



Trinity County Office of Education

Fabio Robles, Ed.D
Trinity County
Superintendent of Schools

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

MINUTES

Trinity County Board of Education Regular Board Meeting January 17, 2023

WHERE HELD: Trinity County Office of Education
201 Memorial Drive – Granite Room and by
Teleconference/Zoom

MEMBERS PARTICIPATING: Michelle Myers, Area II
Sally Aldinger, Area III
Arina Erwin, Area IV
Steve Canale, Area V

MEMBERS ABSENT: Randy Spencer, Area I

COUNTY OFFICE: Fabio Robles, Superintendent of Schools
Cindy Blanchard, Chief Business Official
Melanie Holmes, Executive Director of HR & Business
Services
Tim Nordstrom, Assistant Superintendent of Educational
Services
Dawn MacLaren, Administrative Secretary

COUNTY OFFICE ABSENT: Anthony Rebelo, Assistant Superintendent of Special
Education/SELPA Director

PUBLIC: Josh Cozine, Trinity Journal- Teleconference
Joined the meeting at 1:08 p.m.

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 the Agenda
Sally Aldinger asked to read the thank you card sent to the board members from Sarah Supahan.

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, and 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; 3) refer the matter to the next agenda.

There was no public communication.

3.0 Accept Open Session Agenda

MOTION: Motion was made by Steve Canale, with a second by Arina Erwin, to accept the Open Agenda. Motion passed unanimously. Aye- 4 (Aldinger, Canale, Erwin, Myers), No-0, Absent-1 (Spencer), 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 9, 2022
- 4.2 Warrants – December 2022
- 4.3 Payroll – December 2022
- 4.4 BP 3110 Transfer of Funds – Second Reading
- 4.5 AR 6173.1 Education for Foster Youth – Second Reading

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

MOTION: Motion was made by Michelle Myers, with a second by Steve Canale, to accept the Consent Agenda. Motion passed unanimously. Aye- 4 (Aldinger, Canale, Erwin, Myers), No-0, Absent-1 (Spencer), Abstain-0.

5.0 Reports

- 5.1 Financial Report and Oversight Update
 - Cindy Blanchard provided the financial report and oversight update, which was included in the board packet for the members to review.
 - 5.1.1 School Facilities Report from Jeff Morris
 - The school facilities report was included in the packet for the members to review.
- 5.2 Cabinet Report –Trinity Co-Op, and Trinity Teachers Newsletter
 - Tim Nordstrom, Assistant Superintendent of Educational Services, and Melanie Holmes, Executive Director of HR & Payroll, shared their cabinet report with the board.
 - Tim Nordstrom provided a copy of the Trinity Co-Op and Trinity Newsletters which were included in the Board packet for review.

6.0 Correspondence

- 6.1 Annual Certification (Ed Code 42141) Regarding Workers' Compensation – Brooks Rice, Shasta-Trinity Schools Insurance Group
- 6.2 Trinity Alps Unified School District Termination of Agreement to Operate R.I.S.E. Academy.
Fabio Robles explained to the Board the letter received from Trinity Alps Unified School District terminating the agreement between TAUSD and TCOE to operate R.I.S.E. Academy.

7.0 **Action Items**

- 7.1 Board to Reaffirm that Meeting in Person Would Present Imminent Risks to the Health/Safety of Attendees For the Board Meeting scheduled for February 15, 2023, at 1:00 p.m. as per California Governor's Executive Order AB 361.*(No back-up)*
MOTION: Motion was made by Arina Erwin with a second by Michelle Myers, to reaffirm that meeting in person would present imminent risks to the health/safety of attendees For the Board Meeting scheduled for January 17, 2023, at 1:00 p.m. as per California Governor's Executive Order AB 361. Motion passed unanimously. Aye- 4 (Aldinger, Canale, Erwin, Myers), No-0, Absent-1 (Spencer), Abstain-0.
- 7.2 Approve School Accountability Report Card (SARC) 2021-2022 SY – R.I.S.E
MOTIONS: Motion was made by Steve Canale, with a second by Michelle Myers, to Approve the School Accountability Report Card (SARC) R.I.S.E. Motion passed. Aye- 4 (Aldinger, Canale, Erwin, Myers), No-0, Absent-1 (Spencer), Abstain-0.
- 7.3 Review and Accept Draft of the Annual Audit Report SY 2020-2021
MOTIONS: Motion was made by Arina Erwin, with a second by Steve Canale, to accept the Draft of the Annual Audit Report SY 2020-2021. Motion passed unanimously. Aye- 4 (Aldinger, Canale, Erwin, Myers), No-0, Absent-1 (Spencer), Abstain-0.

8.0 **Information Items**

- 8.1 Summary of Complaints per Williams Uniform Complaint Procedure (October 1, 2022, through December 31, 2022).
There were no complaints
- 8.2 BB 9100 Organization – First Reading
- 8.3 BP/AR 0430 Comprehensive Local Plan for Special Education – First Reading
- 8.4 BP/AR 0450 Comprehensive Safety Plan – First Reading
- 8.5 BP/AR 0460 Local Control and Accountability Plan – First Reading
- 8.6 BP/AR 3460 Financial Reports and Accountability – First Reading
Fabio Robles, Tim Nordstrom, and Cindy Blanchard gave summaries of the policy updates.

9.0 **Superintendent's Report**

- 9.1 Fabio Robles shared Anthony Rebelo's (Assistant Superintendent of Special Education/SELPA Director) Cabinet report, Anthony and the SELPA staff will be attending a restorative justice training with the Hope City organization.
- 9.2 Fabio started sending out his "Monday Messages" to all staff as a weekly

- summary of the past week, upcoming events, and links for feedback.
- 9.3 Tim and Fabio attended a symposium with the FBI. TCOE will be the hub for distributing information when threat situations occur. The Sheriff's office will be communicating with TCOE, and TCOE will, in turn, inform the districts.
 - 9.4 Trinity COE is planning to release a new website within the next six months. Cybersecurity, a web-based company, has been contracted to do the redesign. Part of the contract includes an app allowing us to communicate and send information to select groups.
 - 9.5 With the latest storms, Fabio has been attending emergency response calls. We have implemented the School Emergency Response System (SERS), which Tim oversees.
 - 9.6 Congratulations to Burnt Ranch, Douglas City, and Junction City Elementary Schools, identified as distinguished schools.
 - 9.7 Cindy and Fabio will leave early tomorrow morning to attend a Budget workshop in Sacramento. Fabio will also be attending follow-up reaction calls with other County Superintendents to discuss the concerns of various advocacy groups regarding potential program cuts.
 - 9.8 Fabio will head to Monterey this Sunday for the California County Superintendent general membership meeting where all 58 County Superintendents have a two-day workshop.
 - 9.9 Fabio has also registered for the new County Superintendents Academy, a training for new County Superintendents.
 - 9.10 For the first time in the history of Trinity County Schools, we have two school districts that have been identified for differentiated assistance: Trinity Alps Unified School District and Lewiston Elementary School.

10.0 Adjournment

This meeting may be tape-recorded

The meeting adjourned at 1:54 p.m.

Respectfully submitted,

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

dm

Check Register with Accounts and Org Recap

Register 000847 - 01/04/2023

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5238982	01	Check Amt	1,000.00	Status Printed	Pitney Bowes Global FinancialServices LLC (000278/7)
JAN2023 RESERVE	22/23 Postage and lease RESERVE Funds	01. 0000. 0. 0000. 7200. 5910. 825.			1,000.00
Check # 5238983	01	Check Amt	426.18	Status Printed	Plotzke Ace Hardware (000280/1)
379462	M18 Impact Wrench 18V Starter Kit	01. 0000. 0. 0000. 8100. 4300. 825.			426.18
Check # 5238984	01	Check Amt	13,230.00	Status Printed	ProCare Therapy (001345/1)
20545078	Behavior Specialist 11/28/22-12/2/22	01. 6546. 0. 5001. 3120. 5800. 826.			2,646.00
		01. 7817. 0. 3500. 3120. 5800. 825. 0245.			1,764.00
20552068	Behavioral Specialist 12/5/22-12/9/22	01. 6546. 0. 5001. 3120. 5800. 826.			2,646.00
		01. 7817. 0. 3500. 3120. 5800. 825. 0245.			1,764.00
20554693	Behavioral Specialist 12/12/2022-12/16/2022	01. 6546. 0. 5001. 3120. 5800. 826.			2,205.00
		01. 7817. 0. 3500. 3120. 5800. 825. 0245.			2,205.00
Check # 5238985	01	Check Amt	240.00	Status Printed	School & College Legal Svcs (000872/1)
IN23-01333	SCLSC Confidentiality Retent Dest	01. 0000. 0. 0000. 7200. 5200. 825.			210.00
IN23-01340	SCLSC Confidentiality Retent Dest	01. 0000. 0. 0000. 7200. 5200. 825.			30.00
Check # 5238986	01	Check Amt	275.00	Status Printed	School Services Of California (000316/4)
W126675-IN	LCAP- From Accountability to Compliance Webinar	01. 0000. 0. 8600. 7200. 5200. 825.			275.00
Check # 5238987	01	Check Amt	781.00	Status Printed	Sheva Nickravesh DDS (001232/1)
BB12212022	Trinity Smiles BB 12/21/22	01. 0033. 0. 8600. 3140. 5800. 825.			781.00
Check # 5238988	01	Check Amt	2,200.00	Status Printed	SHI (001200/2)
B16253764	Adobe Acrobat Perpetual License	01. 0000. 0. 0000. 2420. 5800. 825.			2,200.00
Check # 5238989	01	Check Amt	1,061.24	Status Printed	Trinity PUD (000399/2)
16243 DEC 22	22/23 monthly electricity	01. 0000. 0. 0000. 8100. 5510. 825.			1,061.24
Check # 5238990	01	Check Amt	693.85	Status Printed	Trinity Tire Factory (000928/1)
66913	Hyundai 26 New Tires	01. 0000. 0. 0000. 8100. 5600. 825.			693.85
Check # 5238991	01	Check Amt	3,121.76	Status Printed	U.S. Bank Corporate Payment Systems (000404/2)
000039	CISC Lunch	01. 0000. 0. 8600. 2100. 5200. 825.			21.43
080670	Butte COE Paypal	12. 6053. 0. 0001. 2150. 5200. 825.			30.00
098670	22-23 FYS Wireless Service	01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099			50.30
1000016	PD Day Bakery	01. 0000. 0. 8600. 2100. 4300. 825. 2553.			74.26
100273	Health Services Supplies	01. 0000. 0. 8600. 3140. 4300. 825.			34.24
126850	Rachel Desk IKEA Cancelled order	01. 7430. 0. 3500. 1000. 4300. 829. 0000. 099			437.33-
161097	PD Day Coffee	01. 0000. 0. 8600. 2100. 4300. 825. 2553.			40.00
178938	Management Meeting Lunch	01. 0000. 0. 8600. 7200. 4300. 825.			61.64
201015	Sarah Monthly Adobe Acrobat	01. 0000. 0. 0000. 2420. 5800. 825.			14.99
231987	Butte COE Paypal	12. 6053. 0. 0001. 2150. 5200. 825.			30.00
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2023, Ending Check Date = 1/31/2023, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)				ESCAPE ONLINE

Register 000847 - 01/04/2023

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5238991	01	Check Amt	3,121.76	Status Printed	U.S. Bank Corporate Payment Systems (000404/2) - continued
244871	Logans Dinner UPK Symp	01. 0000. 0. 8600. 7200. 5200. 825.			39.69
276019	Gretchen Monthly Adobe Acrobat	01. 0000. 0. 0000. 2420. 5800. 825.			14.99
314036	Record Searchlight Sub	01. 0000. 0. 0000. 7200. 5300. 825.			9.99
349769	TUPE Advocacy Subway	01. 0000. 0. 8600. 7200. 4300. 825.			436.72
376800	ECE Amazon	12. 6127. 0. 0001. 2150. 4300. 825.			28.95
408255	Rachel Desk IKEA	01. 7430. 0. 3500. 1000. 4300. 829. 0000. 099			437.33
416137	UPK Symposium Lodging	12. 6053. 0. 0001. 2150. 5200. 825.			187.37
416145	UPK Symposium Lodging	12. 6053. 0. 0001. 2150. 5200. 825.			187.37
423165	Rachel Desk IKEA	01. 7430. 0. 3500. 1000. 4300. 829. 0000. 099			437.33
425366	Holiday Market-STEAM	01. 0000. 0. 8600. 2100. 4300. 825. 2555.			28.21
462653	TUPE Advocacy Holida	01. 0000. 0. 8600. 7200. 4300. 825.			130.00
469962	ECE Amazon	12. 6127. 0. 0001. 2150. 4300. 825.			188.75
473953	Butte COE Paypal	12. 6053. 0. 0001. 2150. 5200. 825.			30.00
477735	Amazon-STEAM Supplies	01. 0000. 0. 8600. 2100. 4300. 825. 2555.			212.10
514529	Walmart-STEAM Supplies	01. 0000. 0. 8600. 2100. 4300. 825. 2555.			24.28
562721	Office Depot- PD Day Supplies	01. 0000. 0. 8600. 2100. 4300. 825. 2553.			68.47
564066	New Conference room Sign	01. 0000. 0. 0000. 7200. 4300. 825.			70.05
564721	Holiday STEAM	01. 0000. 0. 8600. 2100. 4300. 825. 2555.			17.12
577318	PD Day Notebooks	01. 0000. 0. 8600. 2100. 4300. 825. 2553.			57.22
6000021	CCSESA Registration	01. 0000. 0. 0000. 7100. 5200. 825.			400.00
606569	Grammarly Annual Subscription	01. 0000. 0. 8600. 2420. 5800. 825.			144.00
611901	Cornermart STEAM	01. 0000. 0. 8600. 2100. 4300. 825. 2555.			18.34
631968	Office Depot-STEAM	01. 0000. 0. 8600. 2100. 4300. 825. 2555.			6.97
632040	Office Depo-PD Day	01. 0000. 0. 8600. 2100. 4300. 825. 2553.			6.42
658135CREDIT	APPLE FRAUD CREDIT	01. 0000. 0. 0000. 7200. 4300. 825.			903.61-
717866	Job Fair Swag	01. 7815. 0. 8600. 3140. 4300. 825.			1,660.89
724736	Cornermart-STEAM	01. 0000. 0. 8600. 2100. 4300. 825. 2555.			13.24
857736CREDIT	APPLE FRAUD CREDIT	01. 0000. 0. 0000. 7200. 4300. 825.			903.61-
914795	Dropbox Subscription	01. 0000. 0. 8600. 2100. 5800. 825.			119.88
966307	USPS Postage Grant App	01. 0000. 0. 0000. 7200. 5910. 825.			10.20
982397	ECE Amazon	12. 6127. 0. 0001. 2150. 4300. 825.			23.57
Check # 5238992	01	Check Amt	16.08	Status Printed	NAPA Weaverville Auto Parts (000423/2)
403956	Gloves	01. 0000. 0. 0000. 8100. 4300. 825.			16.08
Number of Items		26	38,183.65	Totals for Register 000847	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2023, Ending Check Date = 1/31/2023, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 3 of 4

Register 000847 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000847

2023 FUND-OBJ Expense Summary / Register 000847

01-4300	8,502.95	
01-4400	1,648.51	
01-5200	3,376.12	
01-5300	9.99	
01-5510	1,061.24	
01-5600	693.85	
01-5800	17,992.86	
01-5910	1,010.20	
01-5920	2,393.95	
01-9110*		37,047.64-
01-9580	357.97	
Totals for Fund 01	37,047.64	37,047.64-
12-4300	671.27	
12-5200	464.74	
12-9110*		1,136.01-
Totals for Fund 12	1,136.01	1,136.01-
Totals for Register 000847	38,183.65	38,183.65-

