



MINUTES

**Trinity County Board of Education
Regular Board Meeting
October 19, 2022**

WHERE HELD: Hayfork High School
231 Oak Avenue, Hayfork, CA 96041

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

ABSENT: Randy Spencer, Area I

COUNTY OFFICE: Sarah Supahan, Superintendent of Schools
Fabio Robles, Deputy Superintendent
Cindy Blanchard, Chief Business Official
Anthony Rebelo, Assistant Superintendent of Special
Education/SELPA Director
Melanie Holmes, Executive Director of HR & Business
Services
Tim Nordstrom, Assistant Superintendent of Educational
Services
Dawn MacLaren, Administrative Secretary

PUBLIC: Josh Cozine, Trinity Journal- Teleconference
Arina Erwin, Junction City Community Member

1.0 Formal Opening

- 1.1 Call to Order
Sally Aldinger called the meeting to order at 5:00 p.m.
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Additions or Changes to Agenda

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, 20 minutes per topic, pursuant to Board policy. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there

shall be no action taken. The Board may 1) acknowledge 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 Michelle Myers to accept the Open Agenda. Motion passed unanimously. Aye-3(Aldinger, Canale, 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 – August 17, 2022
- 4.2 Warrants – August and September 2022
- 4.3 Payroll – August and September 2022
- 4.4 BP/AR 5113 Absences and Excuses - Second Reading
- 4.5 BP/AR 5145.3 Nondiscrimination/Harassment - Second Reading
- 4.6 BP/AR/E(1)/E(2) 6173 Education for Homeless Children - Second Reading
- 4.7 BB 9322 Agenda/Meeting Materials - Second Reading

Sally Aldinger asked the Board if there was a motion to pull any items from the Consent Agenda. Item 4.7 was pulled for further discussion.

MOTION: Motion was made by Michelle Myers, with a second by Steve Canale to approve items 4.1 through 4.6 Motion passed unanimously. Aye-3(Aldinger, Canale, Myers), No-0, Absent-1 (Spencer), Abstain-0.

Discussion of Item 4.7

MOTION: After discussion, motion was made by Steve Canale with a second by Michelle Myers to accept Item 4.7 BB 9322 Agenda/Meeting Materials with the correction of BB 9322 to remove the following statement:

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the County Board

Replace with the following statement:

As per Education Code 49073.2, the governing board minutes shall not include the directory information or the personal information of a student. or of a parent or guardian of a student, in the minutes of a board meeting, except as required by judicial order or federal law. Motion passed unanimously. Aye-3(Aldinger, Canale, Myers), No-0, Absent-0 (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 Board packet for the members to review.
- 5.2 Cabinet Report –Trinity Co-Op, and Trinity Teachers Newsletter
Anthony Rebelo, Assistant Superintendent of Special Education/SELPA Director and Tim Nordstrom, Assistant Superintendent of Educational Services shared the Cabinet Report with the board.
Tim Nordstrom provided a copy of the Trinity Co-Op Newsletters that was included in the Board packet for review.

6.0 **Correspondence**

- 6.1 Letter of Interest from Arina Erwin for Board Vacancy, Area IV (Junction City, Burnt Ranch)
- 6.2 California Department of Education – Approval of 2021-22 through 2023-24 Local Control and Accountability Plan for the 2022-23 school year.
- 6.3 California Department of Education – Approval of 2022-2023 Budget

7.0 **Action Items**

- 7.1 Interview, Consider and/or Approve Provisional Appointment of Arina Erwin, Area IV (Burnt Ranch/Junction City) Board Member
MOTION: Motion was made by Steve Canale, with a second by Michelle Myers to appoint Arina Erwin in lieu of Election to the vacant Area IV position representing Burnt Ranch and Junction City. Motion passed unanimously. Aye-3, (Aldinger, Canale, Myers), No-0, Absent-1 (Spencer), Abstain-0.
 - 7.1.1 Administer the Oath of Office
Sarah Supahan administered the oath of office at 5:19 p.m. and Arina Erwin took her seat at the Board table.
- 7.2 Board to determine that meeting in person would present imminent risks to the health/safety of attendees for Board meeting scheduled for November 16, 2022, at 1:00 p.m. as per California Governor’s Executive Order AB 361.(No back-up)
MOTION: Motion was made by Steve Canale 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 November 16, 2022, 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
- 7.3 Approve 2022-2023 Consolidated Application
MOTION: Motion was made by Michelle Myers with a second by Steve Canale to Approve 2022-2023 Consolidated Application. Motion passed unanimously. Aye-4(Aldinger, Canale, Erwin, Myers), No-0, Absent-1(Spencer), Abstain-0
- 7.4 Approve Resolution 22-23-07 Amend Bylaws of Northern California Schools Insurance Group (NCSIG)
MOTION: Motion was made by Michelle Myers with a second by Steve Canale to Approve Resolution 22-23-07 Amend Bylaws of Northern California Schools

- Insurance Group (NCSIG). Motion passed unanimously. Aye-4(Aldinger, Canale, Erwin, Myers), No-0, Absent-1(Spencer), Abstain-0
- 7.5 Approve Resolution #22-23-08 Designation of Applicant Agent for Non-State Agencies
MOTION: Motion was made by Steve Canale with a second by Michelle Myers to Approve Resolution #22-23-08 Designation of Applicant Agent for Non-State Agencies. Motion passed unanimously. Aye-4(Aldinger, Canale, Erwin, Myers), No-0, Absent-1(Spencer), Abstain-0
- 7.6 Approve Resolution #22-23-09 Adopting GANN Limit for 2021-2022 and Projected Limit for 2022-2023(back-up to follow electronically)
MOTION: Motion was made by Steve Canale with a second by Arina Erwin to Approve Resolution #22-23-09 Adopting GANN Limit for 2021-2022 and Projected Limit for 2022-2023. Motion passed unanimously. Aye-4(Aldinger, Canale, Erwin, Myers), No-0, Absent-1(Spencer), Abstain-0
- 7.7 Approve Resolution #22-23-10 Designation of the Representative(s) to the Shasta/Tehama/Trinity Adult Education Consortium
MOTION: Motion was made by Michelle Myers with a second by Steve Canale to Approve Resolution #22-23-10 Designation of the Representative(s) to the Shasta/Tehama/Trinity Adult Education Consortium. Motion passed unanimously. Aye-4(Aldinger, Canale, Erwin, Myers), No-0, Absent-1(Spencer), Abstain-0
- 7.8 Approve Reclassification and Destruction of LEA Documents Having Met Retention Period Requirements of Article 2, Sections 16023-16028 of Title 5, California Code of Regulations
MOTION: Motion was made by Arina Erwin with a second by Steve Canale to Approve Reclassification and Destruction of LEA Documents Having Met Retention Period Requirements of Article 2, Sections 16023-16028 of Title 5, California Code of Regulations. 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 Procedures (July 1, 2022 through September 30, 2022)
There are no Williams complaints for TCOE schools and/or programs
- 8.2 Trinity County Office Unaudited Actuals for Year Ending June 30, 2022 (*back-up to follow electronically*)
Cindy Blanchard reported to the board Trinity COE's Unaudited Actuals for Year Ending June 30, 2022.
- 8.3 BP 0420.42 Charter School Renewal – First Reading
- 8.4 AR/E 1330 Facility Use App & Permit – First Reading
- 8.5 AR 3515.6 Criminal Background Check For Contractors – First Reading
- 8.6 AR 5125 Student Records – First Reading
- 8.7 BP/AR 5148 Child Care and Development – First Reading
- 8.8 BP/AR 5148.2 Before/After School Programs – First Reading

Fabio Robles provided a brief summary of the policy updates. Items 8.3 through 8.8

9.0 Superintendent's Report

- 9.1 Sarah Supahan shared with the board that after years of work regarding the use of Ironside Mountain, the local provider, Velocity, was able to complete the installation of internet service to Burnt Ranch School and most of the surrounding community.
- 9.2 We have been discussing enrollment patterns between 1st-day of enrollment and Information Day which is the first Wednesday in October. Since the 2017-18 school year enrollment has been higher at Information Day than that on the 1st-day enrollment.
- 9.3 CCSESA, California County Superintendents Educational Services Association officially has changed its name to California County Superintendents (CCS) and also has a new logo.
- 9.4 Sarah is investigating renaming the Boulder Room, one of the three conference rooms at TCOE, which house our Native Resource Library, with a Wintu name.
- 9.5 As part of the tribal mapping project a sub-group of the Indian Education Committee is working with the Resource Advisory Council and Cal Trans in creating road signs to be placed along the highway using local Native place names
- 9.6 Some of the TCOE staff are working on an Escape/Stranger Things/Upside Down Halloween-themed room in the Granite room for students at R.I.S.E.

10.0 Adjournment

The meeting adjourned at 5:53 p.m.

This meeting may be tape-recorded

Respectfully submitted,

Sarah Supahan, Ex-Officio Secretary
Trinity County Office of Education

dm

Register 000832 - 10/05/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5237306	01	Check Amt	12.00	Status Printed	Arkansas Department of Health (Arkansas De - Payee)	
MCK-V BRITH CERT	McK-V Student Birth Certificate			01. 5630. 0. 8600. 3130. 5800. 825. .		12.00
Check # 5237307	12	Check Amt	350.00	Status Cleared	Caitlin Canale (Caitlin Can - Payee)	
CCANALE EETD	ECERS Presentation			12. 6054. 0. 0001. 2150. 5200. 825. .		350.00
Check # 5237308	01	Check Amt	150.00	Status Cleared	Cala-Dece Traub (Cala-Dece T - Payee)	
CTRAUBNATIVEAMERICAN	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237309	01	Check Amt	450.00	Status Cleared	Cody Henrikson (Cody Henrik - Payee)	
CHENRIKSONNATIVE	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		450.00
Check # 5237310	01	Check Amt	650.00	Status Cleared	Dave Hayward (Dave Haywar - Payee)	
DHAYWARDNATIVEAMERI	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		650.00
Check # 5237311	01	Check Amt	150.00	Status Cleared	Geoffrey Beebe (Geoffrey Be - Payee)	
GBEEBENATIVEAMERI	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237312	01	Check Amt	150.00	Status Cleared	Jesi Naomi (Jesi Naomi - Payee)	
JNAOMINATIVEAMER	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237313	01	Check Amt	150.00	Status Cleared	John E. Garrett (John E. Gar - Payee)	
JGARRETTNATIVEAMERI	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237314	01	Check Amt	150.00	Status Cleared	John Hayward (John Haywar - Payee)	
JHAYWARDNATIVEAMER	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237315	01	Check Amt	150.00	Status Voided	Maya Williams (Maya Willia - Payee)	
MWILLIAMSNATIVEAMER	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
	Reversal of EX23-00588			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00-
Check # 5237316	01	Check Amt	150.00	Status Cleared	Michaela Ward (Michaela Wa - Payee)	
MWARDNATIVEAMERICAN	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237317	01	Check Amt	150.00	Status Cleared	Paul Ammon (Paul Ammon - Payee)	
PAMMONNATIVEAMERICAN	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237318	01	Check Amt	150.00	Status Cleared	Susan Alexander (Susan Alexa - Payee)	
SALEXANDERNATIVEAME	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		150.00
Check # 5237319	01	Check Amt	200.00	Status Cleared	Ted Dawson (Ted Dawson - Payee)	
TDAWSONNATIVEAMER	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		200.00
Check # 5237320	01	Check Amt	200.00	Status Cleared	Thurston Wilson (Thurston Wi - Payee)	
TWILSONNATIVEAMER	Native American Cultural Materials			01. 7210. 0. 8600. 2150. 4300. 825. 2552. .		200.00
Check # 5237321	01	Check Amt	55.94	Status Cleared	Supahan, Sarah E (000351 - Emp)	
SSUPAHAN09302022	SSupahan Mileage			01. 0000. 0. 8600. 7200. 5200. 825. .		55.94

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Register 000832 - 10/05/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237322	01	Check Amt	3,077.40	Status Cleared	Rebelo, Stephanie S (000421 - Emp)
SREBELO1032022	Apple Computer Nursing, FY Materials, Food Handlers	01. 0000. 0. 8600. 4900. 5800. 825. 0320.	20.00		
		01. 7368. 0. 4900. 4000. 4400. 825. .	104.80		
		01. 7815. 0. 8600. 3140. 4400. 825. .	2,952.60		
Check # 5237323	01	Check Amt	13.12	Status Printed	Wright, Tiffany L (000437 - Emp)
TWRIGHTMILEAGE	Tiffany Wright FY Mileage	01. 7366. 0. 8600. 3130. 5200. 825. .	13.12		
Check # 5237324	01	Check Amt	529.93	Status Cleared	Palmer, Jason (000501 - Emp)
JPALMER10032022	Supplies for RISE	01. 6300. 0. 3500. 1000. 4300. 829. 0245.	272.98		
JPALMER9292022	RISE Materials & Student Rewards	01. 0245. 0. 3500. 2700. 4300. 829. .	256.95		
Check # 5237325	01	Check Amt	131.64	Status Cleared	Dixon, Julia M (000503 - Emp)
JDIXON09292022	Native American Day Supplies	01. 7210. 0. 8600. 2150. 4300. 825. 2552.	104.46		
JDIXON209292022	Supplies for STEAM night	01. 0000. 0. 8600. 2100. 4300. 825. 2555.	27.18		
Check # 5237326	01	Check Amt	224.10	Status Cleared	Amazon Capital Services, Inc (001252/1)
1LL3-KQTT-TK4V	Macally Bluetooth Keyboard	01. 0000. 0. 0000. 2420. 4400. 825. .	83.61		
1NFM-D6V6-4YXM	DisplayPort Cable for new monitors	01. 7815. 0. 8600. 3140. 4400. 825. .	52.31		
1WQR-WVVL-9T1V	DisplayPort Cable for new monitors	01. 7815. 0. 8600. 3140. 4400. 825. .	88.18		
Check # 5237327	01	Check Amt	880.15	Status Cleared	Lakeshore Learning Materials (000208/1)
429558082622	SELPA Supplies Birch Chair	01. 6537. 0. 5730. 1110. 4300. 826. .	880.15		
Check # 5237328	01	Check Amt	139.29	Status Cleared	Mendes Supply Co. (000233/1)
R058955A	22-23 Maintenance Supplies	01. 0000. 0. 0000. 8100. 4300. 825. .	139.29		
Check # 5237329	01	Check Amt	1,245.91	Status Cleared	ODP Business Solutions, LLC (001396/1)
263532214001	SELPA Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .	146.49		
263532214002	SELPA Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .	6.96		
263570801001	SELPA Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .	41.70		
263570811001	SELPA Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .	22.73		
263570818001	SELPA Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .	19.05		
265111830001	SELPA Office Supplies	01. 0000. 0. 0000. 7200. 4300. 825. .	1,008.98		
Number of Items	24	9,509.48	Totals for Register 000832		

2023 FUND-OBJ Expense Summary / Register 000832

01-4300	5,626.92
01-4400	3,281.50
01-5200	69.06
01-5800	32.00

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Register 000832 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000832 (continued)

01-9110*		9,009.48-
Totals for Fund 01	9,009.48	9,009.48-
12-5200	350.00	
12-9110*		350.00-
Totals for Fund 12	350.00	350.00-
Totals for Register 000832	9,359.48	9,359.48-

* denotes System Generated entry

Net change to Cash 9110	9,359.48- Credit
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Register 000832 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000832 (continued)

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Register 000833 - 10/11/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237330	01	Check Amt	39,822.30	Status Cleared	Redding Subaru (001401/1)
TOYOTA RAV4	2021 Rav 4 Hybrid		01. 0000. 0. 0000. 8100. 6500. 825.	.	39,822.30

Number of Items 1 39,822.30 Totals for Register 000833

2023 FUND-OBJ Expense Summary / Register 000833

01-6500	39,822.30	
01-9110*		39,822.30-
Totals for Register 000833	39,822.30	39,822.30-

* denotes System Generated entry

Net change to Cash 9110 39,822.30- Credit

Register 000833 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000833 (continued)

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Register 000834 - 10/12/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237369	01	Check Amt	400.00	Status Cleared	Josh's Recycling (Josh's Recy - Payee)
651303	E-Waste Recycling			01. 0000. 0. 0000. 8100. 5550. 825. .	400.00
Check # 5237370	01	Check Amt	1,745.83	Status Cleared	Rebelo, Anthony J (000307 - Emp)
AREBELO101022	SELPA Travel & Conference			01. 6500. 0. 5050. 2200. 5200. 826. . 650	1,184.92
AREBELO210102022	SELPA Travel & Conference			01. 6500. 0. 5050. 2200. 5200. 826. . 650	285.91
AREBELO310102022	SSC Training			01. 0000. 0. 0000. 7200. 5200. 825. .	275.00
Check # 5237371	01	Check Amt	38.35	Status Cleared	Supahan, Sarah E (000351 - Emp)
SSUPAHAN10072022	RISE Halloween Event			01. 0000. 0. 0000. 7200. 4300. 825. .	38.35
Check # 5237372	01	Check Amt	520.84	Status Cleared	Nordstrom, Timothy M (000400 - Emp)
TNORDSTROM1072022	TV Stand-Granite Room			01. 0000. 0. 0000. 7110. 4300. 825. .	520.84
Check # 5237373	01	Check Amt	10.69	Status Cleared	David, Jnanna A (000472 - Emp)
NDAVID1052022	Sharpees for Native American Day			01. 7210. 0. 8600. 2150. 4300. 825. 2552.	10.69
Check # 5237374	01	Check Amt	72.00	Status Cleared	ACCU-Print (001395/1)
1417	September 22 Fingerprint Fees			01. 0000. 0. 8600. 7200. 5840. 825. .	72.00
Check # 5237375	01	Check Amt	234.69	Status Cleared	Amazon Capital Services, Inc (001252/1)
1HGH-6V9D-1PMR	DisplayPort Cable			01. 7815. 0. 8600. 3140. 4400. 825. .	234.69
Check # 5237376	01	Check Amt	5,776.09	Status Cleared	Apple Store (000799/2)
AJ24424558	14-Inch MacBook Pro			01. 0000. 0. 0000. 2420. 4400. 825. .	3,435.93
AJ30991839	Apple Mac Mini & Warranty			01. 0000. 0. 0000. 2420. 4400. 825. .	237.00
AK00644414	Apple Mac Mini & Warranty			01. 0000. 0. 0000. 2420. 4400. 825. .	2,103.16
Check # 5237377	01	Check Amt	831.96	Status Cleared	Atkinson, Andelson, Loya, Attorneys at Law (000031/3)
656004	TAUSD Mediation			01. 0000. 0. 0000. 7100. 5850. 825. 0320.	345.05
658036	TAUSD Mediation			01. 0000. 0. 0000. 7100. 5850. 825. 0320.	486.91
Check # 5237378	01	Check Amt	157.50	Status Cleared	California Safety Company (000469/1)
512471	22/23 Alarm Services			01. 0000. 0. 0000. 8100. 5800. 825. .	157.50
Check # 5237379	01	Check Amt	25,040.86	Status Cleared	Carrel's Office Solutions (000825/2)
AR48044	Kyocera Taskalfa 5054ci Digital Color IS			01. 7430. 0. 0000. 2420. 6400. 825. .	16,907.63
AR48046	Kyocera Taskalfa 4004i Digital Imaging System			01. 7430. 0. 0000. 2420. 4400. 825. .	7,693.04
AR48612	22/23 TASKalfa 6501i			01. 0000. 0. 0000. 7200. 5600. 825. 2751.	81.63
AR48614	22/23 TASKalfa 5052ci			01. 0000. 0. 0000. 7200. 5600. 825. 2753.	358.56
Check # 5237380	01	Check Amt	440.00	Status Cleared	CSFC (001224/1)
148635	County Schools Facility Consortium Annual Conf			01. 0000. 0. 8600. 7200. 5200. 825. .	440.00
Check # 5237381	01	Check Amt	2,300.00	Status Cleared	Com-Pair Services (001086/1)
50799	22/23 Com-Pair Monthly Expenses			01. 0000. 0. 8600. 7700. 5920. 825. .	2,300.00

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Register 000834 - 10/12/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237382	01	Check Amt	102.70	Status Cleared	Dunamis Center Inc (001333/1)
15783	Sep 22 Mental Health Serv			01. 6546. 0. 8600. 3120. 5800. 825. 0350.	102.70
Check # 5237383	01	Check Amt	177.60	Status Cleared	Envoy Plan Services (000548/4)
82709	BR June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	7.20
82710	CHYBA June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	4.80
82711	DC June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	28.80
82712	JC June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	4.80
82713	LES June 2022 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	4.80
82714	MV June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	31.20
82715	ST June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	16.80
82716	TAU June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	36.00
82718	TCOE June 22 Envoy Plan Services			01. 0000. 0. 0000. 7200. 5800. 825. .	43.20
Check # 5237384	01	Check Amt	225.72	Status Cleared	Frontier Fuel (000146/2)
FUELSPEECHSEP	Fuel-Speech			01. 0000. 0. 0000. 8100. 4300. 825. 4300.	225.72
Check # 5237385	01	Check Amt	574.30	Status Cleared	Frontier Communications (001182/1)
010167-5OCT22	Oct 22 Centranet 010167-5 telephone expenses			01. 0000. 0. 0000. 8100. 5920. 825. .	574.30
Check # 5237386	01	Check Amt	51.80	Status Cleared	Frontier Communications (001182/1)
051794-5OCT22	Oct22 Business line 051794-5 expenses			01. 0000. 0. 0000. 8100. 5920. 825. .	51.80
Check # 5237387	01	Check Amt	1,575.82	Status Cleared	GovConnection (001390/1)
73297385	PTZ Pro2 Conference Camera			01. 0000. 0. 0000. 2420. 4400. 825. .	1,575.82
Check # 5237388	01	Check Amt	59.90	Status Cleared	Hawthorne Educational Svc (000617/1)
56317	Hawthorne School Version Rating Form			01. 6500. 0. 5001. 3120. 4300. 826. . 650	59.90
Check # 5237389	12	Check Amt	39,846.53	Status Cleared	Human Response Network (000482/1)
52621Q4 2021-2022	CSPP-1637 21-22 Q4			12. 6105. 0. 7110. 9200. 7299. 825. .	39,846.53
Check # 5237390	01	Check Amt	2,222.00	Status Cleared	John W. Kizziar, DDS, INC (001234/1)
BB 09192022	Trinity Smiles 9/19/22			01. 0033. 0. 8600. 3140. 5800. 825. .	165.00
CA 09282022	Trinity Smiles 9/28/22			01. 0033. 0. 8600. 3140. 5800. 825. .	209.00
DB 09192022	Trinity Smiles 9/19/22			01. 0033. 0. 8600. 3140. 5800. 825. .	479.00
LC 09212022	Trinity Smiles 9/21/22			01. 0033. 0. 8600. 3140. 5800. 825. .	658.00
YL 09142022	Trinity Smiles 9/14/22			01. 0033. 0. 8600. 3140. 5800. 825. .	195.00
ZB 09282022	Trinity Smiles 9/28/22			01. 0033. 0. 8600. 3140. 5800. 825. .	228.00
ZB09282022	Trinity Smiles 9/28/22			01. 0033. 0. 8600. 3140. 5800. 825. .	288.00
Check # 5237391	01	Check Amt	121.61	Status Cleared	Lingo (001302/1)
32823758	22/23 Long Distance Services			01. 0000. 0. 0000. 8100. 5920. 825. .	121.61

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2022, Ending Check Date = 10/31/2022, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000834 - 10/12/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237392	01	Check Amt	234.67	Status Cleared	Lozano Smith (000441/1)
2171317		General Board Governance		01. 0000. 0. 0000. 7100. 5850. 825. .	234.67
Check # 5237393	01	Check Amt	30,474.51	Status Cleared	Modoc County Office Of Ed (000241/1)
AR23-00041		MHSSA Pathways Grant		01. 7813. 0. 0000. 9200. 7212. 825. .	30,474.51
Check # 5237394	01	Check Amt	845.00	Status Cleared	Navigate360 LLC (001336/1)
77189		eLearning ALICE Training through 10/2023		01. 0000. 0. 0000. 7200. 5800. 825. .	845.00
Check # 5237395	01	Check Amt	594.89	Status Cleared	Office Chairs Unlimited (001399/1)
414347		Office Chairs-Melanies Office		01. 0000. 0. 0000. 7200. 4300. 825. .	594.89
Check # 5237396	01	Check Amt	40.83	Status Cleared	ODP Business Solutions, LLC (001396/1)
267534727001		Wireless Keyboard		01. 0000. 0. 0000. 7200. 4300. 825. .	40.83
Check # 5237397	01	Check Amt	617.96	Status Cleared	Pitney Bowes Global FinancialServices LLC (000278/7)
1021686564		Postage Machine Ink		01. 0000. 0. 0000. 7200. 5910. 825. .	127.62
3105753672		Aug 22 Postage and lease		01. 0000. 0. 0000. 7200. 5910. 825. .	490.34
Check # 5237398	01	Check Amt	257.78	Status Cleared	Plotzke Ace Hardware (000280/1)
375775		Patio Project-Stud Pine Brown		01. 9443. 0. 0000. 8100. 4300. 825. .	21.43
375941		Dawn Soap, Swiffer Duster		01. 0000. 0. 0000. 8100. 4300. 825. .	35.41
				01. 9443. 0. 0000. 8100. 4300. 825. .	.15
376050		Battery, Battery Charger		01. 0000. 0. 0000. 8100. 4300. 825. .	95.02
				01. 9443. 0. 0000. 8100. 4300. 825. .	.39
376145		Febreze hand vacuum		01. 0000. 0. 0000. 8100. 4300. 825. .	104.95
				01. 9443. 0. 0000. 8100. 4300. 825. .	.43
Check # 5237399	01	Check Amt	4,410.00	Status Cleared	ProCare Therapy (001345/1)
20487623		Behavior Specialist 9/19/22-9/23/22		01. 3211. 0. 3500. 3120. 5800. 825. 0245. .	2,205.00
				01. 6546. 0. 5001. 3120. 5800. 826. .	2,205.00
Check # 5237400	01	Check Amt	526.66	Status Cleared	Ray Morgan Company (001178/1)
3852892		22/23 MPC5501 maint contract & usage		01. 0000. 0. 0000. 7200. 5600. 825. 2752. .	526.66
Check # 5237401	01	Check Amt	8,000.00	Status Cleared	San Joaquin County Of Ed (000309/2)
23-01224		SEIS 22/23		01. 6500. 0. 5001. 2200. 5300. 826. . 650	8,000.00
Check # 5237402	01	Check Amt	60.00	Status Cleared	School & College Legal Svcs (000872/1)
IN23-00383		SCLSC Title IX Part I		01. 0000. 0. 0000. 7200. 5200. 825. .	60.00
Check # 5237403	01	Check Amt	550.00	Status Cleared	School Services Of California (000316/4)
W124993-IN		Advanced Collective Bargaining		01. 0000. 0. 0000. 7200. 5200. 825. .	275.00
W125322-IN		Attendance Accounting and Instructional Time		01. 0000. 0. 8600. 7200. 5200. 825. .	275.00
Check # 5237404	01	Check Amt	7,008.44	Status Cleared	SHI (001200/2)

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2022, Ending Check Date = 10/31/2022, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000834 - 10/12/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237404	01	Check Amt	7,008.44	Status Cleared	SHI (001200/2) - continued
B15837416		10th Gen Intel I7 Part# VPC27-W55-P2	01. 7815. 0. 8600. 3140. 4400. 825.		6,589.44
B15949674		SHI Creative Cloud Subscription Renewal	01. 0000. 0. 8600. 2420. 5800. 825.		419.00
Check # 5237405	01	Check Amt	733.00	Status Cleared	State Of Cal Dept Of Justice (000353/1)
607829		September 22 Fingerprint Fees	01. 0000. 0. 8600. 7200. 5840. 825.		733.00
Check # 5237406	01	Check Amt	219.62	Status Cleared	Trinity Co Dept Of Transport (000389/1)
CA23-3		Sep 22 Monthly Fuel	01. 0000. 0. 0000. 8100. 4300. 825. 4300.		219.62
Check # 5237407	01	Check Amt	150.00	Status Cleared	Trinity County RCD (000981/1)
MWILLIAMSNATIVEAMER		Native American Cultural Materials	01. 7210. 0. 8600. 2150. 4300. 825. 2552.		150.00
Check # 5237408	01	Check Amt	14.06	Status Cleared	Capital One Trade Credit (000397/3)
G59260		Patio Project Supplies	01. 9443. 0. 0000. 8100. 4300. 825.		14.06
Check # 5237409	01	Check Amt	891.83	Status Cleared	Trinity PUD (000399/2)
16243 SEP 22		Sep 22 monthly electricity	01. 0000. 0. 0000. 8100. 5510. 825.		748.92
16244 SEP 22		Sep 22 monthly electricity	01. 0000. 0. 0000. 8100. 5510. 825.		142.91
Check # 5237410	01	Check Amt	254.79	Status Cleared	NAPA Weaverville Auto Parts (000423/2)
399599		Brake Rotor, Disc Pad	01. 0000. 0. 0000. 8100. 4300. 825.		254.79
Check # 5237411	01	Check Amt	34.38	Status Cleared	Weaverville CSD (000424/1)
10839 SEP 22		Sep22 monthly water service	01. 0000. 0. 0000. 8100. 5560. 825.		34.38
Check # 5237412	01	Check Amt	28.00	Status Cleared	Weaverville Sanitary District (000426/1)
1926SEP22		Sep 22 monthly sewer service	01. 0000. 0. 0000. 8100. 5550. 825.		28.00
Check # 5237413	01	Check Amt	722.01	Status Cleared	WPS Publishing (001024/1)
WPS-442221		WPS Psychologist Forms	01. 6500. 0. 5001. 3120. 4300. 826.	. 650	722.01

Number of Items

45

139,195.22 Totals for Register 000834

2023 FUND-OBJ Expense Summary / Register 000834

01-4300	3,109.48
01-4400	21,869.08
01-5200	2,795.83
01-5300	8,000.00
01-5510	891.83
01-5550	428.00
01-5560	34.38
01-5600	966.85
01-5800	8,333.80

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2022, Ending Check Date = 10/31/2022, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000834 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000834 (continued)

01-5840	805.00	
01-5850	1,066.63	
01-5910	617.96	
01-5920	3,047.71	
01-6400	16,907.63	
01-7212	30,474.51	
01-9110*		99,348.69-
Totals for Fund 01	99,348.69	99,348.69-
12-7299	39,846.53	
12-9110*		39,846.53-
Totals for Fund 12	39,846.53	39,846.53-
Totals for Register 000834	139,195.22	139,195.22-

* denotes System Generated entry

Net change to Cash 9110

139,195.22- Credit

Register 000834 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000834 (continued)

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Register 000835 - 10/19/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237531	01	Check Amt	1,214.82	Status Cleared	Telles, Cassandra C (000079 - Emp)
CTELLES10182022	Code Stack- Cassie			01. 6266. 0. 8600. 3130. 5200. 825. .	1,214.82
Check # 5237532	01	Check Amt	292.80	Status Cleared	Hill, Ann M (000141 - Emp)
AHILL10112022	Annual TUPE Coordinators Meeting			01. 6680. 0. 8600. 2150. 5200. 825. .	125.45
AHILL10122022	Patio Project Plants			01. 9443. 0. 0000. 8100. 4300. 825. .	167.35
Check # 5237533	01	Check Amt	200.00	Status Printed	Comiskey, Joseph V (000152 - