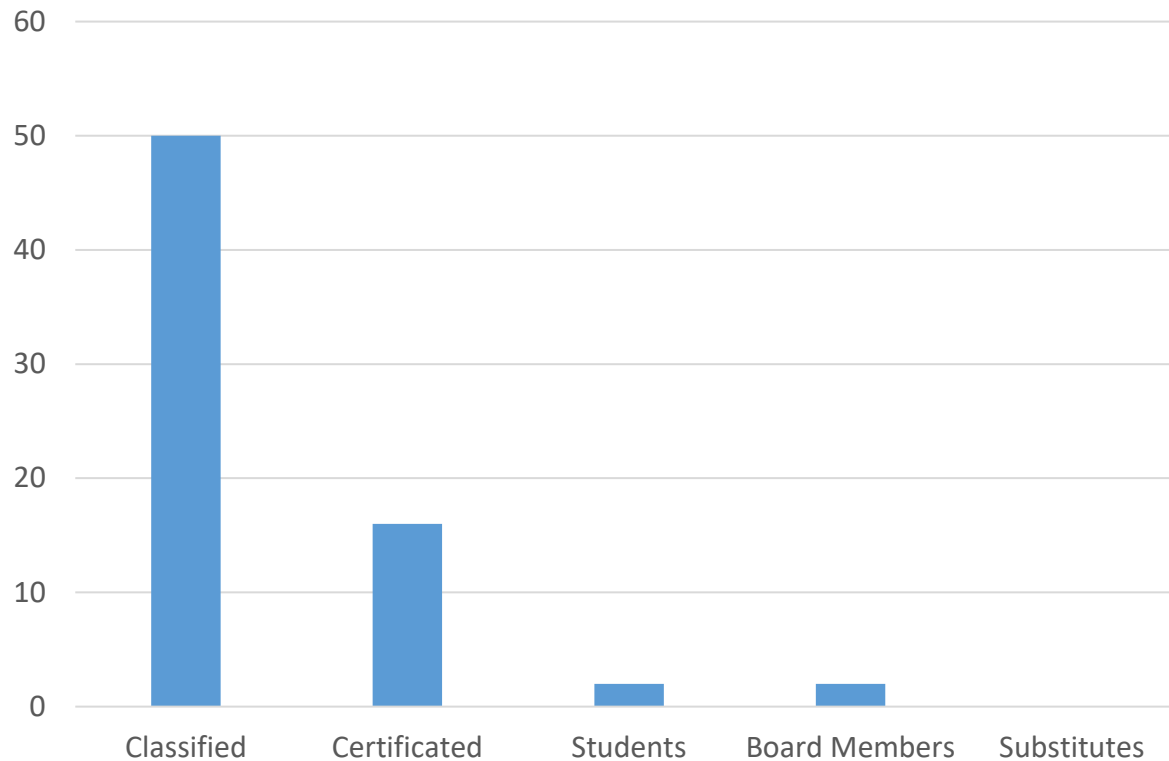
Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	100	190,881.06
12	Child Development Fund	9	56,553.13
14	Deferred Maintenance	2	1,465.12
Total Number of Checks		110	248,899.31
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			248,899.31

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.

Trinity County Office of Education

1/1/2025 - 1/31/2025



Employee Salaries= \$416,206.28

District Liabilities= \$174,536.52

Total Payroll= \$590,742.80

County Board Policy 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Revised Date: 09/01/2024 | Last Reviewed Date: 09/01/2024

CSBA NOTE: Education Code 35186 mandates that local educational agencies, including county offices of education (COE), establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, or emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. When such a complaint is filed with the COE, the COE is required to investigate and resolve the complaint in accordance with the Williams uniform complaint procedures established pursuant to 5 CCR 4680-4687.

CSBA recommends that the County Board of Education and the County Superintendent of Schools work together for the adoption of this policy, since some of the programs covered by the policy are subject to the independent statutory authority of both constitutional offices, and even for those programs that are primarily within the County Board's authority, implementation by the County Superintendent will be necessary.

During the Federal Program Monitoring (FPM) process, the California Department of Education (CDE) staff will review the local policy and procedures to ensure that all required components are addressed. Therefore, the COE must ensure that all requirements of law, as reflected in the FPM instrument, are included in the local policy and/or regulations. The FPM process also includes a review of the complaint form and classroom notice.

The County Board of Education recognizes the responsibility of the County Board and the County Superintendent of Schools to ensure that the educational programs of the county office of education (COE) are implemented in accordance with law.

Any complaint against the COE regarding the insufficiency of textbooks or instructional materials, teacher vacancy or misassignment, or conditions of school facilities that pose an emergency or urgent threat to the health and safety of students and staff, as defined in Education Code 35186, shall be investigated and resolved in accordance with the Williams uniform complaint procedures described in 5 CCR 4680-4687 and County Superintendent policy and/or regulation. The Williams uniform complaint procedures may also be used to resolve any other complaint when authorized by the County Superintendent.

Reports

CSBA NOTE: During the FPM process, CDE staff will expect to see a statement that the COE is required to report summarized data as specified below.

On a quarterly basis, the County Board shall, at a regularly scheduled County Board meeting, receive summarized data on the nature and resolution of all complaints against the COE. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Notices

A notice containing the components specified in Education Code 35186 shall be posted in each classroom in each COE school/program. (Education Code 35186)

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 References

5 CCR 4600-4670

5 CCR 4632

5 CCR 4680-4687

5 CCR 4690-4694

Ed. Code 1240

Ed. Code 17592.72

Ed. Code 1980-1984

Description

Uniform complaint procedures

Appeal of LEA decision; grounds

Williams uniform complaint procedures

Health and safety complaints in license-exempt preschool programs

[County superintendent of schools, duties](#)

Urgent or emergency repairs, School Facility Emergency Repair Account

Establishment of county community school

State References

Ed. Code 200-270
 Ed. Code 33126
 Ed. Code 35145.5
 Ed. Code 35186
 Ed. Code 35292.5-35292.6
 Ed. Code 48660-48666
 Ed. Code 48907
 Ed. Code 48950
 Ed. Code 48985
 Ed. Code 51501
 Ed. Code 60010
 Ed. Code 60040-60052
 Ed. Code 60119
 Ed. Code 60150

Description

Prohibition of discrimination
 School accountability report card
 Agenda; public participation and regulations
 Williams uniform complaint procedure
 Restrooms; maintenance and cleanliness
 Establishment of community day school
 Exercise of free expression; time, place and manner rules and regulations
 Speech and other communication
 Notices to parents in language other than English
 Nondiscriminatory subject matter
 Instructional materials; definition
 Requirements for instructional materials
 Hearing on sufficiency of instructional materials
 Penalty for insufficiency of textbooks and instructional materials

Federal References

20 USC 6314

Description

Title I schoolwide program

Management Resources References

CA Office of the Attorney General Publication
 CSBA Publication
 CSBA Publication
 Website
 Website
 Website
 Website
 Website

Description

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024](#)
[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024](#)
[Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024](#)
[CSBA District and County Office of Education Legal Services](#)
[U.S. Department of Education, Office for Civil Rights](#)
[Department of Justice](#)
[CSBA](#)
[California Department of Education](#)

Cross References

0410
 1312.3
 1312.3-E(1)
 1312.3-E(2)
 1312.3-E(3)
 5145.3
 5145.3
 9012

Description

[Nondiscrimination In County Office Programs And Activities](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Board Member Electronic Communications](#)

Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Revised Date: 09/01/2024 | Last Reviewed Date: 09/01/2024

CSBA NOTE: Education Code 35186 requires that the following notice be posted in each K-12 classroom. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials

That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), county offices of education (COE) may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

2. School facilities must be clean, safe, and maintained in good repair

This includes the identification and resolution of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff.

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

3. There should be no teacher vacancies or misassignments

There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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

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

CSBA NOTE: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from CDE's website will satisfy this requirement. The law does not require that the complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect local practice, including adding the school and COE website addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the county office of education's (COE) Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or COE office, or downloaded from the school or COE website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's website when available. However, a complaint need not be filed using either the COE's complaint form or the complaint form from CDE.

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 References

5 CCR 4600-4670
 5 CCR 4632
 5 CCR 4680-4687
 5 CCR 4690-4694
 Ed. Code 1240
 Ed. Code 17592.72
 Ed. Code 1980-1984
 Ed. Code 200-270
 Ed. Code 33126
 Ed. Code 35145.5
 Ed. Code 35186
 Ed. Code 35292.5-35292.6
 Ed. Code 48660-48666
 Ed. Code 48907
 Ed. Code 48950
 Ed. Code 48985
 Ed. Code 51501
 Ed. Code 60010
 Ed. Code 60040-60052
 Ed. Code 60119
 Ed. Code 60150

Federal References

20 USC 6314

Management Resources References

CA Office of the Attorney General Publication
 CSBA Publication
 CSBA Publication
 Website
 Website
 Website
 Website
 Website

Cross References

0410
 1312.3
 1312.3-E(1)

Description

Uniform complaint procedures
 Appeal of LEA decision; grounds
 Williams uniform complaint procedures
 Health and safety complaints in license-exempt preschool programs
[County superintendent of schools, duties](#)
 Urgent or emergency repairs, School Facility Emergency Repair Account
 Establishment of county community school
 Prohibition of discrimination
 School accountability report card
 Agenda; public participation and regulations
 Williams uniform complaint procedure
 Restrooms; maintenance and cleanliness
 Establishment of community day school
 Exercise of free expression; time, place and manner rules and regulations
 Speech and other communication
 Notices to parents in language other than English
 Nondiscriminatory subject matter
 Instructional materials; definition
 Requirements for instructional materials
 Hearing on sufficiency of instructional materials
 Penalty for insufficiency of textbooks and instructional materials

Description

Title I schoolwide program

Description

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024](#)
[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024](#)
[Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024](#)
[CSBA District and County Office of Education Legal Services](#)
[U.S. Department of Education, Office for Civil Rights](#)
[Department of Justice](#)
[CSBA](#)
[California Department of Education](#)

Description

[Nondiscrimination In County Office Programs And Activities](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)

Cross References

1312.3-E(2)

1312.3-E(3)

5145.3

5145.3

9012

Description[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Board Member Electronic Communications](#)

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Revised Date: 09/01/2024 | Last Reviewed Date: 09/01/2024

CSBA NOTE: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.

K-12 COMPLAINT FORM:

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, including emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name:

Address:

Phone number: Day: Evening:

E-mail address, if any:

Date problem was observed:

Location of the problem that is the subject of this complaint:

School name/address:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or county office of education (COE) for the appropriate complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or COE-adopted textbooks or other required instructional materials to use in class

b. A student does not have access to textbooks or instructional materials to use at home or after school

This does not require two sets of textbooks or instructional materials for each student.

c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage

d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

a. A semester begins and a teacher vacancy exists

A teacher vacancy is a position to which a single designated certificated employee has not been assigned

at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class

This does not relieve the COE from complying with state or federal law regarding teachers of English Learners.

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

- a. A condition exists that poses an emergency or urgent threat to the health or safety of students or staff while at school including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the COE

- b. A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers

CSBA NOTE: The following optional item is for county offices of education (COE) that choose to use the Williams uniform complaint procedures to address complaints alleging noncompliance with the requirement to stock restrooms at certain schools with menstrual products pursuant to Education Code 35292.6, which, as amended by AB 230 (Ch. 421, Statutes of 2023), has been expanded to include schools that serve students in any of grades 3-12; see the accompanying regulation.

- c. For a school or program serving students in any of grades 3-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom

CSBA NOTE: The following optional item is for COEs that choose to use the Williams uniform complaint procedures to address complaints alleging noncompliance with the requirement, beginning July 1, 2026, to provide and maintain at least one all-gender restroom for student use pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023); see the accompanying administrative regulation.

- d. Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292.5

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760, COEs may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

- e. The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes

This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as you wish to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

CSBA NOTE: Education Code 35186 requires that complaints be filed with the principal/program coordinator or designee and that the complaint form specify the location for filing the complaint. COEs should specify the name and/or location in the spaces below.

Please file this complaint at the following location:

(principal/program coordinator or designee)

(address)

CSBA NOTE: Pursuant to Education Code 35186, as amended by AB 1078 (Ch. 229, Statutes of 2023), complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the County Board of Education, or the County Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation by the COE; see the accompanying administrative regulation. The following paragraph may be used by COEs to inform complainants about the option to file complaints directly with the SPI.

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the County Board of Education, or the County Board's failure to remedy the deficiency.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

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 References

5 CCR 4600-4670

5 CCR 4632

5 CCR 4680-4687

5 CCR 4690-4694

Ed. Code 1240

Ed. Code 17592.72

Ed. Code 1980-1984

Ed. Code 200-270

Ed. Code 33126

Ed. Code 35145.5

Ed. Code 35186

Ed. Code 35292.5-35292.6

Ed. Code 48660-48666

Description

Uniform complaint procedures

Appeal of LEA decision; grounds

Williams uniform complaint procedures

Health and safety complaints in license-exempt preschool programs

[County superintendent of schools, duties](#)

Urgent or emergency repairs, School Facility Emergency Repair Account

Establishment of county community school

Prohibition of discrimination

School accountability report card

Agenda; public participation and regulations

Williams uniform complaint procedure

Restrooms; maintenance and cleanliness

Establishment of community day school

State References

Ed. Code 48907
Ed. Code 48950
Ed. Code 48985
Ed. Code 51501
Ed. Code 60010
Ed. Code 60040-60052
Ed. Code 60119
Ed. Code 60150

Description

Exercise of free expression; time, place and manner rules and regulations
Speech and other communication
Notices to parents in language other than English
Nondiscriminatory subject matter
Instructional materials; definition
Requirements for instructional materials
Hearing on sufficiency of instructional materials
Penalty for insufficiency of textbooks and instructional materials

Federal References

20 USC 6314

Description

Title I schoolwide program

Management Resources References

CA Office of the Attorney General Publication

CSBA Publication

CSBA Publication

Website
Website
Website
Website
Website

Description

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024](#)
[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024](#)
[Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024](#)
[CSBA District and County Office of Education Legal Services](#)
[U.S. Department of Education, Office for Civil Rights](#)
[Department of Justice](#)
[CSBA](#)
[California Department of Education](#)

Cross References

0410
1312.3
1312.3-E(1)
1312.3-E(2)
1312.3-E(3)
5145.3
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Description

[Nondiscrimination In County Office Programs And Activities](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Board Member Electronic Communications](#)

County Board Policy 5131.9: Academic Honesty

Status: ADOPTED

Original Adopted Date: 06/01/1987 | **Last Revised Date:** 09/01/2024 | **Last Reviewed Date:** 09/01/2024

CSBA NOTE: The following policy is optional and may be revised to reflect local practice.

The County Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The County Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to county office of education (COE) and school-site discipline rules.

A committee may be established comprised of students, parents/guardians, staff, administrators, and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into a school's site level discipline rules.

Prohibited and Permitted Technology Use

CSBA NOTE: The following section addresses student use of technology, such as artificial intelligence (AI), as it relates to academic honesty, and may be modified to reflect local practice. The U.S. Department of Education Office of Educational Technology's, "Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations," provides information related to the opportunities for using AI to improve education, the challenges in doing so, and recommendations to guide further policy development. County boards of education are encouraged to continue to monitor the development of new technologies, including AI, and, as needed, consult with CSBA's District and County Office of Education Legal Services or other legal counsel. For more information on student use of technology, see BP 6163.4 - Student Use of Technology.

As the COE's standards for academic achievement are designed to challenge all students to reach their full potential in acquiring the knowledge and skills needed for success in postsecondary education, employment, and responsible citizenship, any use of technology that prevents or inhibits a student from achieving these standards is prohibited. Prohibited uses include, but are not limited to, using technology primarily or solely for the completion of coursework as a student's original work and generating answers to mathematical, scientific, or analytical problems.

Permitted uses of technology include, but are not limited to, conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications.

Additionally, consistent with the limitations expressed in this policy and with teacher consent, students may use technology to assist with assessments, homework, and/or makeup work or other uses approved by the teacher.

CSBA NOTE: A student who has been identified as a student with a disability may require assistive technology devices and services, including the use of AI. Pursuant to Education Code 56341.1, a student's Individualized Education Program team must consider whether a student with a disability needs assistive technology devices or services, defined in 20 USC 1401 as any item, piece of equipment, or product system that is used to increase, maintain, or improve functional capabilities of a student with a disability.

However, a student with a disability shall be permitted to use technology for any purpose identified in the student's individualized education program as a tool to support the student's learning.

If an employee suspects that a student has used technology in violation of this policy, the student shall be given the opportunity to demonstrate that the use of technology was in accordance with this policy.

Any information acquired from an employee's use of technology in determining whether a student has committed an act of academic dishonesty shall be shared with the student, and the student's parent/guardian as appropriate.

Training shall be provided to staff regarding the use of technology to improve education, including the detection of plagiarism and sensitivity to potential discrimination from algorithmic bias.

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 References

Ed. Code 35291-35291.5

Ed. Code 56341.1

Description

[Rules](#)

[Assistive technology devices for a student with a disability](#)

Federal References

20 USC 1401

Description

Assistive technology device; definition

Management Resources References

Metropolitan Ed. Research Consortium Publication

USDOE Office of Educational Technology
Publication

Website

Website

Description

[Balancing the Benefits and Risks of AI Large Language Models in K12 Public Schools, 2023](#)

[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations](#)

[Metropolitan Educational Research Consortium](#)

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

Cross References

4040

4040-E(1)

6154

6162.5

6163.4

6163.4-E(1)

Description

[Acceptable Use Of Technology](#)

[Acceptable Use Of Technology](#)

[Homework/Makeup Work](#)

[Student Assessment](#)

[Student Use Of Technology](#)

[Student Use Of Technology](#)

County Board Policy 6154: Homework/Makeup Work

Status: ADOPTED

Original Adopted Date: 02/01/1997 | Last Revised Date: 09/01/2024 | Last Reviewed Date: 09/01/2024

CSBA NOTE: The following optional policy may be revised to reflect local practice.

The County Board of Education recognizes that meaningful homework assignments can be a valuable extension of student learning time, provide enrichment, and assist students in developing good study habits. Homework and/or makeup work shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

CSBA NOTE: The following paragraph addresses student use of technology, including artificial intelligence (AI), in relation to homework and makeup work, and may be modified to reflect local practice. The U.S. Department of Education Office of Educational Technology's, "Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations," provides information related to the opportunities for using AI to improve education, the challenges in doing so, and recommendations to guide further policy development. For more information regarding prohibited and permitted student use of technology, see BP 5131.9 - Academic Honesty and BP 6163.4 - Student Use of Technology.

Students may use technology to assist with homework and/or makeup work in conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications, as specified in County Board Policy 5131.9 - Academic Honesty and County Board Policy 6163.4 - Student Use of Technology.

The development and regular review of guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians shall involve the collaboration with school administrators and teachers.

CSBA NOTE: The following optional paragraph may be revised to specify the average number of minutes of homework that may be expected per day at each grade level, or the county office of education (COE) may adopt an administrative regulation that contains such guidelines.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The County Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Homework shall be assigned only as necessary to fulfill academic goals and reinforce current instruction.

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives and inspire students' interests.

CSBA NOTE: The following optional paragraph may be revised to reflect local practice.

Although on-time completion of homework is important to maintain academic progress, the County Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, homework expectations shall be communicated to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. Students may also work with other students and use approved outside resources as directed by the teacher.

CSBA NOTE: The following paragraph should be revised to reflect local practice. Pursuant to Education Code 8482.3, programs operated under the After School Education and Safety Program (Education Code 8482-8484.65), the federal 21st Century Community Learning Center program (Education Code 8484.7-8484.9; 20 USC 7171-7176), and/or the Expanded Learning Opportunities Program (Education Code 46120) are required to include an educational and literacy component in which tutoring or homework assistance is provided in language arts,

mathematics, history-social science, computer training, and/or science. If the COE offers a before-school or after-school program under the 21st Century High School After School Safety and Enrichment for Teens program for grades 9-12 (Education Code 8420-8428; 20 USC 7171-7176), the program must include an academic assistance program, which may include homework assistance.

To further support students' homework efforts, electronic forums may be established and maintained, access to school library media centers and technological resources may be provided, and/or before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors may be offered. The County Board encourages class and transportation schedules to be designed in a manner that enables students to make use of homework support services.

All completed homework shall be reviewed to assess the student's understanding of academic content and provide timely feedback to the student.

If a student repeatedly fails to complete homework, the student's parents/guardians shall be notified as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

Makeup Work

CSBA NOTE: Pursuant to Education Code 48205, students who miss schoolwork because of an excused absence are required to be given full credit for makeup work satisfactorily completed within a reasonable period of time. State law does not require COEs to give full credit for makeup work following an unexcused absence. However, CSBA's governance brief, "Research-Supported Strategies to Improve the Accuracy and Fairness of Grades," recommends that student absence be dealt with separately from determining students' academic understanding and progress. Thus, the following paragraph provides for full credit to be awarded for satisfactory completion of makeup work regardless of the reason for the absence. The COE may revise the following paragraph to reflect local practice, provided that it ensures compliance with Education Code 48205.

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. The assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Parents/guardians shall be notified that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

Suspended Students

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student shall be provided such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

A student who is suspended may be required to complete any assignments and tests missed during the suspension. (Education Code 48913)

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 References

Ed. Code 46120

Ed. Code 48205

Ed. Code 48913

Ed. Code 48913.5

Ed. Code 48980

Ed. Code 56341.1

Description

[Expanded Learning Opportunities Program](#)

[Absence from school for jury duty or precinct board service](#)

[Completion of work missed by suspended student](#)

[Suspended students; homework assignments](#)

[Parent/Guardian notifications](#)

[Assistive technology devices for a student with a disability](#)

State References

Ed. Code 8420-8428
Ed. Code 8482-8484.65
Ed. Code 8484.7-8484.9

Federal References

20 USC 1401
20 USC 7171-7176

Management Resources References

CSBA Publication

USDOE Office of Educational Technology
Publication

Website

Website

Website

Website

Cross References

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5131.9
6163.4
6163.4-E(1)

Description

[21st Century High School After School Safety and Enrichment for Teens](#)
[After School Education and Safety Program](#)
[21st Century Community Learning Centers](#)

Description

Assistive technology device; definition
21st Century Community Learning Centers

Description

[Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016](#)
[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations](#)
[Metropolitan Educational Research Consortium](#)
[CSBA District and County Office of Education Legal Services](#)
[CSBA](#)
[California State Parent Teacher Association](#)

Description

[Absences And Excuses](#)
[Absences And Excuses](#)
[Academic Honesty](#)
[Student Use Of Technology](#)
[Student Use Of Technology](#)

County Board Policy 6162.5: Student Assessment

Status: ADOPTED

Original Adopted Date: 07/01/2010 | **Last Revised Date:** 09/01/2024 | **Last Reviewed Date:** 09/01/2024

CSBA NOTE: The following optional policy may be revised to reflect local practice.

The County Board of Education recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the county office of education (COE) shall use a variety of measures, including local, state, and/or national assessments.

CSBA NOTE: The following paragraph reflects that prohibited and permitted student use of technology, including artificial intelligence (AI), in relation to assessments, should be as specified in BP 5131.9 - Academic Honesty and BP 6163.4 - Student Use of Technology, and may be modified to reflect local practice. The U.S. Department of Education Office of Educational Technology's, "Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations," provides information related to the opportunities for using AI to improve education, the challenges in doing so, and recommendations to guide further policy development.

Any student use of technology to complete assessments shall be as specified in County Board Policy 5131.9 - Academic Honesty and County Board Policy 6163.4 - Student Use of Technology.

CSBA NOTE: The following paragraph addresses potential uses of student assessment data. Pursuant to Education Code 52066, applicable statewide student assessments must be used as one of the measures of progress toward the county office of education's (COE) annual goals for student achievement included in its local control and accountability plan; see AR 0460 - Local Control and Accountability Plan. The use of student assessment results in staff evaluations may also be addressed in collective bargaining agreements or employment contracts.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in COE programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used to identify and review student achievement goals in the COE's local control and accountability plan, evaluate COE educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance. (Education Code 52066)

In selecting or developing any COE assessment, evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught shall be examined.

Assessments shall be administered in accordance with law and test publisher's directions, and test administration procedures shall be fair and equitable for all students.

CSBA NOTE: Education Code 52052 requires that schools and COEs demonstrate comparable improvement in academic achievement by all "numerically significant" student subgroups, including, as amended by AB 114 (Ch. 48, Statutes of 2023), ethnic subgroups, socioeconomically disadvantaged students, English learners, long term English learners, students with disabilities, foster youth, and students experiencing homelessness. A "numerically significant" subgroup is one that consists of at least 30 students, or 15 foster youth, students experiencing homelessness, or long-term English learners, each of whom has a valid test score. To evaluate the extent to which the COE fulfills this responsibility, it will be important to examine disaggregated student assessment results as provided below.

Pursuant to Education Code 49558, the County Board of Education may adopt policy allowing the use of individual applications or records from the free and reduced-price meal program to identify students for the purpose of disaggregating student achievement data.

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

Professional development shall be provided as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When county-wide and school-level results of student assessments are published by the state, supplementary information may be provided to assist parents/guardians and the community in understanding test results.

Interim and Formative Assessments

CSBA NOTE: At their discretion, COEs may choose to use the Smarter Balanced interim and formative assessments, which are part of the California Assessment of Student Performance and Progress. Pursuant to Education Code

60642.6, these tests may be used, in combination with other sources of information, to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Education Code 60642.7 specifies that results of such assessments shall not be used for any high-stakes purpose.

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning, to communicate with students' parents/guardians, and to identify professional development goals. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

Teachers who administer interim and formative assessments shall have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

Individual Record of Accomplishment

Each student, by the end of grade 12, shall have an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests required and administered as part of the California Assessment of Student Performance and Progress (CAASPP), or any predecessor assessments, pursuant to Education Code 60640-60649
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if the student is an adult or emancipated minor. The student or the student's parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. Furthermore, the results of an individual student on the CAASPP may be released to a postsecondary educational institution for the purpose of credit, placement, or admission. (Education Code 60607)

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 References

5 CCR 850-876
Ed. Code 10600-10610
Ed. Code 313
Ed. Code 44660-44665
Ed. Code 49558
Ed. Code 51041
Ed. Code 51450-51455
Ed. Code 52052
Ed. Code 52060-52077
Ed. Code 56341.1
Ed. Code 60600-60649
Ed. Code 60640-60648.5
Ed. Code 60800
Ed. Code 60900

Description

California Assessment of Student Performance and Progress
[California Education Information System](#)
[Assessment of English language development](#)
[Evaluation and assessment of performance of certificated employees](#)
[Free and reduced-price meals; use of individual applications and records](#)
[Evaluation of the educational program](#)
[Golden State Seal Merit Diploma](#)
[Accountability; numerically significant student subgroups](#)
[Local control and accountability plan](#)
[Assistive technology devices for a student with a disability](#)
[Assessment of academic achievement](#)
[California Assessment of Student Performance and Progress](#)
[Physical performance test](#)
[California Longitudinal Pupil Achievement Data System](#)

State References

Ed. Code 60910

Description

[California State Preschool Program Longitudinal Pupil Achievement Data System](#)

Federal References

20 USC 1401

Description

Assistive technology device; definition

20 USC 9622

National Assessment of Educational Progress

Management Resources References

USDOE Office of Educational Technology
Publication

Description

[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations](#)

Website

[Metropolitan Educational Research Consortium](#)

Website

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

Website

[U.S. Department of Education](#)

Website

[Smarter Balanced Assessment Consortium](#)

Website

[CSBA](#)

Website

[California Department of Education, Testing and Accountability](#)

Cross References

0410

Description

[Nondiscrimination In County Office Programs And Activities](#)

0415

[Equity](#)

0460

[Local Control And Accountability Plan](#)

0460

[Local Control And Accountability Plan](#)

5131.9

[Academic Honesty](#)

6163.4

[Student Use Of Technology](#)

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[Student Use Of Technology](#)

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[Role Of The Board](#)

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[Role Of The Board](#)

9321

[Closed Session](#)

9321-E(1)

[Closed Session](#)

9321-E(2)

[Closed Session](#)

County Board Policy 6163.4: Student Use Of Technology

Status: ADOPTED

Original Adopted Date: 07/01/2007 | Last Revised Date: 09/01/2024 | Last Reviewed Date: 09/01/2024

CSBA NOTE: This policy addresses student use of technology, including artificial intelligence (AI), and may be modified to reflect local practice. The U.S. Department of Education's (USDOE), "2024 National Education Technology Plan," provides actionable recommendations to advance the effective use of technology to support teaching and learning and aims to close the digital divide by ensuring that all students can equitably access the latest digital tools and technology. In addition, USDOE's Office of Educational Technology's, "Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations," provides information related to the opportunities for using AI to improve education, the challenges in doing so, and recommendations to guide further policy development. County Offices of Education (COEs) are encouraged to continue to monitor the development of new technologies, including AI.

The County Board of Education believes that effective use of technology is integral to the education and development of students. In order to promote digital citizenship, the County Board recognizes that students must have access to the latest digital tools and receive instruction that allows students to positively engage with technology in ways that respect human rights and avoids Internet dangers. Technological resources provided to students, including technology based on artificial intelligence (AI), shall be aligned to county office of education (COE) goals, objectives, and academic standards. The use of technology shall augment the use of County Board adopted instructional materials.

The County Board intends that technological resources provided by the COE be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. Students shall be allowed to use such technology, including AI technology, in accordance with local policies, including, but not limited to, policies on academic honesty, data privacy, nondiscrimination, and copyright protections. All students using these resources shall receive instruction in the proper and appropriate use of technology. Such instruction shall incorporate students' responsibilities regarding academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, and understanding the potential for biases and errors in artificially generated content

COE *technology* includes, but is not limited to, computer hardware, software or software as a service provided or paid for by the COE, whether accessed on or off site or through COE-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including AI apps; telephones, cellular or mobile telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Technological resources and online sites that will be used in the classroom or assigned to students shall be reviewed to ensure that they are appropriate for the intended purpose and the age of the students.

CSBA NOTE: The following optional paragraphs may be revised to reflect local practice. It is recommended that COEs develop an "Acceptable Use Agreement" containing rules for the use of COE technology, which students and their parents/guardians should be required to sign. See the accompanying Exhibit for an example of an "Acceptable Use Agreement" for students.

Students and parents/guardians shall be notified about authorized uses of COE technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this County Board policy and the COE's Acceptable Use Agreement.

Before a student is authorized to use COE technology, the student and the student's parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the County Board, the COE, the County Superintendent of Schools, or any COE staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the County Board, the COE, the County Superintendent, and COE staff for any damages or costs incurred.

CSBA NOTE: The following optional paragraph may be revised to reflect local practice. If the COE chooses to monitor student use of COE equipment or other technological resources, it is recommended that the COE adopt an express, written policy and notify students of the policy through the Acceptable Use Agreement.

Searches of students' personally owned devices (e.g., cell phones, computers, other communications devices) may be subject to the Fourth Amendment of the U.S. Constitution which prohibits unreasonable search and seizure. In

New Jersey v. T.L.O., the U.S. Supreme Court held that the legality of a search of a student's belongings depends on whether the search is "reasonable." The "reasonableness" of a search depends on two factors: (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction. See BP 5145.12 - Search And Seizure.

The COE reserves the right to monitor student use of technology within the jurisdiction of the COE without advance notice or consent. Students shall be informed that the use of COE technology, as defined above, is not private and may be accessed by the COE for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in the use of COE technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, local policy, or school rules.

CSBA NOTE: The following optional paragraph is for use by COEs that have adopted a program, pursuant to Education Code 49073.6 to gather or maintain information from students' social media activity that pertains directly to school safety or student safety. COEs that choose to adopt such a program must comply with specified notification and program requirements.

Information pertaining directly to school safety or student safety from the social media activity of any COE student may be gathered and maintained in accordance with Education Code 49073.6.

Whenever a student is found to have violated local policy or the COE's Acceptable Use Agreement, the student's user privileges may be cancelled or limited or there may be increased supervision of the student's use of the COE's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and local policy.

With input from students and appropriate staff, procedures to enhance the safety and security of students using COE technology shall regularly be reviewed and updated to help ensure that the COE adapts to changing technologies and circumstances.

Internet Safety

CSBA NOTE: 20 USC 7131 mandates that COEs adopt an Internet safety policy as a condition of receiving federal Student Support and Academic Achievement Grants (20 USC 7101-7122) for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet. 47 USC 254 mandates that COEs adopt an Internet safety policy in order to qualify for federal universal service discounts for Internet access (E-rate discounts). This mandate applies to COEs that receive E-rate discounts for Internet access, Internet services, or internal connections, but not to COEs that receive discounts for telecommunications services only.

Both 20 USC 7131 and 47 USC 254 require that the local policy include the operation and enforcement of a "technology protection measure" that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors. As part of the funding application process, a COE is required to certify that it has the required policy in place and is enforcing the operation of the technology protection measure.

The following paragraph is mandated for COEs that use E-rate discounts or Student Support and Academic Achievement Grants and may be adapted by other COEs that choose to install technology protection measures.

All COE computers with Internet access shall have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 7131; 47 USC 254; 47 CFR 54.520)

CSBA NOTE: COEs receiving E-rate discounts for Internet access, Internet services, or internal connections are also mandated by 47 USC 254 to adopt policy that addresses (1) access by minors to "inappropriate matter" on the Internet, (2) safety and security of minors when using email, chat rooms, and other forms of direct electronic communication, (3) unauthorized access, including "hacking" and other unlawful online activities by minors, (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors, (5) measures designed to restrict minors' access to harmful materials, and (6) education of students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyberbullying awareness and response.

The remainder of this section addresses these mandates and may be revised to reflect local practice. COEs that do not receive E-rate discounts may choose to use or adapt this material at their discretion.

To reinforce these measures, rules and procedures designed to restrict students' access to harmful or inappropriate

matter on the Internet shall be implemented, to ensure that students do not engage in unauthorized or unlawful online activities.

CSBA NOTE: "Inappropriate matter" is not defined in the law and the determination of what matter is considered inappropriate for minors is a local decision to be made by the COE. Penal Code 313 provides a definition of "harmful matter" as specified below. COEs that have adopted their own definition should revise the following paragraph as appropriate.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The COE's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy COE equipment or materials or manipulate the data of any other user, including so-called "hacking"

CSBA NOTE: Penal Code 653.2 makes it a crime for a person to distribute another person's personal identification information electronically with the intent to cause harassment by a third party or to threaten a person's safety or that of the person's family (e.g., placing a person's picture or address online so that the person receives harassing messages).

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

CSBA NOTE: Government Code 11549.3 authorizes COEs, at COE expense, to request the Military Department, in consultation with the California Cybersecurity Integration Center, to perform an independent security assessment of the COE or individual COE school. COE's are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' website.

The current guidance regarding cybersecurity, data privacy, and digital media awareness shall regularly be reviewed and recommended practices may be incorporated into the COE's processes and procedures related to the protection of the COE's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and monitoring suspicious and/or threatening digital media content.

Age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services shall be provided to COE students. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

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 References

Civ. Code 3120-3123

Ed. Code 49073.6

Ed. Code 51006

Ed. Code 51007

Ed. Code 60044

Pen. Code 313

Pen. Code 502

Description

Digital equity bill of rights

[Student records; social media](#)

[Computer education and resources](#)

[Programs to strengthen technological skills](#)

[Prohibited instructional materials](#)

[Harmful matter](#)

[Computer crimes; remedies](#)

State References

Pen. Code 632
 Pen. Code 653.2

Federal References

15 USC 6501-6506
 16 CFR 312.1-312.12
 20 USC 7101-7122
 20 USC 7131
 47 CFR 54.520
 47 USC 254

Management Resources References

California Department of Education Publication
 Court Decision
 CSBA Publication
 U.S. Department of Education Publication
 USDOE Office of Educational Technology Publication
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Cross References

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 5131.2
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 5145.12
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 5145.3
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Description

[Eavesdropping on or recording confidential communications](#)
[Electronic communication devices, threats to safety](#)

Description

Children's Online Privacy Protection Act
 Children's Online Privacy Protection Act
 Student Support and Academic Enrichment Grants
 Internet Safety
 Internet safety policy and technology protection measures, E-rate discounts
 Universal service discounts (E-Rate)

Description

[Artificial Intelligence: Learning With AI Learning About AI](#)
 New Jersey v. T.L.O. (1985) 469 U.S. 325
[Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007](#)
[2024 National Education Technology Plan](#)
[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations](#)
[CSBA District and County Office of Education Legal Services](#)
[U.S. Department of Education](#)
[Federal Trade Commission, Children's Online Privacy Protection](#)
[Federal Communications Commission](#)
[CSBA](#)
[Center for Safe and Responsible Internet Use](#)
[California Governor's Office of Emergency Services](#)
[California Department of Education](#)
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Exhibit 6163.4-E(1): Student Use Of Technology

Status: ADOPTED

Original Adopted Date: 07/01/2015 | **Last Revised Date:** 09/01/2024 | **Last Reviewed Date:** 09/01/2024

**ACCEPTABLE USE AGREEMENT
AND RELEASE OF COUNTY OFFICE OF EDUCATION FROM LIABILITY (STUDENTS)**

CSBA NOTE: The following Exhibit presents a sample Acceptable Use Agreement outlining obligations and responsibilities of students using the county office of education's (COE) technological resources. It is recommended that the COE consult CSBA's District and County Office of Education Legal Services or other legal counsel in the development of such an agreement. COEs using an Acceptable Use Agreement should require students and their parents/guardians to sign the agreement as an acknowledgment that they have read and understood its contents; see the accompanying County Board of Education policy.

For a sample Acceptable Use Agreement for employees, see E(1) 4040 - Acceptable Use Of Technology.

The [REDACTED] County Office of Education (COE) authorizes students to use technology, as defined in County Board Policy 6163.4 - Student Use Of Technology. The use of COE technology is a privilege permitted at the COE's discretion and is subject to the conditions and restrictions set forth in applicable local policies, administrative regulations, and this Agreement. The COE reserves the right to suspend access at any time, without notice, for any reason.

The COE expects all students to use technology responsibly in order to avoid potential problems and liability. The COE may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

The COE makes no guarantee that the functions or services provided by or through the COE will be without defect. In addition, the COE is not responsible for financial obligations arising from unauthorized use, or misuse, of the system.

Each student who is authorized to use COE technology and the student's parent/guardian shall sign this Agreement, which indicates that the student has read and understands the Agreement and County Board Policy 6163.4 - Student Use of Technology.

Student Obligations and Responsibilities

Students are expected to use COE technology safely, responsibly, and for educational purposes only, and in accordance with the accompanying County Board policy and applicable copyright laws. The student in whose name COE technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, students shall not attempt to access any data, documents, emails, or programs in the COE's system for which they do not have authorization.

Students are prohibited from using COE technology for improper purposes, including, but not limited to, use of COE technology to:

1. Access, post, display, create, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, email, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Share confidential information or personally identifiable information with an open artificial intelligence (AI) system of themselves, another student, staff member, or other person

5. Adjust the privacy settings on any technology tool or AI app unless directed to do so by a teacher or staff member
6. Violate the direction of teachers or other staff members, age restrictions, or the intended use of the technology
7. Infringe on copyright, license, trademark, patent, or other intellectual property rights
8. Intentionally disrupt or harm COE technology or other COE operations (such as destroying COE equipment, placing a virus on COE computers, adding or removing a computer program without permission from a teacher or other COE personnel, changing settings on shared computers)
9. Install unauthorized software
10. "Hack" into the system to manipulate data of the COE or other users
11. Engage in or promote any practice that is unethical or violates any law or local policy, administrative regulation, or practice

Privacy

Since the use of COE technology is intended for educational purposes, students shall not have any expectation of privacy in any use of COE technology.

The COE reserves the right to monitor and record all use of COE technology, including, but not limited to, access to the Internet or social media, Internet searches, browsing history, use of AI, communications sent or received from COE technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of COE technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any COE technology are the sole property of the COE. The creation or use of a password by a student on COE technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access COE technology, the student shall abide by all applicable local policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (including, but not limited to a cyberattack, phishing, or any compromise of the confidentiality of any login or account information) or misuse of COE technology, the student shall immediately report such information to the teacher or other COE personnel.

Consequences for Violation

Violations of the law, local policy, or this Agreement may result in revocation of a student's access to COE technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, local policy, or this Agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Agreement and other applicable laws and local policies and regulations governing the use of COE technology. I understand that there is no expectation of privacy when using COE technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Grade: _____
(Please print)

School: _____
Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Agreement. By signing this Agreement, I give permission for my child to use COE technology and/or to access the school's computer network and the Internet. I understand that, despite the COE's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, COE, COE personnel, the County Superintendent of Schools, and the County Board of Education, against all claims, damages, and costs that may result from my child's use of COE technology or the failure of any technology protection measures used by the COE. Further, I accept full responsibility for supervision of my child's use of my child's access account if and when such access is not in the school setting.

Name: _____ Date: _____
(Please print)
Signature: _____

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 References

Civ. Code 3120-3123
Ed. Code 49073.6
Ed. Code 51006
Ed. Code 51007
Ed. Code 60044
Pen. Code 313
Pen. Code 502
Pen. Code 632
Pen. Code 653.2

Description

Digital equity bill of rights
[Student records; social media](#)
[Computer education and resources](#)
[Programs to strengthen technological skills](#)
[Prohibited instructional materials](#)
[Harmful matter](#)
[Computer crimes; remedies](#)
[Eavesdropping on or recording confidential communications](#)
[Electronic communication devices, threats to safety](#)

Federal References

15 USC 6501-6506
16 CFR 312.1-312.12
20 USC 7101-7122
20 USC 7131
47 CFR 54.520
47 USC 254

Description

Children's Online Privacy Protection Act
Children's Online Privacy Protection Act
Student Support and Academic Enrichment Grants
Internet Safety
Internet safety policy and technology protection measures, E-rate discounts
Universal service discounts (E-Rate)

Management Resources References

California Department of Education Publication
Court Decision
CSBA Publication
U.S. Department of Education Publication
USDOE Office of Educational Technology Publication
Website

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[Artificial Intelligence: Learning With AI Learning About AI](#)
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Management Resources References

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Website	CSBA
Website	Center for Safe and Responsible Internet Use
Website	California Governor's Office of Emergency Services
Website	California Department of Education
Website	California Coalition for Children's Internet Safety
Website	American Library Association

Cross References

4040	Acceptable Use Of Technology
4040-E(1)	Acceptable Use Of Technology
5131.2	Bullying
5131.2	Bullying
5131.9	Academic Honesty
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.12-E(1)	Search And Seizure
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
5145.9	Hate-Motivated Behavior
6154	Homework/Makeup Work
6162.5	Student Assessment

Description**Description**

County Board Policy 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 07/01/2014 | **Last Revised Date:** 12/01/2024 | **Last Reviewed Date:** 12/01/2024

CSBA NOTE: Pursuant to Education Code 52066-52069, the County Superintendent of Schools must develop, and the County Board of Education must adopt, a three-year local control and accountability plan (LCAP) with the involvement of specified stakeholder groups. The LCAP, which must be updated annually on or before July 1, must address the state priorities listed in Education Code 52066 and any additional local priorities established by the County Board.

Pursuant to Education Code 52070, the County Superintendent also has the responsibility to review and approve the LCAPs of school districts within the jurisdiction of the county office of education (COE). The law assigns no responsibilities to the County Board related to district LCAPs.

The County Board of Education desires to ensure the most effective use of available state funding to improve student achievement and other outcomes for all students. A comprehensive, data-driven planning process involving local stakeholders shall be used to identify annual goals for the county office of education (COE) and specific actions which are aligned with the COE budget.

The County Board shall consider for adoption a proposed local control and accountability plan (LCAP) presented by the County Superintendent of Schools. The LCAP shall address the state priorities specified in Education Code 52066 and any additional local priorities established by the County Board. The LCAP shall be adopted or updated, as required, on or before July 1 of each year. (Education Code 52066)

CSBA NOTE: Education Code 52066 requires that the LCAP include annual goals to be achieved for all students and for each numerically significant student subgroup as defined in Education Code 52052. In addition, several state priorities address programs and services for "unduplicated students," as defined in Education Code 42238.01-42238.02, for purposes of supplemental and concentration grants allocated through the local control funding formula (LCFF).

The LCAP shall focus on improving outcomes for all students, particularly those who are identified as "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

An "unduplicated student" is a student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth, as defined in Education Code 42238.01. (Education Code 42238.02)

CSBA NOTE: Education Code 52052, as amended by SB 114 (Ch. 48, Statutes of 2023), has been expanded to include long-term English learners as a numerically significant subgroup, separate from English learners. Pursuant to Education Code 52052, as amended by SB 141 (Ch. 194, Statutes of 2023), a "long-term English learner" is defined as a student who has not attained English language proficiency within seven years of initial classification as an English learner.

Numerically significant student subgroups are ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth, students experiencing homelessness, or long-term English learners. (Education Code 52052)

CSBA NOTE: The following paragraph is for use by COEs that receive LCFF equity multiplier funding. Pursuant to Education Code 42238.024 and 52064, as added and amended by SB 114, COEs that receive LCFF equity multiplier funding are required to include specific goals in the LCAP for each school generating such funding. Pursuant to Education Code 42238.024, as amended by SB 153 (Ch. 38, Statutes of 2024), if a school which is otherwise eligible to receive LCFF equity multiplier funds is closed in the year in which the funds are to be allocated, that school is instead deemed to be ineligible, and any unspent funds provided are required to be returned to the California Department of Education (CDE).

The LCAP shall also include focused goals, as specified in Education Code 52064, for each school generating local control funding formula (LCFF) equity multiplier funds.

Content and Structure

CSBA NOTE: Pursuant to Education Code 52064, the State Board of Education (SBE) has adopted a template that must be used when developing the LCAP and the annual update, which, as amended by SB 114, provides for numerous changes which are required to be adopted by SBE for use in the 2024-25 school year. Additionally, Education Code 52064.4, as added by SB 153, requires, for the period July 1, 2025 to June 30, 2028, all Learning

Recovery Emergency Funds received to be included, as specified, in the LCAP or annual update. This requirement will be reflected in the template and instructions that accompany the template adopted by SBE at its November 2024 meeting. COEs should ensure that they are using the most up-to-date template, an electronic version of which is available on CDE's website.

The LCAP and the annual update shall be based on the most up-to-date template adopted by the State Board of Education (SBE) and shall include, for each school or program operated by the County Superintendent, all of the following: (Education Code 52066)

1. A description of the annual goals to be achieved for all students and for each numerically significant student subgroup, for each of the following state priorities as applicable to the students served:
 - a. The degree to which teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
 - b. Implementation of the academic content and performance standards adopted by SBE, including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

CSBA NOTE: Pursuant to Education Code 52066, the LCAP must include goals for parent/guardian involvement and family engagement. Education Code 52066 provides that family engagement may include, but need not be limited to, efforts by the COE and schools to apply research-based practices, such as welcoming all families into the school community, engaging in effective two-way communication, supporting student success, and empowering families to advocate for equity and access. It may also include partnering with families to inform, influence, and create practices and programs that support student success and collaboration with families and the broader community, expand student learning opportunities and community services, and promote civic participation.

- c. Parent/guardian involvement and family engagement, including efforts to seek parent/guardian input in making decisions for each school site and COE program, and how the County Superintendent will promote parent/guardian participation in programs for unduplicated students and students with disabilities
- CSBA NOTE: Pursuant to Education Code 52066, the LCAP must address student achievement as measured by specified indicators, as applicable. County boards may use data from the California School Dashboard (e.g., measures of academic performance, high school graduation rate, English learner progress, and college/career preparation) as well as other indicators.
- d. Student achievement, as measured by the following, as applicable:
 - i. Statewide assessments of student achievement
 - ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved CTE standards and frameworks, including, but not limited to, those described in Education Code 52302(a), 52372.5(a), or 54692(e)(2); and have successfully completed both college entrance courses and CTE sequences or programs
 - iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
 - iv. The English learner reclassification rate
 - v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
 - e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school

dropout rates, high school dropout rates, and high school graduation rates, as applicable

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220(a)-(i), as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220(a)-(i), as applicable
- i. How the County Superintendent will coordinate instruction of expelled students offered pursuant to Education Code 48926
- j. How the County Superintendent will coordinate services for foster youth, including, but not limited to, all of the following:
 - i. Working with the county child welfare agency to minimize changes in school placement
 - ii. Providing education-related information to the county child welfare agency to assist the agency in the delivery of services to foster youth, including, but not limited to, educational status and progress information that is required to be included in court reports
 - iii. Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services

CSBA NOTE: When a child is placed in foster care, the case plan for the child includes a summary of the child's health and education information or records specified in Welfare and Institutions Code 16010. This summary may be maintained in the form of a health and education passport or a comparable format designed by the child protective agency.

- iv. Establishing a mechanism for the efficient and expeditious transfer of health and education records and the health and education passport

CSBA NOTE: In addition to goals aligned with the state priorities described in Item #1 above, Education Code 52066 provides that the LCAP may include goals for local priorities established by the County Board. Optional Item #2 below may be revised to reflect local priorities.

- 2. Goals identified for any local priorities established by the County Board
- 3. A description of the specific actions the County Superintendent will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in Items #1-2 above

Such actions shall not supersede provisions of existing collective bargaining agreements within the jurisdiction of the County Superintendent.

CSBA NOTE: Pursuant to Education Code 52070.5, as amended by SB 114, any COE that is provided technical assistance pursuant to Education Code 52071.5 or 52072.5 is required to include in its LCAP any actions and services that implement the work related to technical assistance for improving the outcomes of the student group or groups that led to technical assistance.

If the COE is required to be provided technical assistance pursuant to Education Code 52071.5 and/or 52072.5, then the LCAP shall include actions and services that implement the work related to technical assistance for improving the outcomes of the student group or groups that lead to the need for technical assistance. (Education Code 52070.5)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52066)

Increase or Improvement in Services for Unduplicated Students

CSBA NOTE: The following section is for use by COEs that receive LCFF supplemental and/or concentration grant funds. Such COEs are required to increase or improve services for unduplicated students in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. 5 CCR 15494-15496 specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

The LCAP shall demonstrate the applicable level of increased or improved services to unduplicated students. The LCAP shall explain how the funding apportioned based on the number and concentration of unduplicated students is used and how services are provided, whether by school site or countywide, to meet the needs of unduplicated students and to improve the performance of all students in the state priority areas. (5 CCR 15494, 15496)

Services that may be considered for this purpose include, but are not limited to, those associated with the delivery of instruction, administration, facilities, student support services, technology, and other general infrastructure necessary to operate and deliver educational instruction and related services. (5 CCR 15495)

When supplemental and/or concentration grant funds are to be expended on a countywide basis, the LCAP shall identify the services being funded and describe how they are principally directed towards, and effective in, meeting the COE's goals for unduplicated students in the state and local priority areas, as applicable. (5 CCR 15496)

Development and Consultation

CSBA NOTE: Pursuant to Education Code 52066, in developing goals and actions for the LCAP, the County Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052 authorizes the Superintendent of Public Instruction (SPI), with SBE approval and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that feature locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For the purpose of reviewing the proposed LCAP, the County Board may consider quantitative data presented by the County Superintendent as well as qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52066)

The County Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing that is required prior to the adoption of the COE budget in accordance with Education Code 1620. (Education Code 1620, 52068)

Adoption and Submission

CSBA NOTE: Pursuant to Education Code 1622, the County Board must not adopt the budget for the COE until the LCAP or an annual update to the LCAP is in place for the budget year. The budget must include the expenditures necessary to implement the plan that is in effect during the subsequent fiscal year. If it does not, the SPI must disapprove the COE's budget.

At the same public meeting at which the COE budget is adopted, but prior to considering and adopting the budget, the County Board shall adopt the LCAP or the annual update to the LCAP. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 1622, 52068)

At the same meeting and in the same manner as the adoption of the LCAP and annual update to the LCAP, the County Board shall adopt a LCFF budget overview for parents/guardians to be attached as a cover to the LCAP. The overview shall include specified information related to the COE's budget and shall be based on the template developed by the Superintendent of Public Instruction (SPI). (Education Code 52064.1)

At any time during the period in which the LCAP is in effect, the County Board may adopt revisions to the plan presented by the County Superintendent, provided that the County Board follows the same process for adopting the LCAP pursuant to Education Code 52068 and the revisions are adopted in a public meeting. (Education Code 52068)

CSBA NOTE: Education Code 52070.5 requires the County Board to submit to the SPI the LCAP or the annual update to the LCAP, not later than five days after adoption. The SPI may seek written clarification of the contents of the plan and subsequently may submit recommendations for amendments, in accordance with the timelines

specified in law as provided below. The SPI is required to approve the LCAP or the annual update on or before October 8 if it is determined that (1) the LCAP adheres to the SBE template, (2) the COE budget includes expenditures sufficient to implement the specific actions and strategies in the LCAP, and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students.

Education Code 52064.1 also requires the COE to file the LCFF budget overview for parents/guardians with the SPI to be reviewed for adherence with the template adopted by the SPI. If the budget overview is not approved, the SPI will withhold approval of the LCAP and will provide technical assistance pursuant to Education Code 52071.5.

Not later than five days after adoption of the LCAP, the COE budget, and the LCFF budget overview for parents/guardians, the County Board shall file the LCAP, the budget, and the budget overview with the SPI. (Education Code 1622, 52064.1, 52070.5)

If the SPI sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the County Board shall respond in writing within 15 days of the request. If the SPI then submits recommendations for amendments to the LCAP within 15 days of receiving the County Board's response, the County Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070.5)

CSBA NOTE: Education Code 52065, as amended by SB 609 (Ch. 494, Statutes 2023), requires the approved LCAP to be posted on the performance overview portion of the Dashboard.

The LCAP, once approved, shall be posted on the performance overview portion of the Dashboard. (Education Code 52065)

CSBA NOTE: Pursuant to Education Code 52064.5, as amended by SB 153, if the County Board is unable to review local indicator data (data adopted by SBE to measure COE and school site performance in regard to specified state priorities), due to any emergency specified in Education Code 46392, the County Board is required to review such data at its next County Board meeting, adopt a resolution describing the emergency event and the date on which the local indicator data was reviewed, and submit the resolution to CDE.

If the County Board is unable to review local indicator data due to any emergency specified in Education Code 46392, the local indicator data shall be reviewed at the next County Board meeting, and a resolution describing the emergency event and the date on which the local indicator data was reviewed shall be adopted and submitted to the California Department of Education. (Education Code 52064.5)

Revisions

The County Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the County Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52068 and the revisions are adopted in a public meeting. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Monitoring Progress and Complaints

CSBA NOTE: The following optional section may be revised to reflect the COE's timeline for reviewing the progress and effectiveness of strategies included in the LCAP. Reports should be provided to the County Board in sufficient time to allow for any necessary changes to the annual update to the LCAP by July 1 of each year, as required by Education Code 52067. The Dashboard provides a tool to assist in evaluation of COE and school performance and includes all of the state priorities for the LCAP described in Education Code 52066.

At least annually, the County Board shall review data presented by the County Superintendent regarding the COE's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of COE and school performance reported on the Dashboard and any additional indicators established by the County Board and County Superintendent for state and local priorities.

Any complaint that the COE has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 -- Uniform Complaint Procedures. (Education Code 52075)

IDEA Addendum

CSBA NOTE: Pursuant to Education Code 52064.3, as amended by SB 153, SBE is required to adopt, by January 31, 2027, an Individuals with Disabilities Education Act (IDEA) Addendum relating to improvements in services for

students with disabilities to be completed, as specified, by COEs identified as needing an improvement plan pursuant to 34 CFR 300.600-300.647. COEs that were identified by CDE and adopted an improvement plan prior to July 1, 2027 are not required to develop an IDEA Addendum until the expiration of the existing plan, or by July 1, 2030, whichever is first. Education Code 52064.3 also requires an IDEA Addendum to be developed, reviewed, and approved using the same process as for the LCAP or annual update to the LCAP.

When the County Board is presented with an Individuals with Disabilities Education Act (IDEA) Addendum, required pursuant to Education Code 52064.3, resulting from SBE notification that the COE is needing an improvement plan pursuant to 34 CFR 300.600-300.647, the County Board shall consider the Addendum for adoption in the same manner as the COE LCAP or annual update to the LCAP.

No later than 15 days after the adoption of the IDEA Addendum, when applicable, the Addendum shall be filed with the SPI. (Education Code 52064.3)

Technical Assistance

CSBA NOTE: Pursuant to Education Code 52071.5, if the SPI does not approve a COE's LCAP and annual update, including the annual update and the budget overview for parents/guardians, then technical assistance is required to be provided.

If the SPI does not approve the LCAP and the annual update, the County Board shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071.5.

District LCAPs

CSBA NOTE: Education Code 52066, as amended by SB 153, requires the County Superintendent to prepare a summary of how districts and schools, including charters schools, within the county will be supported in implementing their LCAP, and to present the summary to the County Board, as reflected below.

At the same public meeting that the County Board adopts the LCAP and annual update, the County Board shall receive the County Superintendent's plan to support districts and schools, including charter schools, within the county in implementing their LCAPs. (Education Code 52066)

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 References

5 CCR 15494-15497

5 CCR 4600-4670

Ed. Code 17002

Ed. Code 305-306

Ed. Code 33430-33436

Ed. Code 41020

Ed. Code 41320-41322

Ed. Code 42127

Ed. Code 42238.01-42238.07

Ed. Code 44258.9

Ed. Code 46392

Ed. Code 47604.33

Ed. Code 47606.5

Ed. Code 48985

Ed. Code 51210

Ed. Code 51220

Description

Local control and accountability plan and spending requirements

Uniform complaint procedures

[State School Building Lease-Purchase Law, including definition of good repair](#)

English language education

Learning Communities for School Success Program; grants for LCAP implementation

Requirement for annual audit

Emergency apportionments

Public hearing on budget adoption

Local control funding formula

Monitoring of teacher assignments

Emergency Average Daily Attendance

Submission of reports by charter schools

Charter schools; local control and accountability plan

Notices to parents in language other than English

Course of study for grades 1-6

Course of study for grades 7-12

State References

Ed. Code 52052
 Ed. Code 52059.5
 Ed. Code 52060-52077
 Ed. Code 52302
 Ed. Code 52372.5
 Ed. Code 54692
 Ed. Code 60119
 Ed. Code 60605.8
 Ed. Code 64001
 Ed. Code 99300-99301
 W&I Code 300

Description

[Accountability; numerically significant student subgroups](#)
 Statewide system of support
[Local control and accountability plan](#)
 Regional occupational centers and programs
 Linked learning program
 Partnership academies
 Sufficiency of textbooks and instructional materials; hearing and resolution
 California Assessment of Academic Achievement; Academic Content Standards Commission
 School plan for student achievement; consolidated application programs
 Early Assessment Program
 Dependent child of the court

Federal References

20 USC 6311
 20 USC 6312
 20 USC 6826
 34 CFR 300.600-300.647

Description

State plan
 Local educational agency plan
 Title III funds; local plans
 Education of students with disabilities; monitoring, enforcement, confidentiality, and program information

Management Resources References

California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 Website
 Website
 Website

Description

[Local Control and Accountability Plan and Annual Update \(LCAP\) Template](#)
[LCFF Frequently Asked Questions](#)
[Family Engagement Framework: A Tool for California School Districts, 2014](#)
[California School Dashboard](#)
[California School Accounting Manual](#)
[California English Language Development Standards, 2012](#)
[California Common Core State Standards: Mathematics, rev. 2013](#)
[California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013](#)
[California Career Technical Education Model Curriculum Standards, 2013](#)
[The California School Dashboard and Small Districts, October 2018](#)
[Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016](#)
[LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016](#)
[CSBA](#)
[California School Dashboard](#)
[California Department of Education](#)

Cross References

0420.41
 0420.41-E(1)

Description

[Oversight Of County Charter Schools](#)
[Oversight Of County Charter Schools](#)

Cross References

1112

1312.3

1312.3-E(1)

1312.3-E(2)

1312.3-E(3)

3100

5131.2

5131.2

6173

6173

6173-E(1)

6173-E(2)

9000

9000-E(1)

9230

9310

Description[Media Relations](#)[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Budget Adoption And Revision](#)[Bullying](#)[Bullying](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Role Of The Board](#)[Role Of The Board](#)[Orientation](#)[Board Policies](#)

County Board Policy 3100: Budget Adoption And Revision

Status: ADOPTED

Original Adopted Date: 07/01/2019 | **Last Revised Date:** 12/01/2024 | **Last Reviewed Date:** 12/01/2024

CSBA NOTE: Education Code 33129 requires the county office of education (COE) to develop a budget and manage its expenditures in accordance with standards and criteria adopted by the State Board of Education as listed in 5 CCR 15467-15479. Education Code 1040 and 1622 require the County Board of Education to adopt the annual budget prepared by the County Superintendent of Schools before its submission to the Superintendent of Public Instruction (SPI).

Pursuant to Education Code 42120, if the County Board neglects or refuses to adopt a budget in accordance with law, the SPI will not make any apportionment to the COE of state or federal funds for the current school year.

The County Board of Education recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the county office of education (COE) vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The COE budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the COE.

It is the responsibility of the County Superintendent of Schools or designee to develop a budget to be adopted within the time limits set by law. The budget shall show a complete plan and itemized statement of all proposed expenditures in each fund of the COE, and the estimated cash balances and estimated revenues of the COE for the current budget year and for the next two fiscal years. The budget shall include a comparison of expenditures, cash balances, and revenues estimated for the budget year with the unaudited actual amounts of the expenditures, cash balances, and revenues for the prior fiscal year.

CSBA NOTE: Pursuant to Education Code 46211, as amended by AB 176 (Ch. 998, Statutes of 2024), attendance generated through an attendance recovery program will be excluded from average daily attendance of the COE.

The budget shall be developed in accordance with standards and criteria adopted by the State Board of Education. (Education Code 33127, 33129; 5 CCR 15467-15479)

CSBA NOTE: The following optional paragraph may be revised as desired.

In reviewing a proposed budget, the County Board may consider past, current, and future fiscal obligations of the COE, stability of funding sources, the LCAP, enrollment trends, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, and any other factors necessary to ensure that the budget is a realistic plan for COE revenues and expenditures.

CSBA NOTE: 5 CCR 15474 establishes minimum percentages or amounts that the COE must maintain as a general fund reserve for economic uncertainty. The following paragraph may be revised to reflect the specific percentage or amount applicable to the COE.

The COE budget shall include a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15474.

Adoption of County School Service Fund Budget

CSBA NOTE: The following section is based on Education Code 1620-1630 which addresses county school service fund budgets only. Fiscally independent COEs may revise this section to make it applicable to their consolidated budgets. Fiscally dependent COEs may also revise this section to address the County Superintendent budget and may add their own process for adopting the County Superintendent budget, if that process is different from the one described below.

Pursuant to Education Code 1620 and 1622, a public hearing must be held before the adoption of the county school service fund budget by July 1. The County Superintendent must present the proposed budget to the County Board in time to allow for the holding of the public hearing in accordance with law. The budget may not be adopted by the County Board or approved by the SPI before the COE's LCAP, or the update to the LCAP, is approved for the budget year.

Pursuant to Education Code 42238.024 and 52064, as added and amended by SB 114 (Ch. 48, Statutes of 2023), COEs that receive local control funding formula (LCFF) equity multiplier funding are required to include specific goals in the LCAP for each school generating such funding. Pursuant to Education Code 42238.024, as amended by SB 153 (Ch. 38, Statutes of 2024), if a school which is otherwise eligible to receive LCFF equity multiplier funds is closed in the year in which the funds are to be allocated, that school is instead deemed to be ineligible, and any

unspent funds provided are required to be returned to the California Department of Education.

The County Board expects the County Superintendent or designee to present the proposed county school service fund budget to the County Board early enough in the fiscal year to allow the County Board sufficient time to meet the requirement to adopt the budget by July 1. The budget shall include the expenditures identified in the LCAP and any updates to the LCAP that will be effective for the budget year. (Education Code 1622)

CSBA NOTE: Pursuant to Education Code 52064.1, COEs are required, by July 1 each year, to develop a local control funding formula budget overview for parents/guardians with specified information, based on a template created by the SPI. The budget overview must be developed in conjunction with, and attached as a cover to, the LCAP and annual update to the LCAP. The adoption, review, approval, and posting of the budget overview are subject to the same requirements as for the LCAP, including the requirement for a public hearing.

Pursuant to Education Code 52064.1, as amended by SB 114, the budget overview is required to include add-on funding provided for the purposes of juvenile court schools, county community schools, and the Student Support and Enrichment Block Grant.

The County Board shall hold a public hearing on the proposed budget at the same meeting as the public hearing on the COE's LCAP and local control funding formula (LCFF) budget overview for parents/guardians. An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. During the hearing, any taxpayer directly affected by the budget may speak to the proposed budget or any item in the budget. (Education Code 1620, 52064.1)

CSBA NOTE: Pursuant to Education Code 42103, as amended by AB 721 (Ch. 811, Statutes of 2023), beginning January 1, 2027, the requirement to publish notification of the hearing date and location for inspection for the COE's proposed budget in a newspaper of general circulation is repealed and instead requires the information to be posted prominently on the COE's website homepage at least three days before the availability of the proposed budget for public inspection.

The location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, shall be published in a newspaper of general circulation at least 10 days, but not more than 45 days before the hearing, as specified in Education Code 42103. Beginning January 1, 2027 this notification, rather than being published in a newspaper of general circulation as described above, shall be prominently posted on the COE's website rather than in a newspaper of general circulation.

At a public meeting held after the date of the public hearing but on or before July 1 of each year, the County Board shall adopt a county school service fund budget for the budget year. The County Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. (Education Code 1622, 52064.1)

The County Board shall file the adopted budget with the Superintendent of Public Instruction (SPI), the County Board of Supervisors, and the County Auditor. (Education Code 1622)

CSBA NOTE: Pursuant to Education Code 1622, as amended by SB 153, on or before September 15, the SPI is required to approve, conditionally approve, or disapprove the county school service fund budget. In the event of a conditional approval or disapproval, the SPI will provide the COE with recommendations regarding revision of the budget and the reasons for those recommendations, after which, but no later than October 8, the County Superintendent and County Board are required to review the recommendations at a regularly scheduled meeting of the County Board to respond to the recommendations, including any revisions to the adopted budget and other proposed actions to be taken.

Education Code 1622 requires the SPI to approve or disapprove the revised budget by November 8. If the SPI disapproves the budget, the SPI must call for the formation of a budget review committee. Budget review committee formation, convening procedures, and timelines are set forth in Education Code 1623.

If the SPI conditionally approves or disapproves the county school service fund budget, the County Board and County Superintendent shall review and respond to the SPI's recommendations at a regularly scheduled County Board meeting on or before October 8. That response shall include the proposed actions to be taken, if any, as a result of those recommendations. (Education Code 1622)

No later than 45 days after the Governor signs the annual Budget Act, it is the responsibility of the County Superintendent to make available for public review any revisions made to the budget to reflect the funding made available by the Budget Act. (Education Code 1622)

Transfer of Funds

CSBA NOTE: The following paragraph is optional and may be revised by the County Board.

The County Board recognizes that the County Superintendent or designee may spend funds appropriated in the budget within major object budget categories without County Board approval and may make transfers of appropriated funds between major object budget categories to meet necessary expenses. Any transfer of funds between major object budget categories shall be included in timely financial reports to the County Board.

Financial Reports

The County Board shall review interim budget reports presented by the County Superintendent twice annually. The first interim report shall cover the financial and budgetary status of the COE for the period ending October 31. The second interim report shall cover the period ending January 31. Both reports shall be reviewed by the County Board no later than 45 days after the close of the period being reported. (Education Code 1240)

Budget Revision

As defined in the California School Accounting Manual, a budget revision means a net increase or decrease to the budget. Any revision to the budget in excess of \$25,000, whether a net increase or decrease in the amount of funds appropriated, shall be incorporated into the next interim financial report or other County Board report and presented to the County Board for discussion and approval at a regularly scheduled public meeting of the County Board. (Education Code 1280)

Any budget revision of \$25,000 or less may be included in timely financial reports to the County Board but shall not be subject to County Board approval.

A consultant's contract for \$25,000 or more may constitute a budget revision requiring County Board approval if the contract causes a net increase or decrease to the total budget. (Education Code 1280, 1281)

Unappropriated Fund Balance

The budget may contain amounts known as the unappropriated fund balance. These funds shall be available for appropriation by a majority vote of the County Board.

Increases of Salary or Retirement Benefits to Employees by County Superintendent

The County Superintendent shall bring to the County Board at a regularly scheduled County Board meeting for discussion purposes only any proposed salary increase or bonus for any COE employee that is \$10,000 or more. The County Superintendent shall also bring to the County Board at a regularly scheduled meeting for discussion and approval any proposed increase to the retirement benefits of any COE employee. (Education Code 1302)

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 References

5 CCR 15060
5 CCR 15440-15451
5 CCR 15494-15497
Ed. Code 1240
Ed. Code 1622
Ed. Code 33127-33131
Ed. Code 41202
Ed. Code 42103
Ed. Code 42122-42129

Description

Standardized account code structure
Criteria and standards for school district budgets
Local control and accountability plan and spending requirements
[County superintendent of schools, duties](#)
County office of education budget approval
Standards and criteria for local budgets and expenditures
Determination of minimum level of education funding
Publication of proposed budget; hearing
Budget requirements

State References

Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42602	Use of unbudgeted funds
Ed. Code 42610	Appropriation of excess funds and limitation thereon
Ed. Code 45253	Annual budget of personnel commission
Ed. Code 45254	First year budget of personnel commission
Ed. Code 46211	Attendance Recovery Program
Ed. Code 52060-52077	Local control and accountability plan
Gov. Code 21710-21716	California Employer's Pension Prefunding Trust Program
Gov. Code 7900-7914	Appropriations limit

Description**Management Resources References**

California Department of Education Publication	New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011
California Department of Education Publication	California School Accounting Manual
Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, June 2019
Government Finance Officers Association	Best Practice: Fund Balance Guidelines for the General Fund, September 2015
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009
Website	School Services of California, Inc.
Website	Governmental Accounting Standards Board
Website	Government Finance Officers Association
Website	Fiscal Crisis and Management Assistance Team
Website	CSBA
Website	California Department of Finance
Website	California Department of Education, Finance and Grants
Website	Association of California School Administrators

Description**Cross References**

0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
3230	Federal Grant Funds
3230-E(1)	Federal Grant Funds
9130	Board Committees
9140	Board Representatives
9240	Board Training
9250	Remuneration, Reimbursement And Other Benefits

Description

Cross References

9250-E(1)

9322

9323

Description[Remuneration, Reimbursement And Other Benefits](#)[Agenda/Meeting Materials](#)[Meeting Conduct](#)

County Board Policy 3320: Claims And Actions Against The County Office of Education

Status: ADOPTED

Original Adopted Date: 06/01/2021 | Last Revised Date: 12/01/2024 | Last Reviewed Date: 12/01/2024

CSBA NOTE: The following optional policy reflects the claims procedure in the Government Claims Act pursuant to Government Code 810-996.6. The Government Claims Act sets forth prelitigation requirements and deadlines for claims against public entities, including county offices of education (COEs). In *City of Stockton v. Superior Court*, the California Supreme Court held that the claim requirements in Government Code 900-915.4 also apply to claims for breach of contract. For any cause of action that is excepted from the Government Claims Act pursuant to Government Code 905 but has its claim presentation procedure specified in another statute or regulation, such as childhood sexual assault, a claim must be presented in accordance with that statute or regulation. For any cause of action that is excepted from the Government Claims Act pursuant to Government Code 905 but is not governed by any procedure in another statute or regulation, the COE may establish its own claim presentation procedure in accordance with Government Code 935. COEs that choose not to establish their own procedure for such claims should modify the following policy to delete references to such procedures.

Because an insurance carrier or joint powers authority (JPA) may require the COE to comply with certain claims management conditions as part of the COE's contractual coverage obligation, it is strongly recommended that this policy be reviewed for consistency with any applicable conditions of coverage. Failure to follow those contractual conditions may result in a loss of coverage benefits.

It is recommended that the COE consult CSBA's District and County Office of Education Legal services or other legal counsel, as necessary, if questions arise regarding the proper procedure to follow for a claim against the COE, and the COE's insurance carrier and legal counsel for questions regarding conditions of coverage from an insurance carrier or JPA.

Any claim against the County Board of Education, County Superintendent of Schools, and/or county office of education (COE) for money or damages shall be filed and acted upon in accordance with the Government Claims Act (Government Code 810-996.6) or other applicable law. Claims that are specifically excepted from the Government Claims Act by Government Code 905 and are not governed by any other statute or regulation may be filed and acted upon in accordance with COE-established procedures pursuant to Government Code 935.

CSBA NOTE: Pursuant to Government Code 935, claims procedures established by the COE may include a requirement that a claim be presented and acted upon in accordance with such procedures as a prerequisite to the filing of a lawsuit. The following paragraph extends this requirement to claims filed under other statutes and may be revised to reflect local practice.

Unless otherwise provided by law, a written claim shall be presented to and acted upon by the County Board in accordance with such procedures prior to filing a lawsuit against the COE for money or damages.

CSBA NOTE: In most circumstances, a COE's insurance provider or JPA is responsible for claims management, including investigating, defending, and managing a COE's response to a claim presented under the Government Claims Act. The following paragraph requires immediate referral of any claims received to the JPA or insurance provider in order to help ensure compliance with any conditions of coverage.

Upon receipt of a claim against the COE, written notice shall be promptly provided to the COE's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

Time Limitations

CSBA NOTE: Items #1-4 below reflect timelines for presenting claims that concern different causes of action, pursuant to the Government Claims Act and other applicable statutes.

The following time limitations apply to the presentation of claims for money or damages against the COE:

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the County Board not later than six months after the accrual of the cause of action (Government Code 911.2)
2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action (Government Code 911.2)

CSBA NOTE: Claims for childhood sexual assault are governed by the timelines and procedures specified in Code of Civil Procedure 340.1 and 340.11. For claims of childhood sexual assault that occurred on or after

January 1, 2024, Code of Civil Procedure 340.1, as amended by AB 452 (Ch. 655, Statutes of 2023), provides that there are no time limits for the commencement of actions for the recovery of damages for such assaults, including plaintiffs who are 40 years of age or older who file certificates of merit by the plaintiff's attorney and by a licensed mental health practitioner selected by the plaintiff setting forth the facts which support the declaration. For claims of childhood sexual assault that occurred on or before December 31, 2023, Code of Civil Procedures 340.1, as amended by AB 452, and Code of Civil Procedure 340.11, as added by SB 558 (Ch. 877, Statutes of 2023), provide that the statute of limitations is 22 years from the date the plaintiff attains age 18 or within five years of the date the plaintiff discovers or reasonably should have discovered that psychological injury or illness occurring after age 18 was caused by sexual assault, with claims by plaintiffs who are 40 years of age or older only permitted if the person or COE knew or had reason to know, or was otherwise on notice, of any misconduct that creates a risk of childhood sexual assault by an employee, volunteer, representative, or agent or designee, or the person or COE failed to take reasonable steps or to implement reasonable safeguards to avoid acts of childhood sexual assault.

3. Claims relating to childhood sexual assault, and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905, that are subject to a claims presentation procedure in another statute or regulation shall be presented to the County Board in accordance with the applicable governing statute or regulation (Government Code 905)

CSBA NOTE: Optional Item #4 below is for use by any COE whose County Board of Education has chosen to exercise the authority in Government Code 935 to establish its own procedure for the presentation of claims which are excluded from the Government Claims Act by Government Code 905 and which are not governed by any other applicable statute or regulation. Pursuant to Government Code 935, the COE's procedure cannot require a shorter time for presentation of a claim than the time specified in Government Code 911.2. However, the County Board has the discretion to adopt a more flexible time limitation and may increase the amount of time allowed for filing such claims. If the County Board adopts a more flexible time limitation, Item #4 should be revised accordingly.

4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the County Board within the time limits specified in Items #1 and 2 above, depending on the applicable cause of action (Government Code 911.2, 935)

Receipt of Claims

A claim shall be deemed presented and received when delivered to the COE office or the office of the County Superintendent or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the COE office with postage paid, or when otherwise actually received in the COE office or by the County Board secretary or clerk. (Government Code 915, 915.2)

CSBA NOTE: The following optional paragraph is for use by COEs that authorize a claim, amendment to a claim, or a claim or application for a late claim to be submitted through electronic means, as authorized by Government Code 915, and may be revised to specify the electronic means authorized. Pursuant to Government Code 915, electronic submission is only authorized if the County Board adopts a resolution allowing such submission. In practice, such electronic means involve online completion of a fillable form and/or transmission by email.

Pursuant to Government Code 915.4, if the County Board authorizes electronic submission, then any notice required of the COE in response to a claim, amendment, or application for a late claim is required to be sent to the electronic address from which the COE received the claim or application, unless the claimant or applicant specified an alternative electronic address for that purpose. For more information regarding COE notice requirements, see "Notice of Claim Insufficiency," "Late Claims," and "Action on Claims", below.

If authorized by a resolution adopted by the County Board, claims may be submitted through electronic means. (Government Code 915, 915.2)

Review of Contents of Claim

CSBA NOTE: Most JPAs and insurance carriers provide a claim form. The person submitting the claim need not use the claim form provided by the COE, but must comply with Government Code 910 and 910.2.

Any claim received shall be reviewed to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant

2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the COE employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed

If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case as specified in Code of Civil Procedure 85 and 86.

7. The signature of the claimant or the person acting on the claimant's behalf

Notice of Claim Insufficiency

CSBA NOTE: Pursuant to Government Code 910.8, if a claim is found insufficient, the COE is required to notify the claimant of the defects or omission in the claim. Government Code 915.4 authorizes such notice to be personally delivered or mailed or, if the County Board has adopted a resolution authorizing electronic submission of claims, then any notice of claim insufficiency is required to be sent to the electronic address from which the claim was sent unless the claimant specifies an alternative electronic address for that purpose; see "Receipt of Claims", above.

Pursuant to Government Code 911, if the COE, or the JPA or insurance carrier acting on the COE's behalf, fails to give notice that the claim is insufficient, as specified below, then the COE may not later raise that issue as a defense to the claim.

COEs should investigate the background of each claim thoroughly, be cautious before rejecting a claim because of insufficiency of information, and consult CSBA's District and County Office of Education Legal Services or other legal counsel, and/or the COE's JPA or insurance provider, as appropriate. In *Stockett v. Association of California Water Agencies Joint Powers Insurance Authority*, the California Supreme Court held that a claim is sufficient, and may not be barred, so long as enough information is disclosed to allow the COE to adequately conduct an investigation of the claim's merits, even if the claim was not indicated in the claimant's initial notice.

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the claimant shall be notified, within 20 days of receipt of the claim and in the manner specified in Government Code 915.4, of the particular defects or omission in the claim. If a notice of insufficiency is provided, no action shall be taken on the claim until at least 15 days after the notice. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in "Time Limitations" above or prior to final action by the County Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in "Time Limitations" above, is not presented within that time, an application to present a late claim may be presented to the County Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4)

CSBA NOTE: Pursuant to Government Code 911.3, when a claim is presented late and is not accompanied by an application to present a late claim, the County Board or designee may, at any time within 45 days after the claim is presented, give written notice to the person presenting the claim that the claim was not filed timely and that it is being returned without further action. In such circumstances, the County Board or designee should notify the claimant that "no action" was taken because the claim was presented late, as taking formal action to "reject" the

claim could indicate that the County Board had accepted the filing of the late claim and potentially waive certain legal defenses.

Although COEs are not required to provide this notice, failing to do so may prevent the COE from relying on the claim's untimeliness as a defense in future litigation. Because of this, the language in the following paragraph has been drafted to require provision of the notice whenever an untimely claim is received. COEs that do not wish to notify claimants that their claim is untimely, and therefore risk the waiver of their untimeliness defense, may modify the language accordingly.

If the claim is presented late and is not accompanied by an application to present a late claim, the claimant shall be provided, within 45 days after the claim is presented, written notice, in the manner specified in Government Code 911.3, that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The County Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the County Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The County Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the COE was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8 and in the manner specified in Government Code 915.4.

If no action is taken on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

CSBA NOTE: Pursuant to Government Code 945.6, if the County Board formally acts to reject a claim and provides notice of such rejection, the claimant has only six months from the rejection to initiate a lawsuit. If the County Board takes no action or fails to provide written notice rejecting the claim, the claimant then has two years to initiate a suit against the COE. The notice of rejection is required to comply with the notification requirements of Government Code 913 unless the claim has no address on it.

Although the County Board takes final action on claims as specified below, such action is based on the evaluation of the claim by the COE's insurance provider or JPA.

Within 45 days after the presentation or amendment of a claim, the County Board shall take action on the claim. This time limit may be extended by written agreement between the COE and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The County Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the County Board finds that the claim is not a proper charge against the COE, the claim shall be rejected
2. If the County Board finds that the claim is a proper charge against the COE and is for an amount justly due, the

claim shall be allowed

3. If the County Board finds that the claim is a proper charge against the COE but is for an amount greater than is justly due, the County Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance
4. If legal liability of the COE or the amount justly due is disputed, the County Board may reject or compromise the claim
5. If the County Board takes no action on the claim, the claim shall be deemed rejected

If the County Board allows the claim, in whole or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the County Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The claimant shall be provided written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913)

Registry of Public Agencies

CSBA NOTE: Government Code 53051 requires public agencies to register the information specified below, including the names of all County Board members, with the Secretary of State and County Clerk. In *Hovd v. Hayward Unified School District*, the appellate court held that if the information required to be registered to the Secretary of State and County Clerk is not on file or is not accurate, then a claimant may still state a claim even if the time limit for presenting a claim has expired.

Pursuant to Government Code 960.2 and 960.3, if the information is not on file or is not accurate, the court may allow a person to serve a claim on the COE by mailing or personally delivering process to the Secretary of State's office. Additionally, pursuant to Government Code 946.4, if the information is not on file or is not accurate, then if a plaintiff fails to present a claim to the COE before filing suit, this will not constitute a defense for the COE. Thus, it is imperative that all required information be current and accurate.

Within 10 days of any change in the full, legal name of the COE, the mailing address of the County Board, or the names, titles, and addresses of the County Board president, clerk, secretary, or other members, the updated information shall be filed with the Secretary of State and the County Clerk. (Government Code 53051)

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 References

	Description
Code of Civil Procedure 340.1	Action for recovery of damages suffered as result of childhood sexual assault
Code of Civil Procedure 340.11	Action for recovery of damages suffered as a result of childhood sexual assault that occurred before January 1, 2024
Code of Civil Procedure 85-86	Limited civil cases; amount in controversy
Ed. Code 35200	Liability for debts and contracts
Ed. Code 35202	Claims against districts; applicability of Government Code
Gov. Code 53051	Information filed with secretary of state and county clerk
Gov. Code 6500-6536	Joint powers agreements
Gov. Code 800	Cost in civil actions
Gov. Code 810-996.6	Government Claims Act
Pen. Code 72	Fraudulent claims

Management Resources References

	Description
Court Decision	<i>Hovd v. Hayward Unified School District</i> (1977) 74 Cal.App.3d 470

Management Resources References

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Website

Website

Website

Description

Stockett v. Association of California Water Agencies Joint Powers Insurance Authority (2004) 34 Cal.4th 441

CSEA v. South Orange Community College District (2004) 124 Cal.App.4th 574

CSEA v. Azusa Unified School District (1984) 152 Cal.App.3d 580

Connelly v. County of Fresno (2006) 146 Cal.App.4th 29

City of Stockton v. Superior Court (2007) 42 Cal. 4th 730

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

[Fiscal Crisis and Management Assistance Team](#)

[California Secretary of State's Office](#)

Cross References

9321

9321-E(1)

9321-E(2)

Description

[Closed Session](#)

[Closed Session](#)

[Closed Session](#)

Board Bylaw 9010: Public Statements

Status: ADOPTED

Original Adopted Date: 01/01/2016 | Last Revised Date: 09/01/2024 | Last Reviewed Date: 09/01/2024

The County Board of Education recognizes the responsibility of County Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the county office of education (COE), and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding COE issues, County Board members are expected to respect the authority of the County Board to choose its representatives, to communicate its positions, and to abide by established protocols.

County Board Spokesperson

CSBA NOTE: Many county boards designate the County Board of Education president to communicate with the public on its behalf. The following paragraph should be revised to reflect local practice.

All public statements authorized to be made on behalf of the County Board shall be made by the County Board president or, with respect to a specific issue or topic, other representative as designed by the County Board or County Board president.

When speaking for the County Board, a County Board spokesperson shall exercise restraint and tact and communicate in a manner that promotes public confidence in the County Board's leadership.

County Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the County Board or by law. (Government Code 54963)

Statements by Individual County Board Members

CSBA NOTE: The following paragraph is responsive to the recent U.S. Supreme Court holding in *Lindke v. Freed*, which held that a public official, such as a county board member, who limits or prevents critics from speaking, such as by blocking them on social media, violates the First Amendment only if the official (1) has been granted the power to speak on behalf of the public entity, and (2) claims to be actually exercising that power. For more information, see BB 9012 - Board Member Electronic Communications.

When speaking to community groups, members of the public, or the media, individual County Board members should recognize that their statements may be perceived as reflecting the views and positions of the County Board. County Board members have a responsibility to identify when a viewpoint is held by an individual County Board member rather than the County Board as a whole. For example, a County Board member may include a disclaimer on the County Board member's personal social media account that the County Board member is expressing personal viewpoints and not those of the County Board or the COE.

County Board members who opt to express their opinions on County Board or COE matters, whether in-person or online, are expected to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for COE students and the community.

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 References

Gov. Code 54960

Description

Actions to stop or prevent violation of meeting provisions

Gov. Code 54963

Confidential information in closed session

Gov. Code 7920.000-7930.170

California Public Records Act

Management Resources References

Court Decision

Description

Lindke v. Freed (2024) 601 U.S. 187

Website

[CSBA](#)

Website

[California County Boards of Education](#)

Cross References

9012

9230

Description[Board Member Electronic Communications](#)[Orientation](#)

Board Bylaw 9012: Board Member Electronic Communications

Status: ADOPTED

Original Adopted Date: 01/01/2021 | **Last Revised Date:** 09/01/2024 | **Last Reviewed Date:** 09/01/2024

CSBA NOTE: The following optional bylaw should be modified to reflect local practice. The Brown Act (Government Code 54950-54963) requires that the County Board conduct its official business at properly noticed and agendized public meetings. In general, for purposes of the Brown Act, electronic communications are subject to the same conditions and the same rules of confidentiality that are applicable to other forms of communication, such as individual conversations, telephone calls, or paper copies of documents.

The County Board of Education recognizes that electronic communication is an efficient and convenient way for County Board members to communicate and expedite the exchange of information with each other, the County Superintendent of Schools, and members of the public. County Board members shall exercise caution to ensure compliance with the Brown Act, the Public Records Act, and other applicable laws.

CSBA NOTE: Government Code 54952.2 defines a "meeting" as any congregation of a majority of the members of the County Board 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 that is within the subject matter jurisdiction of the County Board. Government Code 54952.2 prohibits a serial meeting, defined as a series of communications of any kind, directly or through intermediaries, involving a majority of the County Board to discuss, deliberate, or take action on any item of County Board business outside of an authorized meeting; see BB 9320 - Meetings and Notices. Thus, a series of emails, as well as other electronic communications such as text messages or replying directly to social media posts, that ultimately include a majority of the County Board could lead to a Brown Act violation. In order to help prevent an inadvertent violation, County Board members may wish to consider "bcc'ing" other County Board members to avoid the recipient "replying all", a "do not reply/forward alert" in the subject line of emails, or other cautionary measures, as appropriate.

A majority of County Board members shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

Examples of permissible electronic communications concerning county office of education (COE) business include, but are not limited to, dissemination of County Board meeting agendas and agenda packets, reports of activities from the County Superintendent, and reminders regarding meeting times, dates, and places. County Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the County Board, as long as a majority of the County Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the County Board. Additionally, County Board members are prohibited from using digital icons (e.g., "likes" or emojis) that express reactions to communications made by other County Board members regarding matters within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

CSBA NOTE: Public statements by County Board members is a sensitive and complicated area of County Board governance. As a result, many county boards have established bylaws or other protocols for public statements by County Board members; see BB 9010 - Public Statements.

County Board members shall make every effort to ensure that their electronic communications conform to County Board Bylaw 9010 - Public Statements and shall forward any complaints or requests for information to the appropriate individual in accordance with applicable County Board bylaws.

CSBA NOTE: Electronic communications received and sent by County Board members may be subject to disclosure upon request pursuant to the Public Records Act (Government Code 7920.000-7930.215), including communications regarding county office of education (COE) business sent or received on a County Board member's personal account or device. For further information, see CSBA's, "Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications." It is recommended that County Boards with specific questions regarding this issue consult CSBA's District and County Office of Education Legal Services or other legal counsel. Also see BP/AR 1340 - Access To County Office Records and BP/AR 3580 - County Office of Education Records.

To the extent possible, electronic communications regarding any County Board business shall be transmitted through a COE-provided device or account. When any such communication is transmitted through a County Board member's personal device or account, the County Board member shall copy the communication to a COE electronic storage device for easy retrieval.

CSBA NOTE: Pursuant to the U.S. Supreme Court's decision in *Lindke v. Freed*, a County Board member's social media account becomes a public forum subject to the First Amendment when the County Board member (1) has been granted the power to speak on behalf of the County Board and (2) claims to be actually exercising that power. The determination as to whether a County Board member's action meets these two conditions is a fact-specific undertaking. It is recommended that COEs with questions regarding this issue consult CSBA's District and County Office of Education Legal Services or other legal counsel.

This Bylaw does not apply to County Board member electronic communications not related to COE business or not conducted by a County Board member in the County Board member's official capacity.

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 References

Ed. Code 1011

Description

Time and place of meetings

Gov. Code 11135

[State programs and activities, discrimination](#)

Gov. Code 54950-54963

[The Ralph M. Brown Act](#)

Gov. Code 54952.2

Meeting defined

Gov. Code 54953

Meetings to be open and public; attendance

Gov. Code 54954.2

Agenda posting requirements; board actions

Gov. Code 7920.000-7930.215

[California Public Records Act](#)

Management Resources References

Description

Attorney General Publication

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

Court Decision

Lindke v. Freed (2024) 601 U.S. 187

Court Decision

Knight First Amendment Institute at Columbia University v Trump, (2019) 928 F.3d 226

Court Decision

Garnier v Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)

Court Decision

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

CSBA Publication

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

CSBA Publication

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

Website

[CSBA GAMUT Meetings](#)

Website

[CSBA](#)

Website

[California Attorney General's Office](#)

Cross References

Description

1112

[Media Relations](#)

1312.3

[Uniform Complaint Procedures](#)

1312.3-E(1)

[Uniform Complaint Procedures](#)

1312.3-E(2)

[Uniform Complaint Procedures](#)

1312.3-E(3)

[Uniform Complaint Procedures](#)

1312.4

[Williams Uniform Complaint Procedures](#)

1312.4

[Williams Uniform Complaint Procedures](#)

1312.4-E(1)

[Williams Uniform Complaint Procedures](#)

1312.4-E(2)

[Williams Uniform Complaint Procedures](#)

9005

[Governance Standards](#)

Cross References

9010

9121

9230

9320

9323.2

9323.2-E(1)

Description[Public Statements](#)[President](#)[Orientation](#)[Meetings And Notices](#)[Actions By The Board](#)[Actions By The Board](#)

Board Bylaw 9240: Board Training

Status: ADOPTED

Original Adopted Date: 01/01/2019 | Last Revised Date: 12/01/2024 | Last Reviewed Date: 12/01/2024

CSBA NOTE: The following optional bylaw may be revised to reflect local practice.

CSBA's Professional Governance Standards for County Boards include expectations that each County Board of Education member will participate in professional development and commit the time and energy necessary to be an informed and effective leader. See CSBA's website for education opportunities including, but not limited to, the Institute for New and First-Term Board Members, Masters in Governance Program, Annual Education Conference and Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Policy Update Webinars, and Ethics Trainings, as well as other workshops and webinars on specific topics, and governance consulting services.

Pursuant to Education Code 1095, a County Board may subscribe for membership in, or otherwise become a member of, CSBA, with the costs of such membership payable out of the county general fund.

The County Board of Education believes that its ability to effectively and responsibly govern is essential to promoting student achievement, building positive community relations, and protecting the public interest in county schools. County Board members shall participate in mandatory ethics training, as outlined below, and are encouraged to participate in ongoing opportunities for professional development sufficient to help them understand their responsibilities, stay abreast of new developments in education, and improve governance skills.

CSBA NOTE: Government Code 53234-53235.2 requires a County Board member, except for a member whose term of office ends before January 1, 2026, to receive specified training in ethics by January 1, 2026, and at least once every two years thereafter, and for records of such training to be maintained. Additionally, Government Code 53235, as amended by AB 2631 (Ch. 201, Statutes of 2024), requires the Fair Political Practices Commission, in consultation with the Attorney General, to create, maintain, and make an ethics training course available to local agency officials, including County Board members.

Unless a County Board member's term expires prior to January 1, 2026, each County Board member shall complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026, and at least once every two years thereafter. (Government Code 53235)

Once completed, the County Board member shall inform the County Board president. A record of each County Board member's participation in the required ethics training shall be retained.

The County Board president shall work with the County Superintendent of Schools or designee to provide an orientation to newly elected or appointed County Board members consistent with County Board Bylaw 9230 - Orientation.

The County Board president shall work with the County Superintendent or designee to include funds for professional development and associated reasonable travel expenses for the County Board as a whole and for each individual County Board member in the County Office of Education's (COE) proposed annual budget.

Consistent with the availability of funds in the COE's adopted annual budget, the County Board president or designee shall annually develop, and bring to the County Board for adoption at a County Board meeting, a County Board professional development calendar designed to assist the County Board as a whole in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, community relations, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

CSBA NOTE: The following paragraph permits individual County Board members to identify and participate in additional professional development opportunities, with the only condition that there are funds available in the COE's adopted annual budget for such purpose. It may be revised to reflect local practice.

Consistent with the availability of funds in the COE's adopted annual budget, individual County Board members may identify and participate in additional professional development opportunities, and shall timely inform the County Board president upon doing so. Additionally, County Board members shall follow any established timelines and procedures for how an individual County Board member shall request that the COE pay for such professional development opportunities, whether in advance or by reimbursement.

County Board members are encouraged to consider participating in the professional development opportunities

offered by CSBA such as the Institute for New and First-Term Board Members, Masters in Governance Program, Annual Education Conference and Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Policy Update Webinars, and Ethics Trainings.

Individual County Board members are encouraged to share the knowledge or skills acquired from individual professional development opportunities with the full County Board.

CSBA NOTE: Pursuant to Government Code 54952.2, a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the County Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the County Board. Also see BB 9320 - Meetings and Notices.

Consistent with County Board Bylaw 9320 - Meetings And Notices, County Board members may attend a professional development opportunity as part of a conference or similar public gathering, such as the Annual Education Conference and Trade Show hosted by CSBA, so long as a majority of the County Board members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the COE's jurisdiction.

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 References

Ed. Code 1095	Membership in organizations
Gov. Code 53234-53235.2	Ethics training
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.2	Meeting defined

Description

Management Resources References

CSBA Publication	Professional Governance Standards for County Boards
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2015
Website	CSBA

Description

Cross References

3100	Budget Adoption And Revision
9000	Role Of The Board
9000-E(1)	Role Of The Board
9005	Governance Standards
9121	President
9150	Student Board Members
9230	Orientation
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9400	Board Self-Evaluation

Description

Board Bylaw 9270: Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 06/01/2016 | **Last Revised Date:** 12/01/2024 | **Last Reviewed Date:** 12/01/2024

CSBA NOTE: Pursuant to Government Code 87300, a local government such as a county board of education is mandated to adopt a conflict of interest code and, pursuant to Government Code 1126, is mandated to adopt policy regarding incompatible offices and activities. This bylaw is intended to meet both of those mandates, but its scope is limited only to county boards. Therefore, where the County Superintendent of Schools is appointed rather than elected, this bylaw should be modified to make it applicable to the County Superintendent as appropriate. Additionally, where a county board hires other staff directly, this bylaw should be modified to make it applicable to those positions as well.

Determining whether a conflict of interest exists requires an analysis under (1) the conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87505), as specified in "Conflict of Interest under the Political Reform Act," (2) Government Code 1090-1098, as specified in "Conflict of Interest under Government Code 1090 - Financial Interest in a Contract," and (3) the common law doctrine against conflict of interest, as specified in "Common Law Doctrine Against Conflict of Interest" below. Additionally, different conflict of interest law provisions apply to different officials and positions. Therefore, it is strongly recommended that county boards consult CSBA's District and County Office of Education Legal Services or other legal counsel, and staff from the Fair Political Practices Commission (FPPC), as soon as a potential conflict is identified.

The County Board of Education desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the County Office of Education (COE) and the public. Accordingly, no County Board member shall participate in the making of any decision for the COE when the decision will or may be affected by the County Board member's financial, family, or other personal interest or consideration, as defined by law.

Additionally, a County Board member shall abstain from voting on a matter that uniquely affects the County Board member's relatives except as permitted by law. Relative means an adult who is related to the County Board member by blood or affinity within the third degree, as determined by common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

CSBA NOTE: The following paragraph reflects the common law definition of "relative within the third degree."

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner, unless the individual is widowed or divorced.

Conflict of Interest Code

CSBA NOTE: The County Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313. Pursuant to Government Code 87303, the County Board's conflict of interest code is required to be approved by the board of supervisors.

Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a County Board adopts a conflict of interest code that incorporates 2 CCR 18730 by reference, along with a list of disclosure categories for County Board members. The accompanying exhibit contains a sample resolution that includes an appendix with such disclosure categories which, once adopted by the County Board, will comprise the terms of the County Board's conflict of interest code that should be submitted to the code reviewing body.

The County Board shall adopt a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the board of supervisors for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body.

Upon direction by the code reviewing body, the County Board shall review its conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the County Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the County Board's conflict of interest code is necessitated due to changed circumstances, the County Board shall amend the code, which shall then be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the County Board's conflict of interest code, officers, employees, consultants, and

members of the community shall be provided with adequate notice and a fair opportunity to present their views. (Government Code 87311)

Conflict of Interest under the Political Reform Act

CSBA NOTE: The FPPC has adopted an eight-step analysis, detailed in Government Code 87100-87500, 2 CCR 18700-18707, and interpretive opinions, to determine whether a conflict of interest exists under the PRA for a County Board member. When such a conflict exists, the individual with a conflict is required to disclose the interest and not participate in the decision, as specified below. Because Family Code 297.5 grants a registered domestic partner the same rights, protections, and benefits as a spouse under state law, analysis of a conflict of interest with regard to a County Board member's spouse is also applicable to a registered domestic partner.

A County Board member shall not make, participate in making, or in any way use or attempt to use an official position to influence a governmental decision in which the County Board member knows or has reason to know that there is a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the County Board member's immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A County Board member makes a governmental decision when, acting within the authority of the office or position, the County Board member authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before the County Board for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

CSBA NOTE: 2 CCR 18705 permits a County Board member who is financially interested in a contract to participate in making a decision on the contract if (1) the County Board member discloses the existence of the conflict and describes with particularity the nature of the financial interest in the contract, (2) gives a summary description of the circumstances under which the County Board member believes the conflict may arise, and (3) either the County Board member, or another County Board member, discloses the legal basis for concluding that no alternative source of decision exists for the County Board.

However, a County Board member is not prohibited from participating in the making of a contract in which the County Board member has a financial interest if such participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Conflict of Interest from Campaign Contributions

CSBA NOTE: Government Code 84308, as amended by SB 1181 (Ch. 785, Statutes of 2024) and SB 1243 (Ch. 1017, Statutes of 2024), imposes specified disclosure requirements and restrictions on accepting, soliciting, or directing campaign contributions of more than \$500 by a County Board member from a party or participant to a proceeding before the County Board involving a contract, license, permit, or other entitlement for use, as defined, or from an agent of such a party or participant, with limited statutory exceptions. Some disclosure requirements and restrictions apply before the County Board's decision on the proceeding is made, some apply while the decision is pending, and some apply after the decision has been made.

Prior to the County Board rendering a decision in a proceeding involving a contract, license, permit, or other entitlement for use, as defined by Government Code 84308, a County Board member whose campaign committee received a contribution of more than \$500 from any party or participant to the proceeding, or from an agent of such a party or participant, in the prior 12 months, and the party who made such a contribution, shall both publicly disclose that fact on the record of the proceeding. Additionally, if a County Board member willfully or knowingly received a contribution to the County Board member's campaign committee of more than \$500 from any party or participant to such a proceeding, or from an agent of a party or participant, in the prior 12 months, and knows or has reason to know that the participant has a financial interest in the County Board's decision, the County Board member shall not make, participate in making, or in any way attempt to use the County Board member's official position to influence the County Board's decision in the proceeding. However, a County Board member may make, participate in making, or attempt to use the County Board member's official position to influence the decision if the contribution is returned within 30 days after the decision was made or after the County Board member knows or should have known about the contribution and the proceeding, whichever is later.

All County Board members are prohibited from accepting, soliciting, or directing a contribution of more than \$500 to a candidate or ballot measure campaign committee from any party or participant to a proceeding before the County Board involving a contract, license, permit, or other entitlement for use, as defined by Government Code 84308, or from an agent of a party or participant, while the proceeding is pending before the County Board and for 12 months

following the date the County Board renders a final decision in the proceeding, if the County Board member knows or has reason to know that the participant has a financial interest in the decision. However, if a County Board member does accept, solicit, or direct such a contribution during those 12 months but did not do so knowingly or willingly, the County Board member may cure the violation by ensuring that the contribution, or the portion exceeding \$500, is returned within 30 days of accepting, soliciting, or directing the contribution. The County Board member shall maintain records of curing the violation. (Government Code 84308)

For a County Board member, a proceeding becomes "pending" when an item involving the contract, license, permit, or other entitlement for use, as defined by Government Code 84308, is placed on a County Board agenda for discussion or decision or when it is reasonably foreseeable that the proceeding will come before the County Board for a decision. For a party or participant, and the agent of a party or participant, a proceeding becomes "pending" when an application is filed with the COE, or, if the proceeding process does not require an application, when the proceeding is before the County Board for a decision or other action. (Government Code 84308)

The contributions disclosure requirements and restrictions above do not apply to contracts that are required to be competitively bid, personal employment contracts, contracts valued under \$50,000, contracts where no party receives financial compensation, or contracts with another governmental agency. (Government Code 84308)

Form 700

CSBA NOTE: Government Code 87500 requires all County Board members to annually file a Form 700 (also known as a Statement of Economic Interest). Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category, pursuant to Government Code 87302, which is applicable to most County Boards, the disclosure requirements are determined by the County Board and set forth in its conflict of interest code. The second category, pursuant to Government Code 87200, is applicable to County Board members who "manage public investments." Individuals in such positions, referred to by the FPPC as Government Code 87200/Article 2 filers, are required to file broader disclosure statements in accordance with the disclosure requirements specified in law and FPPC regulation. See "Additional Requirements for County Boards that Manage Public Investments" below.

Each County Board member shall annually file a Form 700/Statement of Economic Interest in accordance with the disclosure categories specified in the County Board's conflict of interest code. An individual who ceases to be a County Board member shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date the individual ceased to be a County Board member. (Government Code 87302)

Additional Requirements for County Boards that Manage Public Investments

CSBA NOTE: The following optional section is for use only by county boards with Government Code 87200/Article 2 filers and should be deleted by all other county boards. See the accompanying exhibit for further information.

According to the FPPC, Government Code 87200/Article 2 filers are those positions which manage the investment of county office of education (COE) surplus or special reserve funds in permitted securities and investments pursuant to Education Code 41015. Such filers include county board members on county boards that direct the investment of these funds, formulate or approve policies for the investment of these funds, even if the county boards delegate day-to-day investment decisions to staff, or approve investment transactions involving these funds. Such filers do not include County Board members on county boards where there are no surplus or special reserve funds to invest and where all funds received are deposited (1) in the county treasury pursuant to Education Code 41001-41002.5 or (2) in a fund where a Tax and Revenue Anticipation Note (TRANS) is issued.

Any County Board member who manages public investments, as defined by Government Code 87200, and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required
2. Not discuss or vote on the matter, or otherwise act in violation of Government Code 87100

The County Board member shall not be counted toward achieving a quorum while the item is discussed.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded

However, the County Board member who manages public investments, as defined by Government Code 87200, may speak on the issue during the time that the general public speaks on it. Additionally, for a County Board member, if the matter has been placed on the consent calendar, the County Board member shall abstain from voting on the consent calendar or, if the County Board removes the item from the consent calendar, the County Board member shall abstain from voting on the item. In any event, the County Board member shall refrain from discussing or voting on the item. However, the County Board member is not required to leave the room during consideration of the consent calendar.

4. If a decision is made during closed session, disclose the interest orally during the open session preceding the closed session

This disclosure shall be limited to a declaration that the recusal is because of a conflict of interest pursuant to Government Code 87100. The County Board member who manages public investments, as defined by Government Code 87200, shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the decision.

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

CSBA NOTE: Pursuant to Government Code 1090, if a County Board member has a financial interest in a contract, it is an absolute bar for that County Board to approve the contract. The Attorney General has opined in 69 Ops.Cal.Atty.Gen. 255 (1986) that, unlike the PRA, the prohibitions in Government Code 1090 cannot, in most instances, be resolved by having the financially interested County Board member recuse themselves from participating in the matter. However, there are two categories of exceptions, "remote interest" and "noninterest", both of which are specified below.

Government Code 1090 does not define financial interest, but courts have held that, for the purposes of this statute, the definition of "financial interest" is not the same as the definition in the PRA which requires a "material financial effect" in order for a conflict to exist.

Violators of Government Code 1090 may be subject to a fine or, unlike the PRA, even criminal charges and/or imprisonment.

A County Board member shall not be financially interested in any contract approved by the County Board, including in the development, internal discussions, negotiations, modifications, planning, deliberation of issues, and specifications and solicitations for bids. If a County Board member has such a financial interest in a contract approved by the County Board, the contract is void. (Government Code 1090)

Remote Interest Exception to Government Code 1090

CSBA NOTE: When the "remote interest" conditions specified in Government Code 1091 are satisfied (e.g., County Board member is an employee of a nonprofit organization), then the County Board may approve the contract as long as the affected County Board member discloses the remote interest and abstains from the matter.

A County Board member shall not be considered to be financially interested in a contract in which there is only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a County Board meeting and noted in the official County Board minutes. The affected County Board member shall not vote or debate on the matter or attempt to influence any other County Board member to enter into the contract. (Government Code 1091)

Noninterest Exception to Government Code 1090

A County Board member shall not be considered to be financially interested in a contract for any "noninterest" specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

CSBA NOTE: Even when there is not a conflict pursuant to the PRA or Government Code 1090, the Attorney General has found that special situations may still exist under the common law doctrine against conflict of interest which, unlike the statutes, extends to noneconomic interests. In 92 Ops.Cal.Atty.Gen. 19 (2009), the Attorney General opined that a redevelopment board member should abstain from voting on a loan agreement where the recipient of the loan was a corporation owned by the board member's adult son. Although the board member was not financially interested in the contract under the PRA or Government Code 1090, the Attorney General

determined that abstention was advisable under the common law doctrine against conflict of interest.

A County Board member shall abstain from any official action in which the County Board member's private or personal interest may conflict with official duties pursuant to the common law doctrine against conflict of interest.

Incompatible Offices and Activities

CSBA NOTE: Government Code 1099 and 1126 prohibit County Board members from engaging in any employment or activity which is inconsistent, incompatible, in conflict with, or inimical to their duties as County Board members. Government Code 1126 mandates that County Board adopt procedures regarding this prohibition.

If a County Board member is sworn into an incompatible office, then the County Board member's position in the prior office is automatically terminated.

The determination as to whether an activity or office is incompatible is complex and requires a case-by-case analysis of the particular activities or duties of the office; therefore, it is recommended that CSBA's District and County Office of Education Legal Services or other legal counsel be consulted as appropriate.

County Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the County Board member's official duties. (Government Code 1099, 1126)

Gifts

CSBA NOTE: Pursuant to 2 CCR 18940.2, the gift limit is \$630 for the term January 1, 2025 through December 31, 2026. Pursuant to Government Code 89503, County Board members and candidates are subject to gift limits for gifts from all sources unless exempted by law or regulation. For those County Board members who file a Form 700 based on the disclosure categories specified in the County Board's conflict of interest code pursuant to Government Code 87302 (see the accompanying exhibit), the gift limit is only applicable to those individuals and entities that are disclosed on the Form 700.

Several exceptions exist within the Government Code's definitions of gifts, income, interest in real property, and investment; see Government Code 82028, 82030, 82033, and 82034. If questions arise as to such exceptions, the County Board may seek clarification from the FPPC through email to advice@fppc.ca.gov or consult CSBA's District and County Office of Education Legal Services or other legal counsel.

County Board members may accept gifts only under the conditions and limitations specified in law including, but not limited to, Government Code 89503 and 2 CCR 18730.

CSBA NOTE: County Board members may, in the circumstances described in Government Code 89506, receive payments, advances, or reimbursements for travel and related lodging and subsistence, which will not be subject to the gift limit set in Government Code 89503.

Gifts of travel and related lodging and subsistence shall be subject to the current gift conditions and limitations, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a County Board member, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code

Gifts of travel exempted from the gift limitation, as described in Items #1 and 2 above, shall nevertheless be reportable on the recipient's Form 700/Statement of Economic Interest as required by law.

A gift of travel does not include travel provided by the COE for County Board members. (Government Code 89506)

Honoraria

County Board members shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the COE for donation into the general fund without being claimed as a deduction from income for tax purposes

Advice

Any County Board member, who, in good faith, believes that they may be subject to the requirements of this Bylaw and has questions, is unclear, or is unsure regarding the application of the requirements of this Bylaw to any particular instance or situation, may seek advice from the County Board's legal counsel with the permission of the County Board President or majority of the County Board.

Training

CSBA NOTE: Government Code 53234-53235.2 require a County Board member, except for a member whose term of office ends before January 1, 2026, to receive specified training in ethics by January 1, 2026, and at least once every two years thereafter, and for records of such training to be maintained. Additionally, Government Code 53235, as amended by AB 2631 (Ch. 201, Statutes of 2024), requires the FPPC, in consultation with the Attorney General, to create, maintain, and make an ethics training course available to local agency officials, including County Board members.

Unless a County Board member's term expires prior to January 1, 2026, each County Board member shall complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026, and at least once every two years thereafter as specified in County Board Bylaw 9240 - Board Training.

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 References

2 CCR 18110-18997

2 CCR 18438.1-18438.8

2 CCR 18700-18760

2 CCR 18722-18740

2 CCR 18753-18756

2 CCR 18940.2

Ed. Code 1006

Ed. Code 35107

Ed. Code 35230-35240

Ed. Code 35233

Ed. Code 41000-41003

Ed. Code 41015

Fam. Code 297.5

Gov. Code 1090-1099

Gov. Code 1125-1129

Gov. Code 53234-53235.2

Gov. Code 81000-91014

Gov. Code 82011

Description

[Regulations of the Fair Political Practices Commission](#)

Campaign contribution-based conflicts of interest

[Conflicts of Interest](#)

[Disclosure of interests](#)

[Conflict of interest codes](#)

Gift limit amount

[Prohibition against school district employees serving on county board of education](#)

School district employees

Corrupt practices

Prohibitions applicable to members of governing boards

Moneys received by school districts

Investments

Rights, protections, and benefits of registered domestic partners

Prohibitions applicable to specified officers

Incompatible activities

Ethics training

Political Reform Act

Code reviewing body

State References

Gov. Code 82019
 Gov. Code 82028
 Gov. Code 82030
 Gov. Code 82033
 Gov. Code 82034
 Gov. Code 84308
 Gov. Code 87100-87505
 Gov. Code 89501-89503
 Gov. Code 89506
 Gov. Code 91000-91014
 Pen. Code 85-88
 Pub. Cont. Code 6102
 Rev. & Tax Code 203

Description

[Definition; designated employee](#)
 Definition; gift
 Definition; income
 Definition; interest in real property
 Definition; investment
 Campaign Disclosure
 Political Reform Act; conflict of interest
 Honoraria and gifts
 Ethics; travel
 Enforcement
 Bribes
 Bribery of public official; voidable contract
 Taxable and exempt property; colleges

Management Resources References

Attorney General Opinion
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105 Ops.Cal.Atty.Gen.69 (2022)
 92 Ops.Cal.Atty.Gen. 26 (2009)
 92 Ops.Cal.Atty.Gen. 19 (2009)
 89 Ops.Cal.Atty.Gen. 217 (2006)
 86 Ops.Cal.Atty.Gen. 138(2003)
 85 Ops.Cal.Atty.Gen. 60 (2002)
 82 Ops.Cal.Atty.Gen. 83 (1999)
 81 Ops.Cal.Atty.Gen. 327 (1998)
 80 Ops.Cal.Atty.Gen. 320 (1997)
 69 Ops.Cal.Atty.Gen. 255 (1986)
 68 Ops.Cal.Atty.Gen. 171 (1985)
 65 Ops.Cal.Atty.Gen. 606 (1982)
 63 Ops.Cal.Atty.Gen. 868 (1980)
 Thorpe v. Long Beach Community College District (2000) 83 Cal.App.4th 655
 McGee v. Balfour Beatty Construction, LLC, et al. (2016) 247 Cal.App.4th 235
 Kunec v. Brea Redevelopment Agency (1997) 55 Cal.App.4th 511
 Klistoff v. Superior Court (2007) 157 Cal.App.4th 469
 Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261
 Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010
 Advice Letter: A-96-314 (December 18, 1996)
 Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005
 Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

CSBA Publication

Fair Political Practices Commission Publication

Fair Political Practices Commission Publication

Institute For Local Government Publication

Management Resources References

Institute for Local Government Publication

Website

Website

Website

Website

Description

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

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

[Institute for Local Government](#)

[Fair Political Practices Commission](#)

[CSBA](#)

Cross References

3230

3230-E(1)

9000

9000-E(1)

9005

9140

9200

9220

9220-E(1)

9222

9230

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9320

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9323

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[Federal Grant Funds](#)

[Federal Grant Funds](#)

[Role Of The Board](#)

[Role Of The Board](#)

[Governance Standards](#)

[Board Representatives](#)

[Limits Of Board Member Authority](#)

[Governing Board Elections](#)

[Governing Board Elections](#)

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[Closed Session](#)

[Closed Session](#)

[Meeting Conduct](#)

Exhibit 9270-E(1): Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 06/01/2016 | **Last Revised Date:** 12/01/2024 | **Last Reviewed Date:** 12/01/2024

**RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE**

CSBA NOTE: The County Board of Education is required to adopt a conflict of interest code in compliance with Government Code 87300-87313 of the Political Reform Act. Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a County Board member adopts a conflict of interest code that incorporates 2 CCR 18730 by reference along with the disclosure categories. County Board members are required to annually file a Form 700 (also known as a Statement of Economic Interest) pursuant to the disclosure requirements of the County Board's conflict of interest code.

Government Code 87303 requires a County Board's conflict of interest code to be approved by the board of supervisors.

The code reviewing body needs to review only the portion of the County Board's conflict of interest code that delineates the disclosure categories as detailed in the following sample resolution, including its Appendix, and not the other legal requirements related to conflict of interest reflected in the accompanying sample bylaw. The resolution, including the Appendix, should be adopted by the County Board and, as necessary, forwarded to the code reviewing body. Pursuant to Government Code 87306.5, the code reviewing body is required to notify the County Board in even-numbered years of the need to review the County Board's conflict of interest code. Upon such notification, the County Board should review the Appendix and make any necessary changes. In some counties, the code reviewing body requires that a resolution be adopted during each review and that the County Board's resolution and amended Appendix be submitted to that body. In other counties, only the Appendix needs to be submitted. In both cases, county boards need not submit BB 9270 - Conflict of Interest to the code reviewing body.

In addition to the biannual review, the County Board should modify the Appendix and submit it, and the resolution, if required, to the code reviewing body when any changed circumstances within the County Board require amendments to the Appendix.

The following resolution should be modified to reflect County Board practice as well as any specific requirements of the board of supervisors.

WHEREAS, the Political Reform Act, Government Code 87300-87313, require each public agency in California, including each county board of education, to adopt a conflict of interest code;

WHEREAS, a county board is permitted to create its conflict of interest code by incorporating by reference the terms of 2 CCR 18730, along with disclosure categories, in accordance with Government Code 87300 and 87306;

WHEREAS, the County Board of Education of [REDACTED] County ("County Board") has previously adopted a local conflict of interest code in this manner; and

WHEREAS, the County Board recently reviewed its conflict of interest code and has determined that (changes/no changes) to the current conflict of interest code are necessary.

NOW THEREFORE BE IT RESOLVED, the County Board adopts the following Conflict of Interest Code, including the accompanying Appendix, and

BE IT FURTHER RESOLVED, any earlier resolutions, bylaws, and/or appendices containing the County Board's conflict of interest code are hereby rescinded and superseded by this Resolution and Appendix.

[Add final resolution language template including date of passage, vote count, and requisite signatures]

**Conflict of Interest Code ("Code") of the
County Board of Education of [REDACTED] County ("County Board")**

The Political Reform Act (PRA) (Government Code 81000-87505) requires the County Board to adopt a conflict of interest code. 2 CCR 18730 contains the terms of a conflict of interest code, which may be amended by the Fair Political Practices Commission (FPPC) to conform to amendments in the PRA. Therefore, the terms of 2 CCR 18730

and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This Code and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the County Board.

County Board members shall file a Form 700 (also known as a Statement of Economic Interest) in accordance with the disclosure categories listed in the attached Appendix. The Form 700 shall be filed with the County Board's filing officer and/or, if so required, with the County Board's code reviewing body. The statements shall be made available for public review and inspection.

APPENDIX

Disclosure Categories

Category 1: A County Board designated "Category 1" shall disclose the following:

- a. Interests in real property located entirely or partly within county boundaries, or within two miles of county boundaries, or of any land owned or used by the COE
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the county, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the COE, or manufacture or sell supplies, books, machinery, or equipment of the type used by the COE

CSBA NOTE: Category #2 below is for use where County Board members "manage public investments," as defined by Government Code 87200; see the accompanying County Board Bylaw. All other County Boards should delete Category #2.

Category 2 (Applicable to County Board members that "manage public investments," as defined by Government Code 87200): A County Board member designated "Category 2" shall disclose, in accordance with Government Code 87200-87210, the following:

- a. Interests in real property located entirely or partly within county boundaries, or within two miles of county boundaries, or of any land owned or used by the COE
- b. Investments, business positions, and sources of income, including gifts, loans, and travel payments

Designated Positions

CSBA NOTE: The County Board should modify the following list to reflect local practice.

Designated Positions	Disclosure Category
County Board of Education Members	1 or 2

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 References

2 CCR 18110-18997
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2 CCR 18700-18760
2 CCR 18722-18740
2 CCR 18753-18756
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Ed. Code 1006
Ed. Code 35107
Ed. Code 35230-35240
Ed. Code 35233

Description

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Campaign contribution-based conflicts of interest
[Conflicts of Interest](#)
[Disclosure of interests](#)
[Conflict of interest codes](#)
Gift limit amount
[Prohibition against school district employees serving on county board of education](#)
School district employees
Corrupt practices
Prohibitions applicable to members of governing boards

State References

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 Ed. Code 41015
 Fam. Code 297.5
 Gov. Code 1090-1099
 Gov. Code 1125-1129
 Gov. Code 53234-53235.2
 Gov. Code 81000-91014
 Gov. Code 82011
 Gov. Code 82019
 Gov. Code 82028
 Gov. Code 82030
 Gov. Code 82033
 Gov. Code 82034
 Gov. Code 84308
 Gov. Code 87100-87505
 Gov. Code 89501-89503
 Gov. Code 89506
 Gov. Code 91000-91014
 Pen. Code 85-88
 Pub. Cont. Code 6102
 Rev. & Tax Code 203

Management Resources References

Attorney General Opinion
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 Attorney General Opinion
 Court Decision
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 Court Decision

Description

Moneys received by school districts
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 Rights, protections, and benefits of registered domestic partners
 Prohibitions applicable to specified officers
 Incompatible activities
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 Political Reform Act
 Code reviewing body
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 Definition; gift
 Definition; income
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 Bribery of public official; voidable contract
 Taxable and exempt property; colleges

Description

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 92 Ops.Cal.Atty.Gen. 19 (2009)
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 85 Ops.Cal.Atty.Gen. 60 (2002)
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 63 Ops.Cal.Atty.Gen. 868 (1980)
 Thorpe v. Long Beach Community College District (2000) 83 Cal.App.4th 655
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 Kunec v. Brea Redevelopment Agency (1997) 55 Cal.App.4th 511

Management Resources References

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Website	CSBA

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3230-E(1)	Federal Grant Funds
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9200	Limits Of Board Member Authority
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9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9323	Meeting Conduct

Description



Trinity County Office Of Education
2024/2025
General Fund January 31, 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	\$ 4,993,861	\$ 3,100,843	\$ 1,893,018	62.09%
Federal Revenues	\$ 212,190	\$ 8,162	\$ 204,028	3.85%
Other State	\$ 3,040,971	\$ 1,233,462	\$ 1,807,509	40.56%
Other Local	\$ 2,204,187	\$ 593,575	\$ 1,610,612	26.93%
Total Revenues	\$ 10,451,209	\$ 4,936,042	\$ 5,515,167	47.23%

<u>Expense Accounts</u>				
Certificated Personnel Salaries	\$ 1,446,190	\$ 847,742	\$ 598,448	58.62%
Classified Personnel Salaries	\$ 2,868,272	\$ 1,558,600	\$ 1,309,672	54.34%
Employee Benefits	\$ 1,971,831	\$ 1,053,095	\$ 918,736	53.41%
Books & Supplies	\$ 650,247	\$ 194,834	\$ 455,413	29.96%
Services & Other Operating Srv	\$ 2,052,628	\$ 907,095	\$ 1,145,533	44.19%
Capitlay Outlay	\$ 274,286	\$ 144,903	\$ 129,383	52.83%
CHYBA Funds Transfer	\$ 225,000	\$ -	\$ 225,000	0.00%
Pass Thru to Districts	\$ 1,021,489	\$ 67,679	\$ 953,810	6.63%
Indirect Costs	\$ (14,703)	\$ (7,575)	\$ (7,128)	51.52%
Total Expenses	\$ 10,495,240	\$ 4,766,373	\$ 5,728,867	45.41%

Transfers In, Retiree Ins	\$ 49,744	\$ -	\$ 49,744
Transfers Out	\$ 500,000	\$ 150,000	\$ 350,000

Budget for Rev/Exp \$ (494,287)

Net Ending Balance \$ 3,664,395



February 12, 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 is attending the Office of Public School Construction (OPSC) calls as they develop the rulemaking around this approved ballot measure.

Behavioral Health Facilities Funding: **Update:** We received “mix reviews” on our language responses to the County of Trinity for the contract but we’re working towards resolution on the two key items still in question. Hoping that the agreements can be executed by all parties before the end of February.

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: **Update:** TCOE staff will be attending the Housing Element workshop on Thursday, Feb 13.

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

Digital 299: **Update:** TCOE staff has met with staff from VERO networks (entity implementing project) and talked about ERate contracts and potentially fiber optic connectivity for individual districts. We’re currently analyzing opportunities with JCESD being a prime candidate for potential connection in the short term.

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 are in compliance with funding requirements.

CHYBA (California Heritage Youth Build Academy):

Update: From NM&R (CHYBA architect)

1. We have completed Schematic Design and are in the Design Development phase of the project. Please see the attached drawings and renderings of the school.
2. Attached is a project schedule for this year. We have completed all the environmental studies and review of the studies which will be submitted for agency review next week. We anticipate a 6-month review period for the environmental work.
3. Concurrently we are moving forward with developing drawings for CDE and DSA review.
4. We are having a cost estimate being prepared based on the Schematic Design which will help inform the team on project budget.

TCOE has a copy of the project schedule for the 2025 calendar year and has initial drawings and renderings of the proposed project. The pending cost estimate will provide significant clarity as to the viability of the current budget estimates and future needed actions.

COFFEE CREEK: **Update:** Semingson Architects have signed on to work with the district and provided a design proposal that the district is considering.

DOUGLAS CITY

- *UPK Facilities Application:* Project is moving forward. Architect has direction to proceed with design and bid package will be sent out to modular building manufacturers.
- *Behavioral Health Project:* See overview at beginning of report

JUNCTION CITY

- *Water System Replacement* – PACE Engineering submitted application for full implementation funding (\$ 1 million +). It will take some time for that to wend its way through the state review process.
- *UPK Facility* – **Update:** 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

- *Universal Pre-Kindergarten* – Project is complete except for the installation of an exterior light. The classroom is being occupied and looks wonderful.
- *ESSER III / HVAC / Electrical* – **Update:** This phase of the project is complete with a few loose ends on the fiscal side that are being worked out. 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.

MOUNTAIN VALLEY

- District staff asked for assistance in tracking down the status of two construction audits that are overdue for reporting purposes. No new news on this item.

SOUTHERN TRINITY

- *HVAC replacement:* No new news.
- *Facilities Master Planning:* **Update:** 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 moving towards completion.

TRINITY COUNTY OFFICE OF EDUCATION

- *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.

Update: In addition to the strategic planning with the County of Trinity and ABA Architects, TCOE is also beginning discussions with Acacia Financial (who assisted STJUSD with bond refinancing and TAUSD with appeal to State Allocation Board) and the Office of Public School Construction regarding funding opportunities for potential construction / reconfiguration of the TCOE campus.

Monitoring Goals, Actions, and Resources for the 2024-25 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2024-25 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Trinity County Office of Education	Fabio Robles Superintendent	frobles@tcoek12.org 530-623-2861

Goal 1

Goal Description

Maintain the coordination of Foster Youth Services for nine LEAs and the COE's school.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
1.1	Priority 6B % of County FY Expulsion Rate Source: Local SIS Data	0% expulsion rate (Spring 2024)			0 FY have been expelled in 24-25	0% expulsion rate
1.2	Priority 6A % of County FY Suspension Rate Source: Local SIS Data	4% suspension rate (Spring 2024)			1 FY have been suspended in 24-25	Maintain <5% suspension rate
1.3	Priority 10 % of students completing CHAFEE and FAFSA Source: Local Data by FY County Coordinator	100% Completion (Spring 2024)			0% have completed thie CHAFEE or FAFSA.	100% Completion
1.4	Priority 10 % of Foster Youth attending College campus field trip attendance Source: Teacher field-trip log	100% (Spring 2024)			0 Foster Youth have attended college campus tours.	100%
1.5	Priority 5B % of County FY involved in SARB. Source: Local SIS Data (Chronic Absent.)	0% (Spring 2024)			2 FY are currently engaged in SARB	0%
1.6	Priority 5E % of FY students receiving a diploma Source: Local SIS Data (Grad. Rate)	100% (Spring 2024)			100% of FY are on track to graduate in June	100%

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	Foster Youth Staff Trinity COE will continue to maintain the positions of a Foster Youth Education Coordinator, and a part-time position (if grant funding continues) who support our foster youth placed both within and outside our county. The coordinator will be responsible for maintaining the following services: 1) Help with their transfers and work to minimize changes to school placement. 2) Ensure health and educational records are moved efficiently. 3) Assist county child welfare in delivering services. 4) Provide educational status and progress information required for court records. 5) Respond and coordinate requests and delivery of services to juveniles within the court system. 6) Track attendance rates, suspension rates, expulsion rates, and graduation rates and intervene if necessary to provide direct services as needed if districts are unable to provide the direct services.	No	Partially Implemented	The Foster Youth Coordinator continues to be staffed as planned. Additionally, there are no plans to make adjustments to the position barring any changes to the grant. Foster Youth Coordinator has worked to assist students in school transfers, assist with obtaining school records (when needed), and track attendance, suspension, expulsion, graduation rates. The coordinator is available to: assist county child welfare in delivering services, provide educational status and progress information required for court, respond and coordinate requests and delivery of services to juveniles within the court system, and track attendance, suspension, expulsion, graduation rates and intervene (if necessary) to provide direct services.		\$163,387.00	\$81,700

Goal 2

Goal Description

Coordinate the instruction and services of expelled youth with 9 LEAs and the COE's school RISE to provide appropriate instructional placements.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
2.1	Priority 9: Coordination of Instruction of Expelled Pupils (COE Only). % of expelled students who have access to RISE as an educational placement.	0% The school will be open for enrollment July 1, 2024 and 2024 will be used to create a baseline for 2025 LCAP development.			Currently, 100% of expelled youth in Trinity County have access to RISE as an educational placement. The majority of the enrolled students are there on expulsion plans.	100%
2.2	Priority 9: Coordination of Instruction of Expelled Pupils (COE Only). The percentage of districts within the county that join in the coordination of services through a shared Expelled Youth Plan (Countywide Plan for Expelled Youth), in conjunction with TCOE, to provide services for expelled students.	100% (9/9) 2024			9/9 Districts have joined the coordination of services through an Expelled Youth Plan in conjunction with TCOE. 5 districts regularly attend the RISE Advisory Meetings with the other districts supportive and aware of RISE services but unable to attend the Advisory Meetings for various reasons.	100% (9/9)

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	RISE Academy Maintain R.I.S.E. Academy, a single classroom, 7-12th grade county community school, to provide an educational program for expelled youth, students on probation, and students self-selecting who require	No	Fully Implemented	TCOE maintains R.I.S.E. Academy, a single classroom, 7-12th grade county community school. Currently we are serving expelled, students on probation,		\$193,128.00	\$97,000

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	an alternative instructional placement.			and students self-selecting who require an alternative instructional placement.			
2.2	Expelled Youth Plan TCOE will coordinate with local districts to provide services to expelled youth, including continuation of achieving credits and continuing on the college/career pathway. Follow county-wide expulsion plan. Plan renewal every 3 years.	No	Fully Implemented	TCOE is coordinating with all local districts to provide services to expelled youth, earn credits and continue on the college/career pathway. We have established a process for referrals to RISE through an Advisory. TCOE is following county-wide expulsion plan. The Expulsion Plan was last updated 2024.		\$1,000.00	\$500

Goal 3

Goal Description

All R.I.S.E. students will demonstrate progress toward meeting or exceeding individualized student rehabilitation plan goals to be eligible to transfer back to their home district.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
3.1	Priority 1A % of teachers appropriately assigned and fully credentialed	100% 2024			100% of teachers are appropriately assigned and fully credentialed	100%
3.2	Priority 1B: % of students who have access to standards-aligned instructional materials. (Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)	Students were not enrolled last year. Baseline will be established 24-2025.			100% of students have access to standards-aligned instructional materials.	100%
3.3	Priority 1C Facilities rating on annual FIT report FIT report.	We will be leasing a classroom on the campus from the local high school. Currently, the classroom has received "Good repair" rating. 2023			'Good repair' rating	"Good repair" rating
3.4	Priority 2A Measured by the implementation survey responses from the Local Indicators which indicated Full Implementation or Full Implementation and Sustainability.	12/23 areas Full Implementation or Full implementation and Sustainability This is based on the last time R.I.S.E. enrolled students, two years ago. 2022			Will be completed in May	16/23 areas
3.5	Priority 7C % of students with exceptional needs whose individualized learning plan aligns with intervention services	Baseline is not available yet. Baseline will be established in 2024-2025.			100% of students with exceptional needs have learning plans that align with intervention services.	100%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
	(Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)					
3.6	Priority 7A % of students who have access to a broad course of study Local SIS. (Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)	Baseline is not available yet. Baseline will be established in 2024-2025.			100% of students have access to a broad range of study.	100%
3.7	Priority 8 % of students meeting rehabilitation plan goals Local data. (Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)	Baseline is not available yet. Baseline will be established in 2024-2025.			100% of students are eligible to return to their district of residence have done so.	80% of students meet requirements of rehabilitation plan.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	RISE Staffing Provide one certificated teacher to provide instructional and SEL supports. Funds are included in Action 2.1 of Goal 2.	No	Fully Implemented	We have 1 credentialed teacher providing instructional support and SEL support both embedded and non embedded in the curriculum. Additionally, there are 2 Wellness Liaison providing SEL instruction and lessons.		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.2	Staff collaboration Provide teacher and para-educator collaboration time to analyze and monitor the individualized needs of all students in particular low-income. Additional professional development to support individualized needs will be provided as needed in the following areas: 1. Curriculum alignment and intervention monitoring (Math, ELA, NGSS) 3. Edgenuity Online Curriculum intervention supports 4. Life Skills and SEL Curriculum 5. Training in reviewing results of career interest surveys with students and coordinating the completion of Individualized Career Learning Plans through the CA Career Zone 6. Trauma-informed and restorative practices 7. Non-violence crisis prevention 8. Love and Logic	Yes	Fully Implemented	The teacher and para educators collaborate daily to analyze and monitor individual needs of students in particular low income. Additionally, RISE staff meet with the Principal, and other support staff (Clinician and other TCOE staff) every other week to further analyze individual needs of all students in particular low-income. Additional professional development to support individualized needs has been provided for: Edgenuity, Global Kindness, Anti-drug training, CPI, Restorative Practices, Zones of Regulation, Career Zone		\$33,774	\$15,470
3.3	Personalized Interventions Provide personalized intervention to all students with a focus on low-income students daily, embedded in the regular classroom to increase overall student achievement and address personalized restorative plans. Expenses include personnel costs for a para-educator.	Yes	Fully Implemented	RISE is providing personalized intervention to all students with a focus on low-income students daily. Students have access to a broad course of study. Each transcript is reviewed prior to enrollment, and instructional staff		\$48,723.00	\$24,000

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				collaborate with students to prioritize credits in alignment with state guidelines. Each student has a daily report process that monitors overall pro-academic, pro-social skills, progress on credits, and additional individual behavioral needs unique to that student. Restorative Practices are embedded in the classroom and behavioral level system.			
3.4	Course Alignment Ensure access to a broad course of study by monitoring the master schedule and enrollment as applicable, via 10% of additional administrator time to ensure teachers are implementing personalized learning that aligns to the required high school course schedule.	No	Partially Implemented	Students have access to a broad course of study. Each transcript is reviewed prior to enrollment, and instructional staff collaborate with students to prioritize credits in alignment with state guidelines. We would like to expand our collaboration with TAU for offerings for programs like ROP.		\$1,500.00	\$750
3.5	Student Technology Ensure students have access to technology to aid classroom instruction. Expenses include: 1. One-to-one student-to-device ratio 3. Access to web-based learning modules 4. Security applications	No	Fully Implemented	Students have access to technology to aid classroom instruction: 1. One-to-one student-to-device ratio 3. Access to web-based learning modules 4. Security applications (GoGuardian) TCOE IT team is providing tech training in		\$5,000.00	\$5000

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				Coding and Graphic Design			

Goal 4

Goal Description

All students and parents at R.I.S.E. Academy will be actively engaged and supported in a safe and healthy learning environment.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
4.1	Priority 3A % of parents who marked “agree” or “strongly agree” on the annual Parent Survey question “actively seeks the input of parents before making important decisions” Local survey data (Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)	There was no student enrollment in 2023-24. Baseline will be created in 2024-25			1/8 Strongly Agree and 7/8 Agree	100%
4.2	Priority 3B: % of parents of unduplicated students attending at least 1 parent conference a year Parent sign-in log (Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)	There was no student enrollment in 2023-24. Baseline will be created in 2024-25			monitoring internally	100%
4.3	Priority 3C % of parents of students with disabilities attending at least 1 parent conference a year Parent sign-in log (Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)	There was no student enrollment in 2023-24. Baseline will be created in 2024-25			monitoring internally	100%
4.4	Priority 6C	There was no student enrollment in 2023-24.			monitoring internally	100%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
	% of student survey reporting that students feel safe and connected to school Annual Student Local Survey (Due to confidentiality, we will report depending on student enrollment size, otherwise, we will monitor this internally.)	Baseline will be created in 2024-25				

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.1	Social Emotional Support Social and emotional support is provided 1. Provide Counseling services to students 2. Provide professional development in a positive behavioral intervention to support students and parents 3. Collaborate with interagency staff to develop consistent programming between home and school (district of residence staff, probation officers, and parents/guardians)	No	Fully Implemented	RISE does implement social and emotional support in several ways: 1. Provide Counseling services to students via TCOE Clinician 2. Provide professional development in a positive behavioral intervention to support students and parents-(Daily behavior logs and consistent phone calls for positive and challenging behavior). 3. RISE Staff collaborate with interagency staff to develop consistent programming between home and school (district of residence staff, probation officers, and parents/guardians) regularly.		\$5,000.00	\$2,500
4.2	Mental Health Clinician	No	Fully Implemented	RISE staffs a part-time mental health clinician		\$48,000.00	\$24,000

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	One part-time, mental health clinician focused on supports and referrals for all students with a focus on low-income students			focused on supports and referalls for all students with a focus on low-income students.			

Goal 5

Goal Description

By June 2025, students in grades 7-12 will increase student rehabilitation plan completion rate to 80%.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
5.1	Priority 8 - % of students meeting their rehabilitation plan requirements.	If the student population reaches 11 or more students, this data will be displayed. Otherwise, we will monitor this internally and with our partner districts.			As of 2/7/2025, RISE has 9 students currently enrolled. We will monitor internally.	80%
5.2	Priority 7B - Programs and services developed and provided to unduplicated pupils. Measure % of unduplicated students who indicate that they have utilized the wellness liaison to successfully deescalate at least one time from the annual student survey	If the student population reaches 11 or more students, this data will be displayed. Otherwise, we will monitor this internally and with our partner districts.			As of 2/7/2025, RISE has 9 students currently enrolled. We will monitor internally.	100%

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
5.1	Wellness Liaison (EM) Provide Wellness Liaison staff assigned to the R.I.S.E. program to provide trauma-informed response support and interventions to students and families. This position is crucial in addressing the unique socio-emotional needs of our student population in order for students to meet their rehabilitation plans. The Wellness Liaison will:	No	Fully Implemented	RISE has 2 Wellness Liaison staff. The Wellness Liaison staff: 1. Facilitate referrals and connections to external agencies and resources, ensuring students and families have access to comprehensive support services. 2. Ensure adequate social and emotional support is provided to all students.		\$50,000.00	\$25,000

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	1. Facilitate referrals and connections to external agencies and resources, ensuring students and families have access to comprehensive support services. 2. Ensure adequate social and emotional support is provided to all students. 3. Provide professional development and training to staff through positive behavioral interventions and trauma-informed practices, building capacity to effectively support students' well-being. 4. Collaborate with interagency staff, including district of residence staff, probation officers, and parents/guardians, to develop consistent programming and support systems that bridge the gap between home and school environments.			3. Provide professional development and training to staff through positive behavioral interventions and trauma-informed practices, building capacity to effectively support students' well-being. Liaison staff have been trained in Zones of Regulation (our adopted SEL curriculum) in both the Comprehensive and Adolescent modules. Additionally, they attend weekly Liaison collaboration lead by a TCOE Clinician to review best practices and mini-lessons, and attend monthly mental health meetings for additional training. 4. Collaborate with interagency staff, including district of residence staff, probation officers, and parents/guardians, to develop consistent programming and support systems that bridge the gap between home and school environments. RISE staff work very closely with Trinity County Probation and Sheriff department.			

Impact to the Budget Overview for Parents

Item	As adopted in Budget Overview for Parents	Mid-Year Update
Total LCFF Funds	\$4,997,132	\$4,993,861
LCFF Supplemental/Concentration Grants	\$88,723	\$87,984