* denotes System Generated entry

Net change to Cash 9110

38,183.65- Credit

Register 000848 - 01/11/2023

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5239100	01	Check Amt	644.96	Status Printed	ubeo Business Services (ubeo Busine - Payee)	
3953001		Ricoh/MPC5501		01. 0000. 0. 0000. 7200. 5600. 825. 2752.		644.96
Check # 5239101	01	Check Amt	126.56	Status Printed	Comiskey, Joseph V (000152 - Emp)	
JCOMISKEY11142022		Psychologist Aug-Oct Mileage		01. 6500. 0. 5050. 3120. 5200. 826. . 650		126.56
Check # 5239102	01	Check Amt	44.80	Status Printed	Burger, Erin E (000502 - Emp)	
EBURGER01032023		RISE Culinary Arts		01. 1100. 0. 3500. 1000. 4300. 829. 0245.		44.80
Check # 5239103	01	Check Amt	364.00	Status Printed	Bradford, Nicole H (000544 - Emp)	
NBRADFORD11222022		Fingerprint, ASW Application & Testing		01. 0000. 0. 8600. 7200. 5840. 825. .		364.00
Check # 5239104	01	Check Amt	54.00	Status Printed	ACCU-Print (001395/1)	
1638		22-23 Fingerprint Fees		01. 0000. 0. 8600. 7200. 5840. 825. .		54.00
Check # 5239105	01	Check Amt	550.00	Status Printed	The Flippin Group, LLC Capturing Kids' Hearts (001397/1)	
70925		Capturing Kids' Hearts 1 Training-Open Enrollment Day Model		01. 7412. 0. 3500. 3120. 5800. 829. .		550.00
Check # 5239106	01	Check Amt	121.62	Status Printed	Carrel's Office Solutions (000825/2)	
AR50517		Ink cartridges		01. 0000. 0. 0000. 7200. 5600. 825. 2753.		73.32
AR50958		22/23 TASKalfa 6501i		01. 0000. 0. 0000. 7200. 5600. 825. 2751.		38.68
AR50960		Kyocera Taskalfa 4004i Digital Imaging System		01. 7430. 0. 0000. 2420. 4400. 825. .		9.62
Check # 5239107	01	Check Amt	64.65	Status Printed	Fastenal Company (000137/2)	
CARE179354		22-23 Maintenance Supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		64.65
Check # 5239108	01	Check Amt	93.57	Status Printed	Frontier Fuel (000146/2)	
3186DEC22		December 22 Fuel		01. 0000. 0. 0000. 8100. 4300. 825. 4300.		93.57
Check # 5239109	01	Check Amt	28.31	Status Printed	Frontier Communications (001182/1)	
091196-5DEC22		22/23 Exchange Listing 091196-5 Expenses		01. 0000. 0. 0000. 8100. 5920. 825. .		28.31
Check # 5239110	01	Check Amt	500.00	Status Printed	Frontline Education (001327/1)	
INVUS173489		Escape Custome Dev Fabios Signature		01. 0000. 0. 0000. 2420. 5800. 825. .		500.00
Check # 5239111	01	Check Amt	95.27	Status Printed	Lingo (001302/1)	
33058381		22/23 Long Distance Services		01. 0000. 0. 0000. 8100. 5920. 825. .		95.27
Check # 5239112	01	Check Amt	490.34	Status Printed	Pitney Bowes Global FinancialServices LLC (000278/7)	
3105905076		22/23 Postage and lease		01. 0000. 0. 0000. 7200. 5910. 825. .		490.34
Check # 5239113	01	Check Amt	35.06	Status Printed	Plotzke Ace Hardware (000280/1)	
379718		Keys		01. 0000. 0. 0000. 8100. 4300. 825. .		10.62
				01. 9443. 0. 0000. 8100. 4300. 825. .		.05
379755		Impact Power Bit		01. 0000. 0. 0000. 8100. 4300. 825. .		23.57
379879		Fasteners		01. 0000. 0. 0000. 8100. 4300. 825. .		.82
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2023, Ending Check Date = 1/31/2023, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)					ESCAPE ONLINE

Register 000848 - 01/11/2023

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5239114	01	Check Amt	260.00	Status Printed	Professional Tutors Of America (000283/2)
88624	FYS Tutoring November 2022			01. 7366. 0. 8600. 3130. 5800. 825. . 099	260.00
Check # 5239115	01	Check Amt	505.00	Status Printed	State Of Cal Dept Of Justice (000353/1)
626772	22-23 Fingerprint Fees			01. 0000. 0. 8600. 7200. 5840. 825. .	505.00
Check # 5239116	01	Check Amt	5,483.98	Status Printed	Trinity Co Dept Of Transport (000389/1)
21218	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	104.13
21219	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	55.46
21220	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	89.57
21221	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	94.34
21222	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	47.70
21223	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	43.46
21224	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	138.04
21225	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	303.43
21226	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	47.08
21227	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	62.78
21259	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	1,810.06
21291	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	1,645.40
21323	22-23 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	1,042.53
Check # 5239117	01	Check Amt	48.00	Status Printed	Trinity Journal (000396/1)
TRINITYJOURNALSUBS	Annual Subscription			01. 0000. 0. 0000. 7200. 5300. 825. .	48.00
Check # 5239118	12	Check Amt	285.00	Status Printed	The Trinity Players Inc. (000671/1)
TAPACRENTAL	TAPAC Rental-Trauma Informed Practices Workshop			12. 6054. 0. 0001. 2150. 5200. 825. .	285.00
Check # 5239119	01	Check Amt	135.00	Status Printed	WageWorks, Inc. (001083/3)
INV4561022	22-23 WageWorks Admin & Compliance fees			01. 0000. 0. 0000. 7200. 5800. 825. .	135.00
Check # 5239120	01	Check Amt	39.24	Status Printed	Weaverville CSD (000424/1)
10839JAN23	22-23 monthly water service			01. 0000. 0. 0000. 8100. 5560. 825. .	39.24
Check # 5239121	01	Check Amt	28.00	Status Printed	Weaverville Sanitary District (000426/1)
1926JAN23	22-23 monthly sewer service			01. 0000. 0. 0000. 8100. 5550. 825. .	28.00

Number of Items

22

9,997.36 Totals for Register 000848

2023 FUND-OBJ Expense Summary / Register 000848

01-4300	5,722.06
01-4400	9.62
01-5200	126.56

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2023, Ending Check Date = 1/31/2023, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 2 of 4

Register 000848 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000848 (continued)

01-5300	48.00	
01-5550	28.00	
01-5560	39.24	
01-5600	756.96	
01-5800	1,445.00	
01-5840	923.00	
01-5910	490.34	
01-5920	123.58	
01-9110*		9,712.36-
Totals for Fund 01	9,712.36	9,712.36-
12-5200	285.00	
12-9110*		285.00-
Totals for Fund 12	285.00	285.00-
Totals for Register 000848	9,997.36	9,997.36-

* denotes System Generated entry

Net change to Cash 9110

9,997.36- Credit

Register 000848 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000848 (continued)

Page Intentionally Left Blank

Register 000849 - 01/20/2023

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5239341	12	Check Amt	1,004.28	Status Printed	Elizabeth Leyden (Elizabeth L - Payee)
ELEYDEN11823	CA Kindergarten Conference EETD	12. 6054. 0. 0001. 2150. 5200. 825. .			1,004.28
Check # 5239342	01	Check Amt	106.68	Status Printed	Solometo, Amy S (000536 - Emp)
ASOLOMETO12023	Psych Mileage	01. 0000. 0. 0000. 8100. 4300. 825. 4300. .			106.68
Check # 5239343	01	Check Amt	277.53	Status Printed	Amazon Capital Services, Inc (001252/1)
111X-XCX3-LNYF	Fabio's Office Chair and Envelopes	01. 7815. 0. 8600. 3140. 4300. 825. .			277.53
Check # 5239344	01	Check Amt	500.00	Status Printed	ENTEK, Inc (000722/1)
230013	3 Year Asbestos Reinspection	01. 0000. 0. 0000. 8100. 5800. 825. .			500.00
Check # 5239345	01	Check Amt	563.33	Status Printed	Frontier Communications (001182/1)
010167-5JAN23	22/23 Centranet 010167-5 telephone expenses	01. 0000. 0. 0000. 8100. 5920. 825. .			563.33
Check # 5239346	01	Check Amt	50.86	Status Printed	Frontier Communications (001182/1)
051794-5JAN23	22/23 Business line 051794-5 expenses	01. 0000. 0. 0000. 8100. 5920. 825. .			50.86
Check # 5239347	01	Check Amt	3,000.00	Status Printed	Interactive Educational Services, Inc (001409/1)
187271	Web Site Design and Development	01. 0000. 0. 8600. 2420. 5800. 825. .			3,000.00
Check # 5239348	01	Check Amt	379.00	Status Printed	John W. Kizziar, DDS, INC (001234/1)
JJ01102023	Trinity Smiles JJ 1/10/23	01. 0033. 0. 8600. 3140. 5800. 825. .			100.00
JM12282022	Trinity Smiles 12/28/22	01. 0033. 0. 8600. 3140. 5800. 825. .			160.00
SL01052023	Trinity Smiles SL 1/5/23	01. 0033. 0. 8600. 3140. 5800. 825. .			119.00
Check # 5239349	01	Check Amt	560.00	Status Printed	Lozano Smith (000441/1)
2179582	General Labor and Employment	01. 0000. 0. 0000. 7100. 5850. 825. .			560.00
Check # 5239350	01	Check Amt	45,360.70	Status Printed	Modoc County Office Of Ed (000241/1)
AR23-00103	MHSSA Pathways Grant	01. 7813. 0. 0000. 9200. 7212. 825. .			45,360.70
Check # 5239351	01	Check Amt	113.10	Status Voided	ODP Business Solutions, LLC (001396/1)
113M-RL3Q-1PD9	2023 Planner	01. 0000. 0. 0000. 7200. 4300. 825. .			26.47
	Reversal of EX23-01322	01. 0000. 0. 0000. 7200. 4300. 825. .			26.47-
281825457001	Misc Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .			75.50
	Reversal of EX23-01323	01. 0000. 0. 0000. 7200. 4300. 825. .			75.50-
285400525001	Misc Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .			11.13
	Reversal of EX23-01321	01. 0000. 0. 0000. 7200. 4300. 825. .			11.13-
Check # 5239352	01	Check Amt	706.00	Status Printed	Oxford Consulting Services (001332/2)
158977	Behavioral Services 12/5/22-12/12/22	01. 6512. 0. 5001. 3120. 5800. 826. .			706.00
Check # 5239353	01	Check Amt	301.36	Status Printed	Plotzke Ace Hardware (000280/1)
K80007	Toyo83	01. 0000. 0. 0000. 8100. 4300. 825. .			300.03
		01. 9443. 0. 0000. 8100. 4300. 825. .			1.33

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2023, Ending Check Date = 1/31/2023, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 4

Register 000849 - 01/20/2023

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5239354	01	Check Amt	107.42	Status Printed	Steve Canale (001201/1)	
TCOEBOEMILEJAN23	TCOEBOE Mileage			01. 0000. 0. 0000. 7110. 5200. 825.		107.42
Check # 5239355	01	Check Amt	5,924.06	Status Printed	Shasta-Trinity Schools Den (000329/3)	
TCOEFEB2023STSIG-D	TCOE Feb 2023 STSIG Dental Premiums			01. 9580. . . .		4,514.66
TCOEFEB2023STSIG-V	TCOE Feb 2023 STSIG Vision Premiums			01. 9580. . . .		1,409.40
Check # 5239356	01	Check Amt	53,032.00	Status Printed	Shasta-Trinity Schools Med (000330/3)	
TCOEFEB2023STSIG-M	TCOE Feb 2023 STSIG Medical Premiums			01. 9580. . . .		53,032.00
Check # 5239357	01	Check Amt	3,639.98	Status Printed	Trinity Co Behavioral Health (000388/1)	
TCOE 202223 QTR2	October-December 2022 Q2 AB3632 Services			01. 3327. 0. 5001. 3900. 5800. 826. . 099		2,077.50
TCOE 2223 QTR1	July-September 2022 Q1 AB3632 Services Revised			01. 3327. 0. 5001. 3900. 5800. 826. . 099		1,562.48
Check # 5239358	01	Check Amt	253.77	Status Printed	Trinity Co. Solid Waste (000394/1)	
20012JAN23	22/23 solid waste fees			01. 0000. 0. 0000. 8100. 5550. 825. .		253.77
Check # 5239359	01	Check Amt	766.25	Status Printed	Chelsea Schmitto (001393/1)	
1012	Catering SBHIP event			01. 7816. 0. 5001. 3120. 5800. 826. .		766.25
Check # 5239360	01	Check Amt	176.60	Status Printed	Trinity Tire Factory (000928/1)	
67395	New Tire			01. 0000. 0. 0000. 8100. 5600. 825. .		176.60
Check # 5239361	01	Check Amt	8,167.00	Status Printed	U.S. Bank Corporate Payment Systems (000404/2)	
000498	UPK Travel Lunch			12. 6053. 0. 0001. 2150. 5200. 825. .		12.25
137386	Snap On Annual Subscription			01. 0000. 0. 0000. 8100. 4400. 825. .		549.00
154543	UPK Travel Dinner			12. 6053. 0. 0001. 2150. 5200. 825. .		20.58
223362	Hokemas Vacuums			01. 7815. 0. 8600. 3140. 4300. 825. .		19.25
269815	22-23 FYS Wireless Service			01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099		50.30
331767	Home Depot Blinds Fabio's Office			01. 7815. 0. 8600. 3140. 4300. 825. .		450.41
368706	NAEYC-Membership/Books			12. 6054. 0. 0001. 2150. 5200. 825. .		210.00
374838	STEAM Supplies			01. 0000. 0. 8600. 2100. 4300. 825. 2555.		164.72
493628	NAEYC-Membership/Books			12. 6054. 0. 0001. 2150. 5200. 825. .		40.18
548958	StoneBridge Soapstone			01. 7210. 0. 8600. 2150. 4300. 825. 2552.		678.35
569541	UPK Travel Lunch			12. 6053. 0. 0001. 2150. 5200. 825. .		13.71
587144	Fabio Robles-Office Furniture			01. 7430. 0. 3500. 1000. 4300. 829. 0000. 099		3,433.04
619915	Record Searchlight Subs			01. 0000. 0. 0000. 7200. 5300. 825. .		9.99
724845	Trinity Tire Dodge Tires			01. 0000. 0. 0000. 8100. 5600. 825. .		839.54
817680	UPK Symp Travel Parking			12. 6053. 0. 0001. 2150. 5200. 825. .		14.15
854250	UPK Supplies Amazon			12. 6127. 0. 0001. 2150. 4300. 825. .		265.26
867332	Fabio Notebook Amazon			01. 7815. 0. 8600. 3140. 4300. 825. .		18.18
885238	COEPACD Meeting Lodging			12. 6127. 0. 0001. 2150. 5200. 825. .		482.65

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2023, Ending Check Date = 1/31/2023, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 2 of 4

Register 000849 - 01/20/2023

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5239361	01	Check Amt	8,167.00	Status Printed	U.S. Bank Corporate Payment Systems (000404/2) - continued
959927	ECE Supplies Amazon			12. 6127. 0. 0001. 2150. 4300. 825. .	643.51
962583	Hide House Tobacco Pigsuede			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .	251.93
Check # 5239362	01	Check Amt	294.68	Status Printed	NAPA Weaverville Auto Parts (000423/2)
404309	26IN Exactfit hbrd			01. 0000. 0. 0000. 8100. 4300. 825. .	23.58
404346	Brake rotor disc pad			01. 0000. 0. 0000. 8100. 4300. 825. .	271.10

Number of Items

22

125,284.60 Totals for Register 000849

2023 FUND-OBJ Expense Summary / Register 000849

01-4300	5,996.13	
01-4400	549.00	
01-5200	107.42	
01-5300	9.99	
01-5550	253.77	
01-5600	1,016.14	
01-5800	8,991.23	
01-5850	560.00	
01-5920	664.49	
01-7212	45,360.70	
01-9110*		122,464.93-
01-9580	58,956.06	
Totals for Fund 01	122,464.93	122,464.93-
12-4300	908.77	
12-5200	1,797.80	
12-9110*		2,706.57-
Totals for Fund 12	2,706.57	2,706.57-
Totals for Register 000849	125,171.50	125,171.50-

* denotes System Generated entry

Net change to Cash 9110

125,171.50- Credit

Register 000849 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000849 (continued)

Page Intentionally Left Blank

Register 000850 - 01/25/2023

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5239400	01	Check Amt	132.96	Status Printed	Corey Helgesen (Corey Helge - Payee)	
CHELGESEN	ADR Conference Airfare			01. 6536. 0. 5060. 3120. 5800. 825. .		132.96
Check # 5239401	01	Check Amt	1,715.60	Status Printed	Rebelo, Anthony J (000307 - Emp)	
AREBELO1242023	Every Child Counts Travel			01. 7430. 0. 8600. 3130. 5200. 825. .		1,715.60
Check # 5239402	01	Check Amt	2,292.96	Status Printed	Tyner, Amber J (000538 - Emp)	
JTYNER1192023	Flight&Reg for DA Summit & ACSA			01. 0000. 0. 0000. 7200. 5300. 825. .		1,000.00
				01. 7430. 0. 8600. 3130. 5200. 825. .		1,292.96

Number of Items

3

4,141.52 Totals for Register 000850

2023 FUND-OBJ Expense Summary / Register 000850

01-5200	3,008.56	
01-5300	1,000.00	
01-5800	132.96	
01-9110*		4,141.52-
Totals for Register 000850	4,141.52	4,141.52-

* denotes System Generated entry

Net change to Cash 9110

4,141.52- Credit

Register 000850 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000850 (continued)

Page Intentionally Left Blank

Register 000850 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000850 (continued)

Number of Items

73

177,607.13 Totals for Org 309 - Trinity County Office of Education

Register 000850 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000850 (continued)

Page Intentionally Left Blank

Org Recap

Bank Account COUNTY - County

2023 Org Recap

309 - Trinity County Office of Education

Check #	5238967	through	5239402	Total Count	73	\$177,607.13
---------	---------	---------	---------	-------------	----	--------------

01-4300	20,221.14	
01-4400	2,207.13	
01-5200	6,618.66	
01-5300	1,067.98	
01-5510	1,061.24	
01-5550	281.77	
01-5560	39.24	
01-5600	2,466.95	
01-5800	28,562.05	
01-5840	923.00	
01-5850	560.00	
01-5910	1,500.54	
01-5920	3,182.02	
01-7212	45,360.70	
01-9110*		173,366.45-
01-9580	59,314.03	
Totals for Fund 01	173,366.45	173,366.45-
12-4300	1,580.04	
12-5200	2,547.54	
12-9110*		4,127.58-
Totals for Fund 12	4,127.58	4,127.58-
Totals for Org 309	177,494.03	177,494.03-
Net change to Cash 9110	177,494.03- Credit	

* denotes System Generated entry

Org Recap

Bank Account COUNTY - County

2023 Org Recap (continued)

Page Intentionally Left Blank

Org Recap

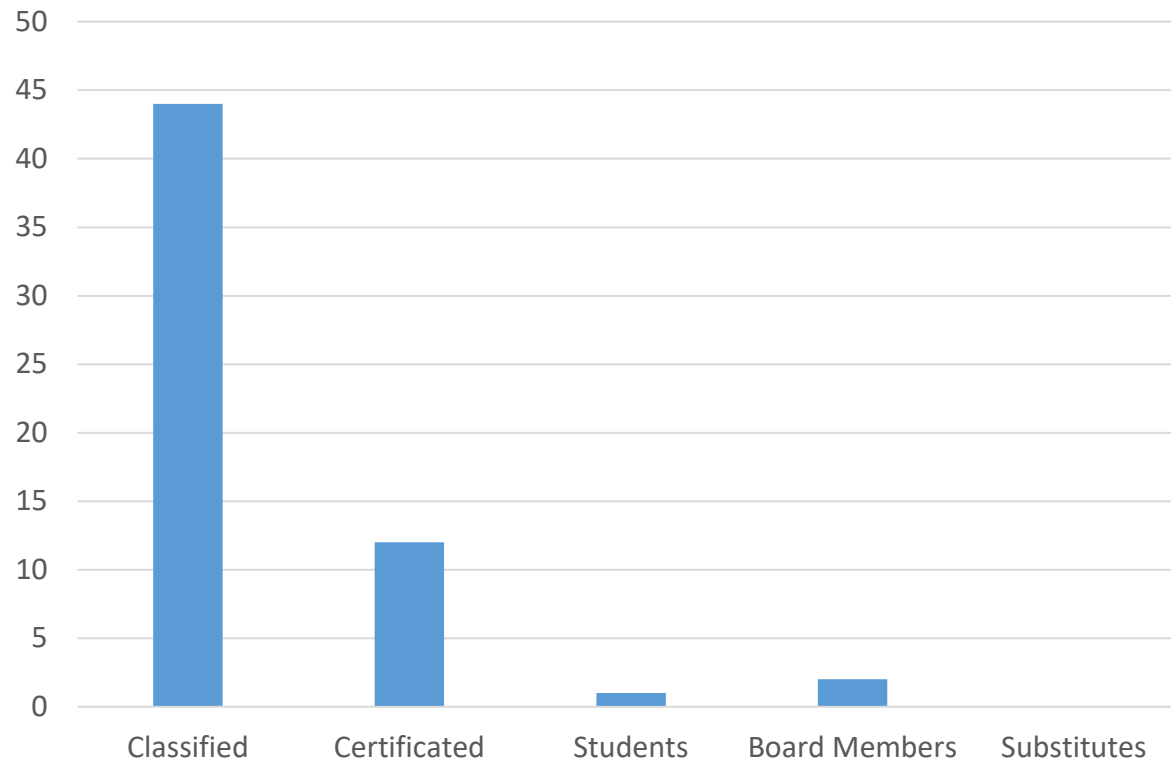
Bank Account COUNTY - County

2023 Org Recap (continued)

Number of Items	73	177,607.13	Report Totals
-----------------	----	------------	---------------

Trinity County Office of Education

1/1/2023 - 1/31/2023



Employee Salaries= \$327,618.47

District Liabilities= \$140,755.91

Total Payroll= \$468,374.38

ORGANIZATION

Each year, the County Board shall hold an annual organizational meeting. In any year in which a regular election of County Office County Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the County Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the County Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all County Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the County Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the County Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a County Board governance calendar stating the time when the County Board will address important governance matters
5. Designate County Board representatives to serve on committees or commissions of the County Office, other public agencies, or organizations with which the County Office partners or collaborates
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, County Board rules and bylaws, and other County Board development materials

Election of Officers

The County Board shall each year elect its entire slate of officers.

The election of County Board officers shall be conducted during an open session of the annual organizational meeting.

(9/92) 9/22

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

The County Board recognizes its obligation to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district.

In order to meet the needs of individuals with disabilities, the County Office shall serve as a Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The County Superintendent or designee shall develop a local plan for the education of individuals with disabilities residing in the district. The plan shall be approved by the County Board and submitted to the county office of education and the County Superintendent of Public Instruction (SPI). (Education Code 56195.1, 56195.3)

Each year, the County Superintendent or designee shall provide to the County Board any data and/or information regarding the special education funding generated by the County Office as supplied by the SPI and the SELPA in accordance with Education Code 56836.148.

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee

of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

(02/98) 12/22

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA**

COMPREHENSIVE PLAN FOR SPECIAL EDUCATION**Definitions**

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

Elements of the Local Plan

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to:

(Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
 - a. Free appropriate public education
 - b. Full educational opportunity
 - c. Child find and referral
 - d. Individualized education programs, including development, implementation, review, and revision
 - e. Least restrictive environment
 - f. Procedural safeguards
 - g. Annual and triennial assessments
 - h. Confidentiality
 - i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program
 - j. Children in private schools
 - k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865
 - l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)
 - m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education

Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)

- n. Performance goals and indicators
 - o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
 - p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
 - q. Maintenance of financial effort
 - r. Opportunities for public participation before adoption of policies and procedures
 - s. Suspension and expulsion rates
 - t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)
 - u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)
 - v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each LEA within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
 3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
 4. Beginning July 1, 2027, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. Support the County Board of the SELPA will provide to participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans
 - b. The ways in which the County Board of the SELPA will connect participating agencies in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the County Board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
 5. A description of programs for early childhood special education from birth through five years of age
 6. A description of the method by which members of the public, including parents/guardians of individuals with exceptional needs who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
 7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan

8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE
9. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress
11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing.
(Education Code 56205)

Availability of the Plan

The County Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the County Office and shall be accessible to any interested party. (Education Code 56205.5)

(4/03) 12/22

COMPREHENSIVE SAFETY PLAN

The County Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The County Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the County Board for approval. (Education Code 32286, 32288)

The County Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, County Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the County Superintendent or designee shall notify the California Department of Education. (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the County Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Safety Plan(s) Access and Reporting

The County Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The County Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

The County Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

(11/11) 12/22

COMPREHENSIVE SAFETY PLAN**Development and Review of Comprehensive School Safety Plan**

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council shall also consult with other school site councils and safety planning committees. (Education Code 32281, 32282)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent/guardian organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of

students, parents/guardians, and staff regarding their perceptions of school safety.

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3
2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act
 - b. An earthquake emergency procedure system in accordance with Education Code 32282
 - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
5. Parent/guardian involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians
7. Annual notification to parents/guardians related to the safe storage of firearms
8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
10. District policy prohibiting the possession of firearms and ammunition on school grounds
11. Measures to prevent or minimize the influence of gangs on campus
12. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity
16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
 - a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
 - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
 - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity
17. Strategies for suicide prevention and intervention
18. District policy and/or plan related to pandemics
19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
20. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure

- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
 - g. Development of a method for the reporting of violent incidents
 - h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
- 21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques. Such training shall include preparation to implement the elements of the safety plan
 - 22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
 - 23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

(11/11) 12/22

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

LOCAL CONTROL AND ACCOUNTABILITY PLAN

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. (Education Code 52066)

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.

Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

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

On or before July 1 of each year, the County Board shall consider for adoption any update to the COE LCAP required pursuant to Education Code 52067.

Content and Structure of the Plan

The COE LCAP and annual updates shall adhere to the template provided by the State Board of Education (SBE) and shall include, for each school or program operated by the County Superintendent: (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
 - 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
 - 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
 - iv. Establishing a mechanism for the efficient and expeditious transfer of health and education records and the health and education passport
- 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.

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

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)

Adoption of the Plan

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)

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 an 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)

Monitoring Progress

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 California School Dashboard and any additional indicators established by the County Board and County Superintendent for state and local priorities.

Evaluation data shall be used to recommend any necessary revisions to the LCAP.

IDEA Addendum

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.

Submission of Plan to Superintendent of Public Instruction

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)

Additionally, 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)

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)

Technical Assistance/Intervention

If the SPI does not approve the COE's LCAP or if the County Board requests technical assistance, the County Board shall receive technical assistance from the SPI focused on revising the plan so that it can be approved. (Education Code 52071.5)

When one or more numerically significant student subgroups meet the criteria for assistance and intervention established pursuant to Education Code 52064.5, the COE shall receive any technical assistance offered by the SPI to build the COE's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to: (Education Code 52071.5)

1. Receiving assistance in the identification of COE strengths and weaknesses in regard to state priorities in the LCAP, including collaboration between the COE and SPI to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data, and assistance in the identification of effective, evidence-based programs that address any areas of weakness
2. Receiving assistance from an academic expert or team of experts in the identification and implementation of effective programs that are designed to improve performance in any identified areas of weakness. The COE may consult with the SPI to engage another service provider, including, but not limited to, a school district, COE, or charter school, to provide such assistance.
3. Providing the SPI with timely documentation of the COE's completion of activities listed in Items #1-2 above, or substantially similar activities, and engaging in ongoing communication with the SPI to assess the COE's progress in improving student outcomes
4. Receiving advice and assistance from the California Collaborative for Educational Excellence pursuant to Education Code 52074(g)

If the SPI identifies the COE as needing intervention pursuant to Education Code 52072.5, the COE shall cooperate with any SBE-approved action taken by the SPI or by any academic advisor appointed by the SPI, which may include any of the following: (Education Code 52072.5)

1. Revision of the COE's LCAP
2. Revision of the COE's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any COE action that would prevent the COE from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Plan to Support Districts and Schools within the County

At the same public meeting that the County Board adopts the COE LCAP or update to the LCAP, the County Board shall receive, the County Superintendent's plan to support districts and schools within the county in implementing their LCAPs.

(1/20) 12/22

**Board
Approved:**

**TRINTIY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

LOCAL CONTROL AND ACCOUNTABILITY PLAN**Goals and Actions Addressing State and Local Priorities**

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district 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 district 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 the State Board of Education (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
 - c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities
 - d. Student achievement, as measured by all of 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 career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; 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, 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, as applicable

2. Any goals identified for any local priorities established by the Board.

3. A description of the specific actions the district 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 district.

For purposes of the descriptions required by Items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

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 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, including the IDEA Addendum as applicable, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52064.3, 52065)

12/22

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

FINANCIAL REPORTS AND ACCOUNTABILITY

The County Board is committed to ensuring public accountability and the fiscal health of the County Office. The County Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

The County Superintendent or designee shall ensure that County Office financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The County Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the County Board, the County Superintendent or designee shall submit to the County Board reports of the district's financial status, including, but not limited to, any report specified in this County Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior County Board approval, the County Superintendent or designee shall provide the report to the County Board in sufficient time to enable the County Board to carefully review the report without breaking any applicable submission deadline.

The County Board shall regularly assess the district's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the district's financial stability. If County Office conditions predict fiscal distress or indicate that the County Office might not be able to meet its fiscal obligations, the County Board and County Superintendent or designee shall take action to resolve these conditions without delay. The County Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to provide the County Office with needed advice or fiscal management or training.

Unaudited Actual Receipts and Expenditures

On or before September 15, the County Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The County Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the County Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the County Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

Each fiscal year, the County Superintendent or designee shall submit two interim reports to the County Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the County Office for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the County Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the County Board, shall certify in writing whether the County Office will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the County Office will meet its financial obligations for the current fiscal year and two subsequent fiscal years.

2. "Qualified certification" indicating that the County Office may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the County Office will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the County Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the County Office receives a qualified or negative certification from the County Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

If the second interim report is accompanied by a qualified or negative certification, the County Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

If at any time during the fiscal year, the County Superintendent concludes that the district's budget does not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the County Board shall review any report of the County Superintendent's findings and recommendations at a public County Board meeting. Within 15 days of receiving the report, the County Office shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the County Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the County Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm whose lead or coordinating audit partner having primary responsibility for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the County Office in each of the six previous fiscal years shall not be selected to perform a County Office audit. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the County Board shall review, at an open meeting, the annual County Office audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The County Board shall have an opportunity at the meeting to ask questions of the auditor and request further information

about the audit findings.

Audit Committee

The County Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the County Board
5. Review County Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the County Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

(11/04) 12/22

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

FINANCIAL REPORTS AND ACCOUNTABILITY**Interim Reports**

Each interim report developed pursuant to Education Code 42130 shall include an assessment of the County Office budget as revised to reflect current information regarding the adopted state budget, County Office property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

Interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted County Office budget and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

An interim report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

Audit Report

The County Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The County Superintendent or designee shall provide the necessary financial records and cooperate with the independent auditor selected by the County Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The County Office audit shall include all income and expenditures by source of funds, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the district's control or jurisdiction, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

If the County Office participates in the school district of choice program to accept interdistrict transfers, the County Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

If an audit finding results in the County Office being required to repay an apportionment or pay a penalty, the County Office may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the County Office, it shall not provide any nonauditing, management, or other consulting services for the County Office except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Report on Expenditures of State Facilities Funds

When the County Office participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the County Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)

Audits of facilities projects shall be concluded within one year of project completion and shall be included as part of the district's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met: (Education Code 41024; 2 CCR 1859.104)

1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the County Office
2. Three years from the date of the final fund release for an elementary school project
3. Four years from the date of the final fund release for a middle or high school project

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the County Board
4. Assigned fund balance, including amounts which the County Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the County Office reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Lease Accounting

Any lease agreement involving the County Office, whether as lessor or lessee, shall be classified as a short-term lease, a contract that transfers ownership, or a lease other than short-term lease and contract that transfers ownership. County Office financial statement disclosures and schedules related to any lease shall comply with the standards specified in GASB 87.

Non-Voter-Approved Debt Report

Upon approval by the County Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the County Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the County Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the County Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the County Office, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the County Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the County Superintendent or designee. To the extent that these OPEBs are not prefunded, the County Office shall report a liability on its financial statements.

The County Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at an open meeting of the County Board. (Education Code 42140)

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

Workers' Compensation Claims Report

The County Superintendent or designee shall annually provide the County Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

(4/14) 12/22

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA



Trinity County Office Of Education
2022/2023
General Fund 01- January 31, 2023

Beginning Balance \$ 2,214,769

	Current Budget	Year to Date Activity	Remaining Budget	% of Budget Recvd/Expend
<u>Revenue Accounts</u>				
Local Control Funding Formula	\$ 4,137,244	\$ 1,654,378	\$ 2,482,866	39.99%
Federal Revenues	\$ 579,135	\$ 28,286	\$ 550,849	4.88%
Other State	\$ 3,749,923	\$ 556,253	\$ 3,193,670	14.83%
Other Local	\$ 1,354,794	\$ 124,295	\$ 1,230,499	9.17%
Total Revenues	\$ 9,821,096	\$ 2,363,212	\$ 7,457,884	24.06 %

<u>Expense Accounts</u>				
Certificated Personnel Salaries	\$ 1,522,109	\$ 825,119	\$ 696,990	54.21%
Classified Personnel Salaries	\$ 2,887,647	\$ 1,411,329	\$ 1,476,318	48.87%
Employee Benefits	\$ 2,116,185	\$ 931,680	\$ 1,184,505	44.03%
Books & Supplies	\$ 506,743	\$ 213,495	\$ 293,248	42.13%
Services & Other Operating Srv	\$ 1,310,794	\$ 532,029	\$ 778,765	40.59%
Capitla Outlay	\$ 71,520	\$ 56,520	\$ 30,729	79.03%
Spec Ed, Excess Costs	\$ 100,285	\$ -	\$ 100,285	0.00%
Pass Thru to Districts	\$ 1,337,553	\$ 96,167	\$ 1,241,386	7.19%
Indirect Costs	\$ (19,678)	\$ (1,428)	\$ (18,250)	7.26%
Total Expenses	\$ 9,833,158	\$ 4,064,911	\$ 5,783,976	41.34 %

Transfers In, Retiree Ins	\$ 49,744	\$ -
Transfers Out, Retiree Ins	\$ 10,767	\$ -

Budget for Rev/Exp \$ 26,915

Net Ending Balance \$ 2,241,684

Year to date Revenue Vs Expenses: \$ (1,701,699)

General Fund Cash Balance 1/31/2023 \$ 728,031



Trinity County Office Of Education
R.I.S.E Academy
2022/2023

General Fund 01- January 31, 2023

	Current Budget	Year to Date Activity	Remaining Budget	% of Budget Recvd/Expend
<u>Revenue Accounts</u>				
Local Control Funding Formula	\$ 58,232	\$ -	\$ 58,232	0.00%
Federal Revenues	\$ -	\$ -	\$ -	0.00%
Other Local-Billed to District's	\$ 56,465	\$ -	\$ 56,465	0.00%
TCOE Contributions/other funds	\$ 167,284	\$ -	\$ 167,284	0.00%
Total Revenues	\$ 281,981	\$ -	\$ 281,981	0.00%
<u>Expense Accounts</u>				
Certificated Personnel Salaries	\$ 168,661	\$ 89,697	\$ 78,964	53.18%
Classified Personnel Salaries	\$ 27,383	\$ 15,795	\$ 11,588	57.68%
Employee Benefits	\$ 69,601	\$ 38,083	\$ 31,518	54.72%
Books & Supplies	\$ 1,220	\$ 2,711	\$ (1,491)	222.21%
Services & Other Operating Srv	\$ 8,002	\$ 7,044	\$ 958	88.03%
Capitla Outlay	\$ -	\$ -	\$ -	0.00%
Spec Ed, Excess Costs	\$ 7,114	\$ -	\$ 7,114	0.00%
Transfers Out	\$ -	\$ -	\$ -	0.00%
Indirect Costs	\$ -	\$ -	\$ -	0.00%
Total Expenses	\$ 281,981	\$ 153,330	\$ 128,651	54.38%
Budget for Rev/Exp	\$ -			
Year to date Revenue Vs Expenses:		\$ (153,330)		



February 08, 2023

To: Tim Nordstrom, Assistant Superintendent
Cindy Blanchard, Chief Business Official

From: Jeff Morris, Facilities Fiscal Analyst

Re: Current Status re School Facilities Projects

COUNTYWIDE

ESSER (II and III) – TCOE facilities staff is continuing to work with TCOE team members and individual districts to identify key projects and ensure that processes are followed effectively.

Electric School Buses – We continuing to glean more information from the State and CalStart.org regarding the funding opportunities surrounding infrastructure. Trinity Alps USD has submitted an “application” for infrastructure funding and we will be working with STJUSD to connect with CalStart.org to take similar action.

Call OES Hazard Mitigation Plan Development – Hoping to have news on this by early February 2023. Once a plan is in place, we can renew the generator application without doing too much additional work.

Universal Pre-Kindergarten (UPK) – We’re working with multiple districts on implementation (LESJ, TAUSD) and future funding applications (potentially JCESD and DCESD).

KEY CAMPUS STATUS (*RECENT AND UPCOMING MAJOR PROJECT SITES*)

BURNT RANCH –

- *Solar Project:* Designs are at Division of State Architect and project is moving along
- *Shade Structure:* Designs approved by DSA and manufacturing is beginning. Expecting late March receipt of structural pieces on campus.

CHYBA (California Heritage Youth Build Academy) – There may be some issues with CHYBA’s current lease agreement. TCOE staff is trying to confirm detail.

COFFEE CREEK – Update: With the installation of heat pumps and a generator, district is working on “surplusing” existing kerosene monitor heaters and tank. **TCOE staff is checking on regulations** and appropriate protocols.

DOUGLAS CITY – Update:

- *Architect RFQ*: We assisted the district in developing a Request for Qualifications for an architect to assist on future projects and, potentially, some longer-term strategic planning.
- *Developer Fee Study RFP*: **Update**: Work has begun, and we expect this to be ready for DCESD Board action in March.
- *Shade Structure*: Structure is nearly manufacturing stage and may be available for installation over the summer.

JUNCTION CITY

- *Water System Replacement* – The application with the State Water Resources Control Board is moving forward and we expect design funding sometime in the late spring / early summer.
- *Closing out original construction* – **Update**: DSA issues a close out letter on 01.19.2023.
- *Future Modernization* – Still in process with updating enrollment status, etc. Will be taking Douglas City's process and using it to inform JCESD's
- *HVAC* – Basic information is with the contractor to develop a rough estimate of proposed project. No funding source has been identified yet.
- *Developer Fee Study*: **Update**: At their Jan. 19 board meeting, JCESD approved moving forward with a study and has an RFP issued for responses.

LEWISTON – All projects below are moving forward expeditiously

- *ADA Follow up project* – **Update**: Designs are “days away” from being approved by DSA. Once designs are in hand, a cost estimate can be submitted to OPSC and agendaized for a future State Allocation Board meeting.
- *Facilities Master Plan* – **Update**: District held a successful community workshop and is continuing to receive survey responses. A final plan document is expected within the next month.
- *Universal Pre Kindergarten* – Along with the TCOE's ECE coordinator, a site visit with Semington (Architect) took place in mid-December and concepts are now being developed.
- *ESSER III / HVAC / Electrical* – The district has engaged Persinger and Associates architects to do an initial assessment and draft design plan as a base line to determine budgets and process for potential implementation. We continue to meet monthly with a large team to talk through planning and detail. Hoping for a project outline by the end of January 2023.
- *Additional Projects, Modernization Funds, etc.* – TCOE staff is working with LESD staff and board members to review overall short- and long-term steps for improving the overall campus.

MOUNTAIN VALLEY – No major updates

SOUTHERN TRINITY –

- **HVAC replacement (AB 841)** – Good news! Funding award for design of this project is immanent and should see an award prior to mid-February. We can then engage a firm to build out full designs and work towards potential full system replacement.
- **Architect Recruitment, Facilities Master Planning, ESSER Projects**
District staff and TCOE Facilities Fiscal Analyst are building out plans and processes for STJUSD board review to move forward in developing a Facilities Master Plan, engaging a new architect, and moving forward on a few projects utilizing ESSER III funds.

TRINITY ALPS

- *Main THS Campus* –Still a wait and see situation as far as full completion but the window is narrowing. The TAUSD team is CAUTIOUSLY OPTIMISTIC that the campus COULD BE re-occupied in March (*insert multiple caveats here*). While the main challenges that remain are still the HVAC and Fire Alarm systems, even those are heading in the right direction.

TRINITY CENTER – No major updates

TRINITY COUNTY OFFICE OF EDUCATION – No major updates

- **Update:** Fabio Robles, Tim Nordstrom, Tim Edwards and Jeff Morris reviewed Semingson Architect's initial ADA Path of Travel designs for the TCOE campus with principal architect Judy Semingson. Based on these designs, the Facilities Committee (that also includes Cindy Blanchard et al) should meet and discuss potential next steps.

TRINITY CO-OP

Trinity County Office of Education

Trinity County: A Great Place to Learn!

Trinity County Professional learning network Website: www.tcpln.org

KUDOS



STJUSD would love to acknowledge Robert Jackson for his tremendous work ethic and the amazing support he provides. Robert has spent countless hours on our campuses regardless of rain, snow, or time of day. He has been known to stay overnight if need be. ~Andy Felt

Liz Christensen at Lewiston has been doing a fabulous job with facilities planning and updates! ~Jeff Morris

Kudos to Lyndsey Bray at STJUSD for her great work on the First Interim Report (again!). Her diligence keeps our district in great fiscal shape. Thanks, Lyndsey!

~Peggy Canale

Arts, Music....Block Grant

Plan due before expenditures

Home to School Transportation

Due April 1

LCAP

Due June 30

Local Indicators

Due June 30*

* Local Indicators are to be reported out to the Board at the same meeting as the LCAP is approved. Local Indicators are not entered into the online submission system until fall 2023.

County Admin Meeting

Feb 28

Spelling Bee @ WES

Mar 6th

County Admin Meeting

Mar 28

Young Artist Showcase

April 1-25

Professional Learning Opportunities

Spring Guidance

Comprehensive Safety Plan

Due Mar. 1

Healthy Kids Survey

Completed in Jan & Feb

Teaching Behaved Brains: Managing School and Classroom Behaviors

Strategies for Students With ADHD, Challenging and Disruptive Behaviors, and Emotional and Executive Disorders

<https://www.edsurge.com/e/learning-and-the-brain-winter-conference-teaching-behaved-brains-san-francisco-ca-on-2023-02-17>

CPM Math Conference

When: February 25 & 26, 2023

Where: Hyatt Regency – San Francisco, Burlingame, CA

<https://cpm.org/cpm-2023-teacher-conference/>

CA Center for School Climate

The Power of Relationships in Supporting School Climate

When: February 28, 2023

Venue: Virtual

[Conference Website](#)

CUE Spring Conference

Be inspired, connect with fellow educators, and learn about the latest ideas in teaching and learning and the best educational technology for your classroom!

Date: March 16 - 18, 2023

Venue: Palm Springs Convention Center

School Climate Conference

Learn the latest research, trends and interventions making an impact on School Climate.

Venue: Temecula, CA

When: April 26-28

<http://schoolclimateconference.com/>

CUE Conference

When: March 16-18, 2023

Where: Palm Springs, CA

In-Person and Online

CUE is the largest and oldest EdTech conference in California and is targeted towards educators and edleaders looking to advance student achievement by using technology in the classroom. The conference has been a go-to event for educational innovation for almost 40 years and provides a best-value, three-day experience for thousands of educators.

[Conference Website](#)

Carnegie Foundation Summit on Improvement in Education

When: March 23-25, 2023

Where: San Diego, CA

In-Person and Online

Since 2014, the Summit on Improvement in Education has developed a vibrant learning community by engaging diverse groups of educational professionals—such as school and district leaders, staff from charter management organizations, leaders in state departments of education and professional organizations, entrepreneurs, faculty from higher education organizations, students, parents, and community leaders—in service of addressing complex problems and issues of inequity in educational outcomes.

[Conference Website](#)

Ethnic Studies Conference

Begin the process of developing courses designed to meet the new Ethnic Studies graduation requirement.

When: March 2-3

Where: Santa Rosa

[Conference Website](#)

TRINITY CO-OP

Trinity County Office of Education

Trinity County: A Great Place to Learn!

Trinity County Professional learning network Website: www.tcpln.org

KUDOS



STJUSD would love to acknowledge Robert Jackson for his tremendous work ethic and the amazing support he provides. Robert has spent countless hours on our campuses regardless of rain, snow, or time of day. He has been known to stay overnight if need be. ~Andy Felt

Liz Christensen at Lewiston has been doing a fabulous job with facilities planning and updates! ~Jeff Morris

Kudos to Lyndsey Bray at STJUSD for her great work on the First Interim Report (again!). Her diligence keeps our district in great fiscal shape. Thanks, Lyndsey!

~Peggy Canale

Arts, Music....Block Grant

Plan due before expenditures

Home to School Transportation

Due April 1

LCAP

Due June 30

Local Indicators

Due June 30*

* Local Indicators are to be reported out to the Board at the same meeting as the LCAP is approved. Local Indicators are not entered into the online submission system until fall 2023.

County Admin Meeting

Feb 28

Spelling Bee @ WES

Mar 6th

County Admin Meeting

Mar 28

Young Artist Showcase

April 1-25

Professional Learning Opportunities

Teaching Behaved Brains: Managing School and Classroom Behaviors

Strategies for Students With ADHD, Challenging and Disruptive Behaviors, and Emotional and Executive Disorders

Spring Guidance

Comprehensive Safety Plan

Due Mar. 1

Healthy Kids Survey

Completed in Jan & Feb

<https://www.edsurge.com/e/learning-and-the-brain-winter-conference-teaching-behaved-brains-san-francisco-ca-on-2023-02-17>

CPM Math Conference

When: February 25 & 26, 2023

Where: Hyatt Regency – San Francisco, Burlingame, CA

<https://cpm.org/cpm-2023-teacher-conference/>

CA Center for School Climate

The Power of Relationships in Supporting School Climate

When: February 28, 2023

Venue: Virtual

[Conference Website](#)

CUE Spring Conference

Be inspired, connect with fellow educators, and learn about the latest ideas in teaching and learning and the best educational technology for your classroom!

Date: March 16 - 18, 2023

Venue: Palm Springs Convention Center

School Climate Conference

Learn the latest research, trends and interventions making an impact on School Climate.

Venue: Temecula, CA

When: April 26-28

<http://schoolclimateconference.com/>

CUE Conference

When: March 16-18, 2023

Where: Palm Springs, CA

In-Person and Online

CUE is the largest and oldest EdTech conference in California and is targeted towards educators and edleaders looking to advance student achievement by using technology in the classroom. The conference has been a go-to event for educational innovation for almost 40 years and provides a best-value, three-day experience for thousands of educators.

[Conference Website](#)

Carnegie Foundation Summit on Improvement in Education

When: March 23-25, 2023

Where: San Diego, CA

In-Person and Online

Since 2014, the Summit on Improvement in Education has developed a vibrant learning community by engaging diverse groups of educational professionals—such as school and district leaders, staff from charter management organizations, leaders in state departments of education and professional organizations, entrepreneurs, faculty from higher education organizations, students, parents, and community leaders—in service of addressing complex problems and issues of inequity in educational outcomes.

[Conference Website](#)

Ethnic Studies Conference

Begin the process of developing courses designed to meet the new Ethnic Studies graduation requirement.

When: March 2-3

Where: Santa Rosa

[Conference Website](#)

**Trinity County Office of Education
Safety Plan
2022-23**

Education Code 32280-32288
SB 719 & AB 115 Compliance Document

2022-23 Safety Committee

Joe Comiskey, School Psychologist/Program Specialist
Tim Edwards, Facilities & Operations Director
April Fiermonte, Internal Business Clerk
Robert Jackson, Director of Technology
Tim Nordstrom, Assistant Superintendent
Anthony Rebelo, Assistant Superintendent, SELPA
Amanda Cloud, School Psychologist
Julia Dixon, Program Coordinator
Laura Dawson, IT Support Specialist
Jeff Morris, Facilities Fiscal Analyst/Ed. Data Technician

Community Review

Original Public Input Meeting Held on: February 27, 2014	Approved: ☒ Yes ☐ No
---	---

Approved by (*pursuant Education Code §32288*)

Trinity County Office of Education board of Trustees on _____

Law enforcement agencies are consulted **annually** to ensure collaboration and best practices.
All staff are trained annually on this plan in **August** of each year.

Fabio Robles Ed.D, Trinity County Superintendent of Schools

R.I.S.E. Academy
Trinity County Office of Education

Jade Tyner, Principal
201 Memorial Drive Weaverville CA 96093
530-623-2861 Ext.244
jtyner@tcoek12.org

This document is available for public inspection during regular business hours at 201 Memorial Drive Weaverville, CA 96093.

NOTE: Tactical information is excluded from the public inspection document. A "Public Inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet. (CDE has advised us that the Public Inspection form of this report is subject to the California Public Records act. As such districts should confer with legal counsel to develop procedures for complying with requests for copies of the plan.)

Education Code 32280-32288
SB 719 & AB 115 Compliance Document

Community Review

Original Public Input Meeting Held on: Febryary 1, 2023	Approved: ☒ Yes ☐ No
--	---

Approved by (*pursuant Education Code 532288*)

☒ Submitted to County Board of Trustees on **February 10, 2023**

☐ Approved by the County Board of Trustees on _____

INJURY AND ILLNESS PREVENTION PROGRAM FOR:

Trinity County Office of Education



RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, **Tim Nordstrom**, Assistant Superintendent, has the authority and responsibility for implementing the provisions of this program for Trinity County Office of Education.

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in the reception area.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: 1) Informal recognition of safety practice or 2) Gift cards.
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: When it becomes necessary, our district reserves the right to discipline employees who knowingly violate district safety rules or policies. Disciplinary measures include but are not limited to: 1) Verbal Warning 2) Written warning for more severe or repeated violations 3) Suspension without pay, if verbal and written warnings do not prove to be sufficient 4) If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be

found, the district will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others.

- Other means that we use to ensure employee compliance with safe and healthful work practices include: Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and superintendents are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. Our system of ensuring that all workers comply with the rules and maintain a safe work environment include: 1. Informing workers of the provisions of our IIP Program; 2. Evaluating the safety performance of all workers; 3. Recognizing employees who perform safe and healthful work practices; 4. Providing training to workers whose safety performance is deficient; 5. Disciplining workers for failure to comply with safe and healthful work practices; 6. Terminating any employee who receives more than two written warnings.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety meetings held at least Annually during our all staff meeting and ad hoc as necessary when new materials are available or topics of interest. – more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. This is accommodated during daily routine operations. Hazards can be reported to their supervisors anonymously.
- Vehicle and site-specific codes of safe work practices.
- Other means we use to ensure communication with employees include: It is the district's policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the district safety program. Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing. All safety suggestions will be given serious consideration and each will receive a response. In turn, the district will provide current safety news and activities, safety reading materials, signs posters, and, website postings for easy access to information. Also, regular safety meetings will be held so that all employees have an

opportunity to receive safety training and voice personal opinions regarding safety and health matters.

Yes, our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7)(c)(1) – (7) to comply with the communication requirements of subsection (a)(3) of T8CCR 3203.

Our organization has less than ten employees and complies with the requirements of subsection (a)(3) of T8CCR 3203 by communicating and instructing employees orally in:

- General safe work practices with specifics with respect to hazards unique to the employees' job assignment.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Facilities Director (Tim Edwards) according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- At least Quarterly site inspections including all buildings and grounds prior to beginning of the shifts;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist*, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by **Tim Nordstrom** (Assistant Superintendent) or **Fabio Robles** (County Superintendent), and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record*.

TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - o stacking goods in an unstable manner
 - o storing materials and goods against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

RECORDKEEPING

Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our IIPP:

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist* and the Identified Hazards and Correction Record* and the Investigation/Corrective Action Report*. These records are maintained for at least one (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record*. This documentation is maintained for at least one (1) year.

* Sample forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.

Addendum A.1. COVID-19

EMPLOYEE TRAINING

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- ☐ What is COVID-19 and how is it spread
- ☐ Signs and symptoms of COVID-19
- ☐ When to seek medical attention if not feeling well
- ☐ Prevention of the spread of COVID-19 if you are sick

- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

PROCEDURES TO HELP STOP THE SPREAD OF COVID-19

- As per Public Health and the state of CA mandates during an active pandemic, all staff will follow intake procedures which include:
 - Taking employees' temperatures on a daily basis, maintaining those daily logs confidential and if an employee has a fever of 101 degrees Fahrenheit or greater, the employee will be sent home.
 - Daily intake of employees' health - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the company will do the following:
 - Provide resources including how to seek medical care information
 - The employee will be asked to go home. An employee sent home from work due to visible signs of illness shall remain home until asymptomatic for at least 72 hours. The employee may be eligible for up to two workweeks of emergency sick leave at the employee's full pay rate; the emergency paid sick leave is separate from the employee's district leave balances and may be used before any personal leaves. If the employee needs additional leave after the emergency paid sick leave has exhausted, the employee will use their paid sick leave, and upon exhaustion, other entitlement/differential pay leave during the absence. An employee may choose to use paid vacation (classified only) and/or compensatory time if available, prior to other entitlement/differential pay. After exhaustion of all sick leave benefits, an employee will be required to use vacation (classified only) and/or compensatory time as available, consistent with leaves policy.
 - An employee who has been off work due to illness with the type of symptoms

associated with COVID-19 (fever, cough, and shortness of breath) may return to work once they have been completely asymptomatic for at least 72 hours or they gave a release from a health care provider to return to work. This requirement is in accordance with guidance from local public health authorities and applies whether or not the employee has been confirmed to have COVID-19.

- If informed that an employee tests positive for COVID-19, the company will provide notice to health officials in the county/city in which they are working to thus provide the company with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- Company will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

PROCEDURES TO INCREASE PHYSICAL DISTANCING

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

GOOD SANITATION PRACTICES

- Check restroom facilities frequently and make sure they are clean and sanitary

- ☐ Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- ☐ Make sure hand washing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- ☐ Make sure hand washing supplies are re-stocked regularly
- ☐ Assign an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and N95 respirators
- ☐ Sanitize water receptacle and spigot frequently

LIMIT NON-ESSENTIAL VISITS AND TRAVEL

- ☐ Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- ☐ Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- ☐ Limit any unnecessary travel from one campus to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- ☐ Eliminate all non-essential and non-related services, such as entertainment activities.

Addendum A.2. Infectious Disease Plan

INFECTIOUS DISEASE PREVENTION AND CONTROL PROGRAM

1. SCOPE AND APPLICATION

1.1. PURPOSE

The purpose of the Trinity County Office of Education Infectious Disease Prevention and Control Program (Program) is to establish guidelines and procedures, assign responsibilities, and ensure compliance with regulations and guidance established to protect employees from contracting or spreading infectious diseases in the workplace.

Information from the State of California Division of Occupational Safety and Health (CalOSHA), U.S. Department of Labor Occupational Safety and Health Administration (OSHA), World Health Organization (WHO), and Centers for Disease Control and Prevention (CDC) was referenced in the creation of this Program.

1.2. OBJECTIVE

The primary goal of this Program is to protect employees from hazards associated with infectious disease in non-healthcare workplace settings and ensure effective planning, communication, and employee training of those hazards in order to prevent the spread of disease.

1.3. INTRODUCTION

Infectious diseases can spread in a variety of ways. The best method of disease control is to prevent the disease from spreading in the first place. While the risk related to 'traditional infections' has often been reduced by vaccination and antibiotics, new infectious diseases are emerging and 'traditional infections' are getting smarter.

Trinity County Office of Education (TCOE) plans to respond to hazards associated with infectious diseases in a flexible way to varying levels of disease transmission and is prepared to refine its response plans as needed. Actions will be coordinated with state and local health officials and county guidance to ensure timely and accurate information guides appropriate responses. Although specific actions used to decrease the spread of disease and lower the impact on the workplace may be influenced by local conditions and by the disease itself, actions should generally include activities that reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment.

1.3.1. APPLICABILITY/SCOPE

This Program applies to all TCOE employees and visitors, and specifically to workplaces where duties could reasonably be anticipated to result in exposure to infectious disease from other employees, from the environment, or from visitors.

No TCOE employees are classified as those required to comply with CalOSHA's Aerosol Transmissible Diseases (ATD) Standard (Title 8 CCR 5199) which protects employees in specific industries from airborne infectious diseases and pathogens transmitted by aerosols (meaning, person-to-person transmission of pathogens through the air by means of inhalation of infectious particles) and which requires a written plan and procedures. Instead, TCOE is following recommendations from the CDC including infection prevention measures and the development of an infectious disease outbreak response plan.

1.3.2. REGULATIONS AND STANDARDS

Although the scope of the ATD Standard is limited to certain employers, there are other CalOSHA regulations that apply to all employers. One or all of these may be applicable to protect employees from exposure to infectious disease where there is significant risk in the workplace:

1. INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

TCOE utilizes the IIPP to help prevent work-related injuries, illnesses, and accidents in the workplace. In compliance with the IIPP, TCOE has taken the following measures:

- Implement all applicable CDC recommended actions to prevent or reduce infection hazards. These actions will be included in the TCOE Infectious Disease Control Plan(s), attached as Appendices to the Program, and will be updated as needed in response to new or changing protocols.
- Provide employee training on infection prevention methods, as outlined in Section 2.7 /Training of this Program.

2. WASHING FACILITIES

TCOE employees are provided with washing facilities that have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE specific to protection against infectious disease may include gloves, gowns/aprons, goggles/face shields, and facemasks.

While PPE plays an important role in the protection of employees, it does not alone guarantee total protection against hazards associated with infectious disease and should always be used in combination with training, and with precautionary measures such as hand hygiene, to be most effective.

1.3.3. ASSIGNMENT OF RESPONSIBILITIES

1. MANAGERS/SUPERVISORS

- Know where to find the Program.
- Ensure the basic requirements of the Program are met by understanding its contents.
- Identify at-risk employees and ensure all employees are trained and understand their responsibilities
- Alert employees as soon as you are aware that an infectious disease hazard exists, provide information about what protective measures are available, and adjust work schedules when necessary.
- Encourage employees to report any adverse symptoms that may be the result of infectious disease exposure.
- Provide sufficient administrative controls to reduce employee exposure.
- Provide or coordinate training to affected employees and supervisors on effective infection prevention methods.
- Track employee training to ensure compliance
- Keep training records up-to-date and on file and ensure a hard copy of the Program is readily available for employee reference.

2. EMPLOYEES

- Understand and comply with applicable directives.
- Participate in meetings and trainings specific to infectious disease control, and ensure training prepares you to recognize risks of exposure.
- Advise your supervisor of any health or medical conditions that could predispose you to contracting an infectious disease.
- Contact your supervisor if you have any questions or concerns, or do not understand something specific to infectious disease training or planning.

1.4. DEFINITIONS

BBP	Bloodborne Pathogens. Pathogenic (infectious) microorganisms that may be present in human blood and can cause disease in humans, including Hep B and HIV.
Coronavirus	Coronaviruses are a group of related viruses that cause diseases in mammals and birds. In humans, coronaviruses cause respiratory tract infections that can be mild, such as some cases of the common cold (among other possible causes, predominantly rhinoviruses), and others that can be lethal, such as SARS, MERS, and COVID-19.
Contraction	When you contract an infectious disease, you are infected with that disease.
Infectious Disease	A disorder caused by bacteria, viruses, fungi, or parasites that enter the body and grow and multiply there.
Epidemic	Also known as “outbreak.” A sudden increase in the number of cases of a disease; more than what is typically expected for the population in that area.
Face Mask	(aka Surgical mask). A loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants. Intended to reduce the spread of large-particle droplets, splashes, and sprays from the wearer. Does not block very small particles in the air (airborne transmission).
Hierarchy of Controls	The different levels of control methods are placed in order of importance, including in order of effectiveness, elimination (most effective), substitution, engineering controls, administrative controls, and finally, personal protective equipment (least effective).
Infectious	Means communicable, transmittable, or contagious.
N95 Mask	An N95 mask is a lightweight, filtering facepiece respirator that covers your mouth and nose. N95 can also refer to the level of filter used in a cartridge-type respirator. N95 respirators are the PPE most often used to control exposure to droplet spread and airborne transmitted infections to the wearer.
PPE	Personal Protective Equipment (goggles, face shield, masks, gloves, etc.)
Pandemic	An epidemic that has spread over several countries or continents, affecting a large number of people. Examples of a pandemic include the 2009 Swine Flu (caused by H1N1 flu virus) and the 2019 “Covid-19” virus.
Pathogen	An organism (bacteria, viruses, and toxins) that causes disease in a host
Sensitive Populations	People with compromised immune systems or existing health issues that may consequently experience more severe acute and chronic symptoms from an illness.
Social Distancing	Social distancing means staying an appropriate distance from other people to help slow the spread of disease. It is often required when a disease is spread by droplet spread or airborne transmission when someone coughs or sneezes. The distance required for protection depends on the disease and the potential spread or transmission.

Vectors	Insects that can spread disease
---------	---------------------------------

2.

ELEMENTS

2.1. WHAT IS AN INFECTIOUS DISEASE

Infectious disease describes health disorders caused by organisms that have the potential to cause serious illness or death.

A pathogen is an organism that causes disease in a host. There are many types of pathogens (also known as germs). The most common types are bacteria, viruses, and toxins (fungi and parasites). All a pathogen needs to survive and thrive is a host. Once the pathogen itself sets up in a host's body, it manages to avoid the body's immune responses and uses the body's resources to replicate before exiting and spreading to a new host.

Many organisms live in and on our bodies and are normally harmless and sometimes helpful. But under certain conditions, some organisms may cause disease. A primary pathogen can cause disease in a host regardless of the host's "resident microbiota" (microbes that live inside our body) or immune system. An opportunistic pathogen can only cause disease in situations that compromise the host's defenses, such as the body's protective barriers, immune system, or normal microbiota.

When you contract an infectious disease you are "infected" with that disease. An infection occurs when germs enter the body, increase in number, and cause a reaction in the body.

Three things are necessary for an infection to occur:

- Source – places where germs live (people, animals, surfaces, skin)
- Susceptible Person (host) – someone who is not vaccinated or otherwise immune or who has a weakened immune system, and has a way for germs to enter the body
- Transmission – the way germs are moved to a host (contact, sprays, inhalation, sharps)

Infections have the potential to cause symptoms, but sometimes people can be sick and not know it. Infections can affect different parts of the body, including the blood, skin, intestines, brain, lungs, etc., and can be localized (in one part of the body) or systemic. Infections that you contract from other people are usually systemic, meaning the infection has spread throughout the body, usually via the bloodstream.

The word "infectious" can also be referred to as communicable, transmittable, or contagious.

2.2. HOW INFECTIOUS DISEASE IS SPREAD

Infectious disease can be spread through direct or indirect contact with people or animals, by vectors that transmit disease from host to host (like mosquitos), or by consuming contaminated food or water.

Many infectious diseases can be spread in a combination of the following ways. For example, MRSA (methicillin-resistant staphylococcus aureus) can be spread both directly from one

person to another by touching infected skin, abrasions, or incisions, and indirectly by sharing personal items such as towels, razors, or needles, by touching unclean surfaces like gym equipment and toilet seats, and even airborne, by the shedding of skin particles that land on other people.

Diseases can also be spread by two different types of people; 1) people who are infected and 2) people who are carriers but are either not infected themselves or are not yet showing any signs or symptoms.

2.2.1. DIRECT CONTACT

1. PERSON TO PERSON

A common way infectious disease can spread is through the direct transfer of germs from one person to another via skin contact (shaking hands), bodily fluids (kissing), or contact with feces (not washing hands, aka fecal/oral). Examples of diseases that can spread via direct contact with an infected person include staph infections (touch), HIV (bloodborne pathogens), and hepatitis A (fecal/oral).

2. DROPLET SPREAD

The spray of large droplets during coughing and sneezing can also spread an infectious disease. These droplets can land in the mouth, nose, or eyes of people who are nearby, or possibly be inhaled into the lungs. If you are close enough, you can even infect another person through droplets created when you speak. According to the CDC, large respiratory droplets containing pathogens like influenza can travel up to 6 feet when a sick person coughs or sneezes. Examples include TB and many coronaviruses.

2.2.2. INDIRECT CONTACT

1. AIRBORNE TRANSMISSION

Unlike large droplets which are heavier and typically fall to the ground short of 6 feet, airborne transmission refers to smaller airborne particles that—according to an MIT scientific study—can potentially travel as far as 20 feet and can be spread through some ceiling ventilation systems. This means infectious disease can be suspended in the air and will move with the airflow. The primary difference between droplet and airborne contamination is that precautions associated with droplets are focused on the nose, mouth, mucous membranes, and conjunctivae, while airborne precautions attempt to prevent the entry of the disease through the respiratory system. These diseases are typically “highly contagious.”

Examples of disease that can be spread by airborne transmission include meningitis, chicken pox, TB, strep throat, mumps/measles, and the flu virus.

2. CONTAMINATED OBJECTS

Disease-causing organisms can be spread by indirect contact when you touch inanimate objects such as tabletops, doorknobs, and money. When you touch a doorknob that someone with a flu or coronavirus previously touched, for example, you risk infection by potentially transmitting those germs to your body by touching your eyes, mouth, or nose before washing your hands. People can also transmit disease to other people by sharing personal objects like razors, towels, drinking cups, and needles.

Viruses, for example, can live for a surprisingly long time outside the body, depending on conditions. They tend to live longer on water resistant surfaces such as stainless steel and plastic. A cold virus can survive on indoor surfaces for several days. Flu viruses can survive on hard surfaces and remain infectious for 24 hours. Enteric viruses, such as norovirus and hepatitis A, can survive for weeks on a surface if conditions are suitable. Bloodborne viruses, like Hepatitis B, can live for days outside the body and still cause infection.

2.2.3. CONTACT WITH ANIMALS AND VECTORS

1. *ANIMAL TO PERSON - DIRECT*

A bite or scratch from an infected animal—even a pet—can make you sick and, in very extreme cases, can be fatal. Other examples of ways you can get infected include petting or touching animals, or coming into contact with the saliva, blood, or other body fluids of an infected animal. Animal-to-person transmission of disease is called “zoonosis.” Directly handling animal waste can also be hazardous. For example, you can get a toxoplasmosis infection by scooping your cat’s litter box. This is especially true for pregnant women or people with compromised immune systems. Still other diseases can be contracted by ingestion and absorption.

Examples of diseases that are transmitted by animals include anthrax, rabies, cat scratch disease, influenza, Ebola, leprosy, and leptospirosis.

2. *ANIMAL TO PERSON - INDIRECT*

You can be infected by entering areas where animals live and roam, or touching objects or surfaces that have been contaminated with germs. Examples include aquarium tank water, pet habitats, chicken coops, barns, plants, and soil, as well as pet food and water dishes. These diseases can be contracted from sheep, cows, birds, rodents, and other mammals and can be spread by inhaling, ingesting, or touching animal products, such as wool or hides, or by inhaling microbes or bacterial infections kicked up while moving soil or sweeping rat feces.

Examples of diseases that can be transmitted indirectly by animals include swine flu, plague, a variety of coronaviruses, anthrax, and Hantavirus.

3. *VECTOR-BORNE ILLNESS*

Some zoonotic infectious diseases are transmitted by insects, especially those that suck blood. These include mosquitos, fleas, and ticks. The insects become infected when they feed on infected hosts, such as birds, animals, and humans. Disease is then transmitted when the insect bites a new host. Examples of vector borne diseases include malaria, West Nile virus, and Lyme disease.

2.2.4. CONTAMINATED FOOD, WATER, OR ENVIRONMENT

1. *FOODBORNE AND WATERBORNE ILLNESS*

Food and waterborne illnesses can be caused by toxins created by growing bacteria, produced by harmful algae, or contaminated with other viruses or parasites.

Many cases of food poisoning happen when someone eats food that has harmful bacteria in it. The bacteria are introduced by unsanitary conditions or when food is not thoroughly cooked.

Waterborne disease is caused by consuming water contaminated with bacteria, viruses, or small parasites from animal feces or human septic runoff or landfills. Often, these bacteria cannot be tasted, smelled, or seen.

Examples of foodborne and waterborne illnesses include salmonella, shigella, E.coli, C.parvum, and cholera, dysentery, and giardia. Many of these diseases can be passed to another person both directly and indirectly.

2. ENVIRONMENTAL

Soil, water, and vegetation containing infectious organisms can also be transferred to people. Hookworm, for example, is transmitted by contact with soil contaminated with larvae. The larvae enter your skin, travel through the bloodstream, and enter your lungs. Legionnaire's disease is an example of a disease spread by water contaminated with bacteria that thrive in warm water. In this case, that water is used to supply evaporative cooling systems and whirlpool spas. People become infected by breathing in contaminated droplets of water in the air.

Most of these diseases do not spread directly between humans.

2.2.5. BLOODBORNE PATHOGENS

A bloodborne pathogen (BBP) is an infection (such as bacteria or virus) of the human blood and body fluids that can cause disease in humans. Like MRSA, a BBP can be transmitted both directly and indirectly from person to person.

The bloodborne pathogens of primary concern are hepatitis B, hepatitis C, and HIV/AIDS.

These and other bloodborne pathogens are spread primarily in the following ways:

- Direct Contact – Blood or body fluid from an infected person enters your body (needle stick or cut, blood splashing into your eyes, nose, or mouth, or touching an infected person who is bleeding while you have an open wound).
- Indirect Contact – Your skin touches something that is contaminated with the blood or body fluid of an infected person (picking up clothing contaminated with blood, touching a surface with infected blood on it, even dried blood).
- Respiratory Droplet Transmission – You inhale droplets from an infected person, such as through a cough or sneeze.
- Vectorborne Transmission – Your skin is penetrated by an infected insect.

It is policy that all blood and other body fluids be treated as if they are infectious. Certain bloodborne viruses can live for days outside the body and still cause infection. Hepatitis B can live in dried blood for up to a week, and Hepatitis C can survive for up to four days. Work surfaces that become contaminated can expose you to a bloodborne disease through cross contamination (the spread of germs from one surface to another, by contact). Bloodborne pathogens can be transmitted through any type of damaged or broken skin such as open sores, cuts, abrasions, acne, blisters, or even hangnails

“Body Fluids” includes other potentially infectious material such as brain/spine, lung, joint, heart, or amniotic fluid, semen, vaginal secretions, and any other body fluid that contains visible blood (tears, feces, urine, sweat, vomit, saliva, nasal secretions, and sputum).

2.3. HOW MANY PEOPLE WILL BE AFFECTED

Where you live and where you visit can affect the likelihood that you will contract an infectious disease.

The amount of a particular disease that is usually present in a community is referred to as the baseline, or endemic, level of the disease. You can research this information prior to traveling to a certain country, for example, to find out what your risk of contracting an infectious disease might be. Each level of disease has a different name and can be helpful in assessing your risk, whether at home or while traveling:

- Sporadic – When a disease occurs infrequently and irregularly
- Endemic – A constant presence and/or usual prevalence of a disease or infection within a geographic area.
- Epidemic – A sudden increase in the number of cases of a disease; more than what is typically expected for the population in that area.
- Pandemic – A pandemic is an epidemic (a sudden increase in the number of cases) that has spread over several countries or continents, affecting a large number of people. Examples of a pandemic include the 2009 Swine Flu (caused by H1N1 flu virus) and the 2019 “Covid-19” virus.

2.4. HOW WILL I KNOW I HAVE AN INFECTIOUS DISEASE?

Infectious diseases can affect people of all ages and health status, and symptoms can range from mild to severe. Treatment depends on the cause of the illness. Most infectious diseases have only minor complications; but some infections, such as pneumonia, AIDS, and meningitis, can become life threatening.

Some infectious diseases may become silent, only to appear again in the future—sometimes even decades later. For example, someone who had chickenpox may develop shingles much later in life. Department employees have the potential of being exposed to infectious disease by coworkers, sick people—especially those returning from international travel—customers, and delivery personnel.

2.4.1. SENSITIVE POPULATIONS

Most healthy adults will recover quickly from illness and will not suffer long-term health effects. However, certain sensitive populations may experience more severe acute and chronic symptoms. Those at higher risk include:

- People with suppressed immune systems, such as those going through treatment for certain types of cancer or other disorders that affect your immune system, taking

steroids or other medications that suppress the immune system, or you have HIV or AIDS.

- People with pre-existing respiratory and cardiovascular problems, like asthma or other respiratory diseases, including COPD
- People who smoke or use illegal drugs
- People who are unvaccinated against common infectious diseases
- Healthcare workers
- People who travel by air, especially those traveling to high-risk countries
- Children and Pregnant Women
- Older Adults (generally, over 65), especially those with chronic disease

2.4.2. **HEALTH EFFECTS**

For some conditions, complications may include wheezing, skin rash, or extreme fatigue. Mild complications usually disappear as the infection resolves. Certain infectious diseases may cause cancer, including hepatitis B and C, which can cause liver cancer.

2.4.3. **SIGNS AND SYMPTOMS**

The signs and symptoms associated with infectious disease are, of course, particular to the type of disease.

General signs and symptoms common to a number of infectious diseases include:

- Fever
- Diarrhea
- Fatigue
- Muscle Aches
- Coughing or Sneezing

General symptoms of more serious diseases include:

- Bloody diarrhea
- Vomiting
- Dehydration
- Shock

2.5. **WHAT SHOULD I DO IF I THINK I HAVE AN INFECTIOUS DISEASE?**

Many infectious diseases can be treated by antibiotics, especially those caused by bacteria. Disease caused by viruses and fungi can sometimes be treated by antiviral and antifungal medications. Some diseases, however, have become resistant to drugs, and still others are so new, a treatment has not yet been developed.

2.5.1. NOTIFY YOUR SUPERVISOR

If you are exhibiting signs or symptoms associated with infectious disease, you should notify your supervisor right away regarding your illness. In some cases, your supervisor may instruct you to stay home so you do not infect other employees. Depending on the illness, an Incident Reporting Form may need to be completed.

You should immediately report any of the following to your supervisor and prepare to see a doctor right away:

- You have been bitten by an animal
- You have had exposure or potential exposure to someone's blood
- You have a puncture wound or needlestick
- If you suspect you have contracted a foodborne illness
- If you have a family member at home who is sick with infectious disease

2.5.2. TAKE ACTION TO CONTROL THE SPREAD

First and foremost, stay home if you are sick. If you start to feel sick at work, notify your supervisor and go home. Practice "social distancing" and avoid shaking hands with anyone during this time. Understand which infectious diseases pose a high-risk of contamination like those associated with bloodborne pathogens--and seek medical attention right away.

2.5.3. VISIT YOUR DOCTOR

Visit your doctor if you do not begin to feel better within a few days of the onset of your illness. Seek medical attention right away if you:

- Have been bitten by an animal
- Are having trouble breathing
- Have been coughing for more than a week
- Have severe headache with fever
- Experience a rash or swelling
- Have unexplained or prolonged fever
- Have sudden vision problems

2.6. PREVENTION AND CONTROL OF INFECTIOUS DISEASE

A few basic precautions can prevent the transmission of most infectious diseases. The simplest of these is washing your hands frequently and thoroughly using soap and warm water. If you are not able to wash your hands, use an alcohol-based hand sanitizer and keep your hands away from your face until you are able to wash your hands.

2.6.1. GENERAL GUIDELINES

The following general guidelines should be used to prevent illness:

- Wash your hands frequently with warm, soapy water for 20 seconds.

- Wash your hands after using the restroom.
- Wash your hands before handling food or touching your face and after certain activities like touching a doorknob.
- Use hand sanitizer with at least 60% alcohol if soap and water are not immediately available, avoid touching your face, and wash your hands as soon as you can • Avoid shaking hands and/or wash your hands as soon as possible after doing so
- Avoid touching your mouth, nose, and eyes with your hands as much as possible
- Avoid sick people whenever possible
- Stay home if you are sick; wear a mask if you need to go to the doctor.
- Don't share personal items. Avoid sharing drinking glasses or dining utensils.
- Wear disposable gloves to avoid contact with blood and feces and other germs
- Using disposable gloves when caring for an ill person
- Cover your mouth and nose with a tissue when you cough or sneeze (preferred), or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands.
- Frequently clean and disinfect frequently touched objects and surfaces such as door knobs, telephone handles, and other equipment and surfaces frequently, especially during cold and flu season
- When working with food, avoid cross-contamination by keeping raw meat and produce separate. Use different preparation surfaces for raw meats and wash surfaces and utensils thoroughly.
- Freeze or refrigerate perishable foods and leftovers promptly.
- Be careful about sources of food when visiting foreign countries.
- When working outside, wear long pants and long sleeves and/or use insect repellent to protect your skin from bug bites.
- Do not touch sick or dead animals.
- Stay up-to-date on vaccinations, especially when traveling. Vaccinations can reduce your risk of becoming ill with some infectious diseases. Vaccinations contribute to the contraction and the spread of disease. Examples of available vaccinations include Hepatitis, measles/mumps, influenza, and tetanus.
- Travel wisely. If you are traveling out of the country, talk to your doctor about any special vaccinations you may need, such as yellow fever, cholera, hepatitis A or B, or typhoid fever.

2.6.2. HIERARCHY OF CONTROLS

Controlling exposures to occupational hazards is the fundamental method of protecting workers. A hierarchy of hazard control should always be utilized to protect employees from hazards in the workplace. Generally speaking, this hierarchy includes, in order of effectiveness, elimination (most effective), substitution, engineering controls, administrative controls, and finally, personal protective equipment (least effective). This Program focuses on the need to implement necessary engineering, administrative, and work practice controls, and personal protective equipment, as well as considerations for doing so.

Additional information may be added to a Control Plan as outbreak conditions change or new information about the transmission and impacts of a disease become available.

2.6.3. ENGINEERING CONTROLS (BEST)

The Department will use engineering controls to reduce employee risk from hazards associated with infectious disease whenever feasible. Engineering controls should involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Examples include staying at home and installing high-efficiency air filters.

2.6.4. ADMINISTRATIVE CONTROLS (BETTER)

Whenever engineering controls are not feasible or do not reduce employee exposures, the employer shall implement administrative controls, if practicable. Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedure to reduce or minimize exposure to a hazard.

Examples include encouraging sick workers to stay home, developing emergency communications plans like a forum for answering employee concerns, and providing workers with up-to-date education and training on the risk factors and protective behaviors for a disease.

2.6.5. RESPIRATORY PROTECTION

Although elimination and substitution are at the top of a typical hierarchy, these controls can be difficult if not impossible to implement for employees required to work during outbreaks of infectious disease. If engineering controls are not sufficient to reduce employee exposure, and if administrative controls are not practicable, then respirators can be used to reduce employee risk from the hazard of infectious disease, when applicable.

The CDC recommends that a facemask (aka surgical mask) should be used by people who have an infectious disease and are showing symptoms, to protect others from the risk of getting infected. These people should, of course, stay home when they are sick.

Nevertheless, it is important to note that surgical and other non-respirator face masks do not protect employees (or people who are not sick) from airborne infectious disease and cannot be relied upon for novel pathogens or against inhalation of virus particles.

Due to the high demand for masks during outbreaks of infectious disease, surgical masks and other supplies such as disinfecting wipes, latex gloves, and hand sanitizer are often unavailable when needed.

2.7. TRAINING

TCOE will train employees about sources of infectious disease exposure and appropriate precautions for preventing infections. Two of the relevant OSHA standards requiring training are those for PPE and BBP. Under the PPE standards, employers must provide training to workers required to use PPE, including training on what equipment is necessary, when and how they must use the equipment, and how to dispose of the equipment. In addition, where workers are exposed to blood or other potentially infectious materials, employers must provide the training required by the BBP standard, including information about how to recognize tasks

that may involve exposure and the methods to reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.

2.7.1. GENERAL TRAINING REQUIREMENTS

Training specific to the prevention and control of infectious disease shall include, at a minimum, the following:

- Ensure that training is provided in a language employee can easily understand and review responsibilities specific to the Infectious Disease Prevention Program.
- Information about infectious disease, including what it is, how it spreads, and how to know infection has occurred.
- Up-to-date training on risk factors, protective behaviors, and instruction on proper behaviors, including proper hygiene practices and the use of workplace controls.
- Where to find protocol for specific diseases.
- Where to find information about essential job functions.
- Training in the proper use of PPE, including how to don/off PPE to avoid inadvertent self contamination (i.e., how to properly remove latex gloves), if required in essential job functions.

3.

RECORDKEEPING

Any and all training related to Infectious Disease Prevention and Control shall be documented. Documentation shall include the date, subject matter, name(s) of trainer/instructor(s), name and signature of employee(s), and time/length of training. Whenever possible, include backup information used for training.

4.

RESOURCES AND ADDITIONAL INFORMATION

During times of infectious disease outbreak, and especially during pandemic situations, it is imperative and required that employees obtain information and instructions about infectious disease, including education, answers to questions, guidance, and protective measures from only the following resources.

It is also imperative during this time to avoid stigma and discrimination associated with a disease. Stigma can occur when someone is diagnosed and sent home with a disease or when they are released from quarantine even though they are no longer considered at risk. Stigma hurts everyone by creating fear or anger toward other people. The best way to avoid stigma is to KNOW THE FACTS and share them with others.

Share only accurate information about how a virus spreads, speak out against negative behaviors including negative statements on social media, and work together to maintain the

privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.

OFFICIAL SOURCES OF INFORMATION ABOUT INFECTIOUS DISEASE INCLUDE THE FOLLOWING:

Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/DiseasesConditions/>

World Health Organization (WHO) https://www.who.int/topics/infectious_diseases/en/

United States Department of Labor Occupational Safety and Health (Fed-OSHA)

https://www.osha.gov/SLTC/healthcarefacilities/infectious_diseases.html

California Department of Industrial Relations Division of Occupational Safety (CalOSHA)

This source would be referenced if searching for interim guidance regarding a specific disease.

<https://www.dir.ca.gov/>

California Department of Public Health <https://www.cdph.ca.gov/>

5.

APPENDICES

APPENDIX A
Infectious Disease Control Plan – GENERAL

Trinity County Office of Education is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

TCOE will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified by TCOE, normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided during an outbreak of infectious disease. Employees who travel as an essential part of their job should consult with management on appropriate actions. Employees should avoid crowded public transportation when possible.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration.

Staying Home When Sick

Many times, with the best of intentions, employees report to work even though they feel ill. TCOE provides paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, body aches, or chills.

– GENERAL

Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the Department may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are required to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

– COVID-19

INTRODUCTION

This coronavirus, also known as COVID-19, is a respiratory disease caused by the virus “SARS-CoV2.” On March 11, 2020, WHO declared the disease a pandemic.

DISEASE-SPECIFIC INFORMATION

COVID-19 can cause fever, tiredness, and dry cough. Some people may have aches and pains, nasal congestion, runny nose, sore throat, or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. About 80% of people recover from the disease without needing special treatment. Around 1 out of 6 people become seriously ill and develop difficulty breathing. Older people and those with underlying medical problems like high blood pressure, heart problems, or diabetes, are more likely to develop serious illness. People with fever, cough, and difficulty breathing should seek medical attention.

HOW THIS DISEASE SPREADS BETWEEN PEOPLE

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, COVID-19 is highly contagious and transferable by human to human contact, including between people who are in close contact (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching an infected surface or object and then touching their eyes/nose/mouth.

POTENTIAL WAYS THIS DISEASE COULD AFFECT THE WORKPLACE

Potential impacts to the workplace include: Absenteeism due to illness, staying home to care for children if schools or day care centers are closed, or simply being afraid to come to work because of fear of possible exposure. Changes in patterns of commerce, for example, consumer demand for items related to infection prevention is likely to increase. Interrupted supply/delivery – shipments may be delayed or cancelled.

HOW TO MAINTAIN OPERATIONS DURING AN OUTBREAK OR PANDEMIC

Mandate social distancing, stagger work shifts, downsize operations where practicable, and deliver services remotely where reasonable.

HOW TCOE INTENDS TO PROTECT ITS EMPLOYEES

As outlined in the Infectious Disease Prevention and Control Program, employees are required to self-monitor and inform a supervisor if they suspect possible exposure. Potentially infectious individuals will be sent home for self-quarantine. Promote frequent and thorough hand washing, encourage employees to stay home if they are sick, encourage "respiratory etiquette" including covering coughs and sneezes and properly disposing of tissues, maintain regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.

IDENTIFYING RISK OF EXPOSURE

The immediate risk of being exposed is still low for most Americans. People in places where ongoing community spread has been reported are at elevated risk of exposure. Close contact with people who have COVID-19 also poses elevated risk. Travelers returning from affected

international locations where community spread is occurring are also at elevated risk. Some people are at higher risk of serious illness including older adults, and people who have chronic serious medical conditions like heart disease, diabetes, and lung disease.

CLASSIFYING EMPLOYEE EXPOSURE TO THIS DISEASE AT WORK

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2. Lower exposure risk jobs are those that do not require contact with people known to be or suspected of being infected or with the general public. Medium exposure risk jobs include those that require frequent and/or close contact (within 6 feet) of people who may be infected, but who are not known or suspected patients.

STEPS TO REDUCE THE RISK OF EXPOSURE IN THE WORKPLACE – LOWER EXPOSURE RISK

Additional engineering controls are not required for workers in the lower exposure risk group. Administrative controls include monitoring public health communications about COVID-19 and ensuring that workers have access to that information. Collaborate with workers to designate effective means of communicating important COVID-19 information. Additional PPE is not required for workers in the lower exposure risk group.

STEPS TO REDUCE THE RISK OF EXPOSURE IN THE WORKPLACE – MEDIUM EXPOSURE RISK

Engineering controls for medium exposure risk includes installing physical barriers, such as clear plastic sneeze guards, where feasible. Administrative controls including offering face masks to sick employees until they are able to leave the workplace. In the event of a mask shortage, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. Where appropriate, limit customer and public access to the worksite, or restrict access to only certain workplace areas. Ask sick customers to minimize contact with workers. Consider strategies to minimize face-to-face contact with customers. Workers with medium exposure may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposure workers have on the job.

CONTROL AND PREVENTION

General control and prevention measures include frequently washing hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Avoid touching your eyes, nose, or mouth with unwashed hands. Avoid close contact with people who are sick.

TRAVEL RESTRICTIONS (IF APPLICABLE)

Work-related travel should be cancelled or postponed, especially to locations with ongoing COVID-19 outbreaks. Employees should be encouraged to advise a supervisor if they have recently returned from a cruise or trip that included airline travel.

**REFERENCE
– COVID-19**

FOR MORE INFORMATION

CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

FedOSHA: <https://www.osha.gov/SLTC/covid-19/>

CalOSHA: <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

CDPH: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.as>

SAFETY

The County Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.

Additionally, the County Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

School staff shall be responsible for the proper supervision of students at all times when students are subject to County Office rules, including, but not limited to, during school hours, school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using County Office provided transportation.

The County Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

Crossing Guards/Student Safety Patrol

To assist students in safely crossing streets adjacent to or near school sites, the County Board may employ crossing guards and/or establish a student safety patrol at any County Office school. The County Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5)

1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number
2. The National Domestic Violence Hotline

(11/02) 12/22

SAFETY

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, County Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

Release of Students

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any unusual incidents to the principal or designee and file a written report as appropriate.

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or County Office administrator.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone
2. Consider the size of the playground area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The County Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Additionally, all staff and other school officials shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats. The training shall be documented and kept on file.

Student Safety Patrols

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall be allowed to serve only with written consent of the students and their parents/guardians. Patrol members shall be at least 10 years old and in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The County Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

Activities with Safety Risks

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery

12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Body Contact Sports
17. Other activities determined by the principal to have a high risk to student safety

As needed, the County Superintendent or designee may periodically provide training or instruction to students on the safe use of electric, motorized or nonmotorized bicycles, scooters, skateboards, and roller skates. Any student who rides any such bicycle, scooter, skateboard, or roller skates at school shall wear a properly fitted and fastened bicycle helmet.

Events In or Around a Swimming Pool

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the County Office and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to regularly review, update, and implement these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

The County Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The County Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The County Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the County Office. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

(7/06) 12/22

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

PRESCHOOL/EARLY CHILDHOOD EDUCATION

The County Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development and acquisition of instructional knowledge, skills, and abilities. The County Board desires to provide a supervised and cognitively rich learning environment designed to facilitate the transition to kindergarten for three-and four-year-old children.

The County Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The County Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

The County Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

To receive preschool services, a child and the child's parent(s)/guardian(s) shall be required to provide evidence of residency in California. However, any person identified as experiencing homelessness shall only be required to submit a declaration that the person resides in California. (5 CCR 17745)

Preschool eligibility determinations shall be made without regard to a child's immigration status or that of the child's parent(s)/guardian(s) unless the child or the child's parent(s)/guardian(s) are under a final order of deportation from the United States Department of Homeland Security. (5 CCR 17745)

District Preschool Programs

When the County Board determines that it is feasible, the County Office may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near County Office schools, either directly or through a subcontract with a public or private provider.

County Office preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The County Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 17701-17711 and the accompanying administrative regulation. (5 CCR 17701)

The County Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing County Office schools.

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the County Superintendent or designee shall provide information to the County Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

Because parents/guardians are essential partners in supporting the development of their children, the County Superintendent or designee shall involve them in program planning.

The County Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program

(TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge.

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program. (Education Code 8205, 48000)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The County Superintendent or designee shall identify dual language learners in County Office preschool programs, and shall collect and report related data to CDE as required by Education Code 8241.5. The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

The district's preschool program shall serve children with exceptional needs as required by Education Code 8208. Children with exceptional needs attending any CSPP program shall be educated in the least restrictive environment in accordance with 20 USC 1412.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

The County Office shall encourage volunteerism by families participating in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

The County Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in County Office preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the County Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (5 CCR 17743; 22 CCR 101218.1)

The County Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 17746-17748.

The County Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the County Office or community in order to assist families whose child care needs extend beyond the length of time that the district's preschool program is offered.

The County Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in BP 6170.1 -Transitional Kindergarten. (Education Code 8322)

The County Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 17709-17711)

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8212; 5 CCR 4610, 4611, 4690-4694, 17781)

The County Superintendent or designee shall regularly report to the County Board regarding enrollment in County Office preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(11/12) 12/22

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

PRESCHOOL/EARLY CHILDHOOD EDUCATION

Children with exceptional needs means either of the following:

1. Children under three years of age who have been determined to be eligible for early intervention services pursuant to the California Early Intervention Services Act (Government Code 95000-95029.5) and its implementing regulations. These children include an infant or toddler with a developmental delay or established risk condition, or who is at high risk of having a substantial developmental disability, as defined in Government Code 95014. These children shall have active individualized family service plans (IFSP) and shall be receiving early intervention services.
2. Children 3 to 21 years of age, inclusive, who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Education Code 56000-56865, and who meet eligibility criteria described in Education Code 56026 and 56333-56338 and 5 CCR 3030-3031. These children shall have an active individualized education program (IEP) and shall be receiving early intervention services or appropriate special education.

Dual language learner children means children whose first language is a language other than English or children who are developing two or more languages, one of which may be English.

Three-year-old children means children who will have their third birthday on or before December 1 of the fiscal year in which they are enrolled in a program approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP). Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a CSPP program on or after their third birthday. (Education Code 8205)

Four-year-old children means children who will have their fourth birthday on or before December 1 of the fiscal year in which they are enrolled in a CSPP program, or a child whose fifth birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent or guardian has opted to retain or enroll them in a CSPP program. (Education Code 8205)

When approved by CDE under the CSPP, the County Office may operate one or more part- or full-day preschool programs in accordance with law and the terms of its contract with CDE.

The district's CSPP program shall include all of the following: (Education Code 8207)

1. Age and developmentally appropriate activities for children
2. Supervision
3. Parenting education and parent engagement
4. Social services that include, but are not limited to, identification of child and family needs and referral to appropriate agencies
5. Health services
6. Nutrition
7. Training and career ladder opportunities, documentation of which shall be provided to CDE
8. Physical activity to support children's health

The district's preschool program shall satisfy all the requirements described in 5 CCR 17701-17711, including, but not limited to, those related to the program philosophy, goals, and objectives, the educational program, the creation of a developmental profile for each child, staff development, family engagement and strengthening, community involvement, health and social services, nutrition, and program evaluation.

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours, and up to three hours and 59 minutes, per day, excluding time for home-to-school transportation, and for at least 175 days per year unless otherwise specified in the contract with CDE. (Education Code 8207; 5 CCR 17727)

However, a part-day preschool program may also offer transitional kindergarten (TK) or kindergarten children whose families meet the requirements of Education Code 8208 less than four hours of wraparound childcare services and a part-day preschool program operating on a school site may be allowed flexibility in the operational hours. (Education Code 48000)

The district's full-day program shall operate for a minimum of 246 days per year, unless the contract specifies a lower number of days of operation, and for the number of operational hours reasonably necessary to meet the preschool needs of the families in the community. (Education Code 8207; 5 CCR 17728)

Staffing

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. (Education Code 8241, 5 CCR 17713-17716)

Any person employed at a County Office preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

The County Office may require any volunteer who is to provide care and supervision to County Office preschool children to provide evidence that the volunteer is free of infectious tuberculosis.

Family Literacy Services

When any County Office part-day preschool program receives funding for family literacy services pursuant to Education Code 8221, the County Superintendent or designee shall coordinate the provision of: (Education Code 8220)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development
2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children
 - b. Improving parent-school communications and parental understanding of school structures and expectations
 - c. Becoming active partners with teachers in the education of their children
 - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the County Office special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to

improve academic skills of parents/guardians

4. Staff development for teachers in participating classrooms that includes, but is not limited to:
 - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies
 - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
 - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
 - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

Eligibility Criteria for Part-Day CSPP Programs

A three- or four-year-old child is eligible for a part-day CSPP program if the child's family is one of the following: (Education Code 8208)

1. A current aid recipient
2. Income eligible
3. Homeless
4. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected or exploited
5. One who has children with exceptional needs, as defined in Education Code 8205
6. One with a household member who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by CDE

After all eligible three- and four-year-old children have been enrolled as provided above, a part-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

In addition, after all otherwise eligible children have been enrolled as provided in the paragraphs above, a part-day CSPP program may provide services to three- and four-year-old children in families whose income is above the income eligibility threshold if those children are children with exceptional needs. Such children with exceptional needs shall not count towards the 10-percent limit on enrollment of families with income above the income eligibility threshold described above. (Education Code 8208)

A CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price lunch may enroll three- and four-year-old children after all otherwise eligible children have been enrolled as provided in the paragraphs above. (Education Code 8208 and 8217)

The County Office shall certify eligibility and enroll families into the part-day preschool program within 120 calendar days prior to the first day of the beginning of the new preschool year. Subsequent to a child's enrollment, the child shall be deemed eligible for the part-day CSPP program for the remainder of the program year and for the following program year, provided applicable age-eligibility requirements are met, as specified in Education Code 8205 and 48000. (Education Code 8208)

Enrollment Priorities for Part-Day CSPP Programs

The County Office shall give priority for part-day CSPP programs as follows: (Education Code 8210)

1. The first priority for services shall be given to three- or four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social service agency. If the County Office is unable to enroll a child in this first priority category, the County Office shall refer the child's parent/guardian to local resources and referral services so that services for the child can be located.
2. When the number of three- or four-year old children with exceptional needs required to be enrolled pursuant to Education Code 8208 have been enrolled and there are additional children with exceptional needs who are interested in enrolling, the second priority for services shall be given to all three- and four-year old children with exceptional needs from families with incomes below the income eligibility threshold, as described in Education Code 8213. Within this priority category, children with exceptional needs from families with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the County Superintendent of Public Instruction (SPI) at the time of enrollment, shall be enrolled first.
3. The third priority shall be given to eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten (TK) program. This priority shall not include children eligible for enrollment as children with exceptional needs pursuant to Education Code 8208 (a)(1)(E), who are from families with incomes above the income eligibility threshold, as described in Education Code 8213. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first.

If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, a child from a family in which the primary home language is a language other than English shall be enrolled first. If there are no children from such a family, the child that has been on the waiting list for the longest time shall be admitted first.

4. The fourth priority shall be given to eligible three-year-old children. This priority shall not include children eligible for enrollment as children with exceptional needs pursuant to Education Code 8208 (a)(1)(E), who are from families with incomes above the income eligibility threshold, as described in Education Code 8213. Enrollment determinations within this priority category shall be made in the same way as for third priority in Item #3 above.
5. The fifth priority, after all otherwise eligible children have been enrolled, shall be given to children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to three- and four-year-old children with exceptional needs interested in enrolling beyond those already enrolled in the 10 percent of funded enrollment set aside pursuant to Education Code 8208, then to four-year old children before three-year-old children without exceptional needs.
6. After all otherwise eligible children have been enrolled in the first through fifth priority categories, as described in Items #1-5 above, the County Office may enroll other children in the following order:
 - a. A CSPP program site operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217 may enroll any three- or four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income according to the most recent schedule of income ceiling eligibility table.
 - b. Children enrolling in a CSPP program that provides expanded learning and care to TK or kindergarten students, pursuant to Education Code 48000

Regardless of the priorities listed above, until the County Office attains the percent of funded enrollment set aside for children with exceptional needs pursuant to Education Code 8208, children with exceptional needs shall be enrolled without regard to the priorities listed above. Within this category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first. If two or more families have the same income ranking, the child that has

been on the waiting list for the longest time shall be admitted first. (Education Code 8210)

Eligibility and Enrollment Priorities for Full-Day CSPP Programs

A three- or four-year-old child is eligible for a full-day CSPP program if the family meets both of the following requirements: (Education Code 8208)

1. The child's family is one of the following:
 - a. A current aid recipient, income eligible, or homeless
 - b. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited
 - c. One who has children with exceptional needs, as defined in Education Code 8205
 - d. One with a household member who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by CDE
2. The child's family needs the childcare services because of either the following:
 - a. The child is identified by a legal, medical, or social services agency, the County Office liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services; as being or at risk of being neglected, abused, or exploited; or as being homeless
 - b. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

After all eligible three- and four-year-old children have been enrolled as provided above, a full-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

After all families meeting the criteria specified in the paragraphs above have been enrolled, a full-day CSPP program may provide services to three- and four-year-old children in families who do not meet at least one of the criteria in Item #2 above. (Education Code 8208)

After all otherwise eligible children have been enrolled as provided above, a CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217 may enroll any four-year-old child. (Education Code 8208)

For full-day CSPP programs, the County Office shall use the same priority ranking specified in Items #1-#4 of "Enrollment Priorities for Part-Day CSPP Programs" above, and the following: (Education Code 8211)

1. After all otherwise eligible children based on Items 1-4 of "Enrollment Priorities for Part-Day CSPP Programs" have been enrolled, fifth priority shall be given to children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to three- and four-year-old children with an IFSP or IEP, then to four-year old children before three-year-old children without IFSP or IEP.
2. After all otherwise eligible children based on Items 1-4 of "Enrollment Priorities for Part-Day CSPP Programs" and Item #1 above have been enrolled, the County Office may enroll other children in the following order:
 - a. Three- and four-year old children from families who do not meet at least one of the need requirements in Item #2 above. Within this priority, families shall be enrolled in income ranking order, lowest to highest, and within income ranking order, four-year old children before three-year old children

- b. When a CSPP program site operates within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217, three- or four-year-old children whose families reside within the attendance boundary of the school may be enrolled without establishing eligibility or a need for services. Such children shall, to the extent possible, be enrolled by lowest to highest income ranking order.

Regardless of the priorities listed above, until the County Office attains the percent of funded enrollment set aside for children with exceptional needs pursuant to Education Code 8208, children with exceptional needs shall be enrolled without regard to the priorities listed above. Within this category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first. If two or more families have the same income ranking, the child that has been on the waiting list for the longest time shall be admitted first. (Education Code 8211)

Upon establishing initial eligibility or ongoing eligibility for a full-day CSPP program, a family shall be considered to meet all eligibility and need requirements for those services for not less than 24 months. Such families shall receive those services for not less than 24 months before having eligibility or need recertified, and shall not be required to report changes to income or other changes for at least 24 months. If the eligibility period ends before the end of a program year, eligibility shall be extended until the end of the program year, provided age-eligibility requirements are met, as specified in Education Code 8205. However, a family that establishes initial eligibility or ongoing eligibility on the basis of income shall report increases in income that exceed the threshold for ongoing income eligibility, as described in Education Code 8213, and the family's ongoing eligibility for services shall at that time be recertified. In addition, a family may, at any time, voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of the family's eligibility before recertification. (Education Code 8208)

Waiting List

The County Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a County Office waiting list in accordance with applicable enrollment priorities. As vacancies occur, applicant families shall be contacted in order of priority on the waiting list. (5 CCR 17744)

Combined Preschool/Transitional Kindergarten Classroom

When a child is eligible for both the preschool program and the district's TK program, the County Office may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.
2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.
3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.
4. The classroom shall comply with the adult-child ratio specified in Education Code 8264.8.
5. Contractors of the County Office shall report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068.
6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

Fees and Charges

Fees for participation in the district's full-day CSPP program shall be assessed and collected in accordance with the

fee schedule established by the SPI in conjunction with the California Department of Social Services. (Education Code 8252)

However, for the 2022-2023 school year, family fees shall not be collected as specified in Education Code 8252.

In addition, no fee shall be charged to an eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8253; 5 CCR 17735)

A family may be exempt from the fees for up to 12 months for any child enrolled in full-day preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code 8253)

The County Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8254)

Disenrollment Based on Reduced Funding

When necessary to disenroll families from subsidized preschool services, families shall be disenrolled in reverse order of the priority for services specified in Education Code 8210 and 8211 and as described above in the sections "Enrollment Priorities for Part-Day CSPP Programs" and "Eligibility and Enrollment Priorities for Full-Day CSPP Programs." (Education Code 8214; 5 CCR 17744)

Expulsion/Unenrollment and Suspension Based on Behavior

A County Office preschool program shall not expel or unenroll a child or persuade or encourage a child's parents/guardians to voluntarily unenroll from the program based on the child's behavior, unless the County Office first takes the following actions to address the child's behavior: (Education Code 8489.1)

1. In writing, inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program
2. If the child has an IFSP or IEP, contact, with written parent/guardian consent, the agency or County Office employee responsible for such plan or program to seek consultation in regard to serving the child
3. If appropriate, consider completing a comprehensive screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, and implementing behavior supports within the program

If the County Office has taken the actions specified in Items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the County Office shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. The County Office shall, to the greatest extent possible, support direct transition to a more appropriate placement. The County Office may then unenroll the child. The County Office shall have up to 180 days to complete the actions described above. (Education Code 8489.1)

A child shall not be suspended from a CSPP program, nor shall a child's parent/guardian be encouraged or persuaded to prematurely pick up a child before the program day ends, except as a last resort in extraordinary circumstances, when a safety threat exists that cannot be eliminated or reduced without the removal of the child.

Before determining that a suspension is necessary, the County Office shall collaborate with the child's parents/guardians and, as needed, shall use appropriate community resources to determine that no other reasonable option is appropriate.

When suspension is deemed necessary, the County Office shall help the child return to full participation in the program as

soon as possible while ensuring safety, by doing the following:

1. Continuing to engage with the child's parents/guardians and continuing to use appropriate community resources
2. Developing a written plan to document the action and supports needed
3. Providing referrals to appropriate community resources
4. If the child has an IFSP or IEP, contacting, with written parent/guardian consent, the agency responsible for the child's IFSP or IEP, to seek consultation on servicing the child

Upon enrollment, the parents/guardians of each child shall be notified, in writing, of the limitations on expulsion, suspension, or any form of disenrollment and how the parents/guardians may file an appeal to CDE in the event of expulsion or suspension. If the County Office suspends or expels a child from any CSPP program, the County Office shall, at least 24 hours before the effective date of the suspension or expulsion, issue the child's parents/guardians a written "Notice of Action, Recipient of Services," as described in 5 CCR 17783, informing the parents/guardians of the right to file an appeal of the action directly with CDE no later than 14 calendar days after receiving the notice.

Children with exceptional needs may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.

Notice of Action

Upon receiving a parent/guardian's application for services, the County Superintendent or designee shall review the application and documentation and shall certify the eligibility of the family or child.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 17782)

Subsequently, the County Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 17783)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the County Office requested such documentation in writing
3. An indication by the parent/guardian that the parent/guardian no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the County Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the County Office has made a diligent search for children eligible for subsidized services. (5 CCR 17758)

Parent Hearing

If a parent/guardian disagrees with any County Office action to deny the child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the County Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the County Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 17784)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 17784 by a County Office administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the County Office administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to CDE. (5 CCR 17785-17786)

(7/15) 12/22

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

GOVERNING BOARD ELECTIONS

The County Board of Education shall consist of five members whose terms shall be staggered so that, as nearly as practicable, one half of the members shall be elected at each regular County Board election. (Education Code 1000, 1007)

Board Member Qualifications

Other than the County Superintendent of Schools, a member of the county office of education (COE) staff, or an employee of a school district that is within the jurisdiction of the County Board, any registered voter is eligible to be a member of the County Board if that person is an elector of the trustee area to be represented and is not legally disqualified from holding civil office. (Education Code 1000, 1006)

Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or to be elected as a County Board member unless granted a pardon in accordance with law. (Elections Code 20)

The County Board encourages all candidates to become knowledgeable about the role of the County Board. When available, candidates shall be provided information about the responsibilities and expectations of being a County Board member, information regarding available workshops, seminars, and/or training, the county election official's contact information, and general information about school programs, COE operations, and County Board responsibilities.

Recalling a Board Member

A County Board member may be recalled as permitted by Elections Code 11000. Proponents of a recall are required to serve, file, and publish or post a notice of intention to circulate the recall petition and to comply with other applicable law and formalities and county elections official directives. The petition, pursuant to Elections Code 11041, is required to be in the format provided by the Secretary of State and to include an estimate of the cost of conducting the special election, as determined by the county elections official, in consultation with the County Office.

Within 14 days after the County Board meeting at which a certificate of sufficiency of signatures on a recall petition is received from the county elections official, the County Board shall order an election to be held to determine whether the County Board member named in the petition shall be recalled. The election shall be held not less than 88, nor more than 125, days after the date that the Board orders the election. However, the election may be conducted within 180 days after the issuance of the Board's order to consolidate the election with a regularly scheduled election.

Recall elections shall be conducted in accordance with Elections Code 11381-11386.

Election Date

To reduce costs associated with conducting elections, the election of County Board members shall be consolidated with the local municipal or statewide primary or general election in accordance with a County Board resolution approved by the County Board of Supervisors. (Elections Code 1302, 10404.5)

However, if a regularly scheduled County Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four

statewide general elections, the County Board shall take action to consolidate County Board elections with statewide elections in accordance with Elections Code 14051-14052. (Elections Code 14051-14052)

Term of Office

The term of office for County Board members elected in regular elections shall be four years, commencing on the second Friday in December following their election. (Education Code 1007, 5017)

A County Board member whose term has expired shall continue to discharge the duties of the office until a successor has qualified by taking the oath of office. (Government Code 1302, 1360)

Campaign Conduct

All candidates, including current County Board members running as incumbents, shall abide by local, state, and federal requirements regarding campaign donations, funding, and expenditures.

No candidate shall expend or accept any public money for the purpose of seeking elective office, unless the COE has established a dedicated fund for those seeking election to the County Board and such funds are available to all qualified candidates without regard to incumbency or political preference. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the County Board and the COE, the County Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

Statement of Qualifications

On the 125th day prior to the day fixed for the general election, the County Board secretary or designee shall deliver a notice, bearing the secretary's signature and seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the County Board to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the County Board or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Candidates for the County Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

The County Board shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the County Board may require candidates to pay their estimated pro rata share of these costs to the County Board in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Before each election, the County Board shall decide whether to resolve a potential tie by lot or by a runoff election. If the County Board has decided to resolve a tie by lot, the County Board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. If the County Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

(7/9) 12/22

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

FILLING VACANCIES**Events Causing a Vacancy**

A vacancy on the County Board of Education may arise from any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A County Board member's resignation (Government Code 1770)
4. A County Board member's removal from office by recall (Elections Code 11384; Government Code 1770)
5. A County Board member's ceasing to inhabit the trustee area represented on the County Board (Government Code 1770)
6. A County Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon County Board business with the approval of the County Board
 - b. With the consent of the County Board, for an additional period not to exceed a total absence of 90 days. However, in the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the County Board.
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard
If the absence of the County Board member for military deployment exceeds six months, the County Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the County Board may appoint an interim member to serve during the absence.
If two or more County Board members are absent by reason of military deployment, and those absences result in the inability to establish a quorum at a regular meeting, the County Board may immediately appoint one or more interim members, as necessary, to enable the County Board to conduct business and discharge County Board responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent County Board member or beyond the next regularly scheduled election for that office, whichever occurs first.
7. A County Board member's ceasing to discharge the duties of the office for the period of three consecutive months, except when prevented by illness or when absent from the state without the permission required by law (Government Code 1770)
8. A County Board member's conviction of a felony or any offense involving a violation of official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A County Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)
10. The decision of a competent tribunal declaring void a County Board member's election or appointment (Government Code 1770)
11. A County Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until

the order of commitment has become final (Government Code 1770)

12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a County Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the County Board shall take the following action, as appropriate: (Education Code 1008)

1. When a vacancy occurs within four months of the end of a County Board member's term, the County Board shall take no action. (Education Code 5093)
2. When a vacancy occurs between six months and 130 days before a regularly scheduled County Board election at which the vacant position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person elected shall take office at the first regularly scheduled County Board meeting following the certification of the election and shall serve until the end of the term of the position which the person was elected to fill. (Education Code 5093)
3. When a vacancy occurs any time outside of the statutory time windows identified in Items #1 and #2 above, the County Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation. If the County Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy. (Education Code 5091, 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the County Board, a person must meet the eligibility requirements specified in Education Code 1000 and 1006 and described in Board Bylaw 9220.

When the boundaries of the trustee area represented by a County Board member have changed since the County Board member's term of office became effective, any special election to fill the seat vacated by the County Board member shall be held subject to the trustee area boundaries in effect when the County Board member was elected.

Provisional Appointments

When a special election is not required, the County Board is authorized by law to make a provisional appointment to fill a vacancy on the County Board. Before making a provisional appointment, the County Board shall advertise in the local media to solicit candidate applications or nominations. The County Board shall ensure that applicants are eligible for County Board membership, interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the County Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the jurisdiction of the County Board. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date that the vacancy occurred or the date of the filing of, and the effective date of, the resignation
2. The full name of the provisional appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, the appointment shall become effective

The person appointed shall be afforded all the powers and duties of a County Board member immediately upon appointment and shall hold office until the next regularly scheduled election for County Board members. (Education Code 5091)

If within 30 days of the County Board's appointment, registered voters of the trustee area for which the appointment is made submit a petition for special election which the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a special election shall be held in accordance with Education Code 5091 to fill the vacancy. Any such petition for a special election shall contain the county election official's estimate of the cost of conducting the special election, expressed on a per-student basis.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and an election will not be held, the County Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the County Board shall publish a notice once in a newspaper of general circulation published in the county, or if no such newspaper exists, in a newspaper having general circulation within the county. This notice shall state that the County Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures specified above in the "Provisional Appointments" section.

(1/16) 12/22

MEETING CONDUCT

The County Board of Education endeavors to conduct business efficiently and in a manner that promotes full and fair consideration of the issues and allows for meaningful participation of members of the public.

Meeting Procedures

All County Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with County Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The County Board president shall conduct meetings in accordance with County Board bylaws and approved meeting procedures.

The County Board believes that late night meetings discourage public participation, can affect the County Board's decision-making ability, and can be an unnecessary burden on County Board members, the County Superintendent of Schools, and staff. Regular meetings shall be adjourned at the time, if any, set by the County Board at the annual organizational meeting.

Quorum and Abstentions

A majority of the members of the County Board shall constitute a quorum for the transaction of business. (Education Code 1013)

On a call by any County Board member, a voice vote shall be taken upon any proposition and the vote shall be recorded in the minutes. (Education Code 1015)

Unless otherwise provided by law, an affirmative vote by a majority of all the membership of the County Board is required to approve any action under consideration, regardless of the number of members present.

The County Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted as an affirmative vote for purposes of determining whether a majority of the membership of the County Board has taken action.

If the County Board consists of seven members and not more than two vacancies occur on the County Board, the vacant position(s) shall not be counted for purposes of determining how many members of the County Board constitute a majority. In addition, whenever any provision of the Education Code requires unanimous action of all or a specific number of the members, any vacant position(s) shall be not be counted for purposes of determining the total membership constituting the County Board.

Public Participation

Members of the public are encouraged to attend County Board meetings and to address the County Board concerning any item on the agenda or within the County Board's jurisdiction. Although they may voluntarily do so, members of the public attending a County Board meeting shall not be required to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting, except that if the meeting is conducted with remote public participation or a County Board member attending remotely pursuant to Government Code 54953, a member of the public desiring to provide comment through the use of a third party internet website or online platform may be required to register as required by the third party provider.

In order to conduct business in an orderly and efficient manner, the County Board requires public presentations to the County Board to comply with the following procedures:

1. The County Board shall give members of the public an opportunity to address the County Board on any item of interest to the public that is within the subject matter jurisdiction of the County Board, either before or during the County Board's consideration of the item. (Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the County Board matters that are not listed on the agenda. The County Board shall undertake no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Government Code 54954.2)
3. Without taking action, County Board members or county office of education (COE) staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, County Board members or COE staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code 54954.2) Furthermore, the County Board may provide a reference to COE staff or other resources for factual information, ask COE staff to report back to the County Board at a subsequent meeting concerning any matter, or take action to direct that a matter of business be placed on a future agenda. (Government Code 54954.2)
4. The County Board need not allow members of the public to speak on any item that has already been considered by a committee composed exclusively of County Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the County Board determines that the item has been substantially changed since the committee heard the item, the County Board shall provide an opportunity for the public to speak. (Government Code 54954.3)
5. A person wishing to be heard by the County Board shall first be recognized by the president.
6. In general, individual speakers will be allowed three minutes to address the County Board on each agenda or nonagenda item, and the total time for public input on each item will be limited to 20 minutes. In exceptional circumstances, however, the County Board president may, with County Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker, when such adjustment is necessary to ensure full opportunity for public input. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.
In order to ensure that non-English speakers receive the same opportunity to directly address the County Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the County Board, unless simultaneous translation equipment is used to allow the County Board to hear the translated public testimony simultaneously. (Government Code 54954.3)
7. The County Board president may rule on the appropriateness of a topic, subject to the following conditions:
 - a. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
 - b. The County Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
 - c. The County Board shall not prohibit public criticism of persons employed directly by the County Board. However, whenever a member of the public initiates specific complaints or charges against an individual COE employee, the County Board president shall inform the complainant that employment matters are the jurisdiction of the County Superintendent and shall advise the complainant to address the complaint to the County Superintendent using the appropriate complaint procedure.
8. The County Board president shall not permit actual disruption of meetings. Actual disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the County Board and remove the individual from the meeting.

The County Board President or designee may remove an individual for actually disrupting the meeting. Prior to removal, the individual shall be warned that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the County Board president, or designee, may then remove the individual from the meeting. (Government Code 54957.95)

When an individual's behavior constitutes the use of force or a true threat of force, the individual shall be removed from a County Board meeting without a warning. (Government Code 54957.95)

Disrupting means engaging in behavior during a County Board meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, a failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law, or engaging in behavior that constitutes use of force or a true threat of force. (Government Code 54957.95)

True threat of force means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat. (Government Code 54957.95)

Additionally, the County Board may order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the County Board. When the room is ordered cleared due to a disturbance, further proceedings shall concern only matters appearing on the agenda.
(Government Code 54957.9)

When disruptive conduct occurs, the County Board may decide to recess the meeting to help restore order, or if removing the disruptive individual(s) or clearing the room is infeasible, move the meeting to another location. Law enforcement shall be contacted as necessary.

Recording by the Public

Members of the public may record an open County Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The County Board may designate locations from which members of the public may make such recordings without causing a distraction.

If the County Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the County Board.
(Government Code 54953.5, 54953.6)

(1/16) 12/22

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**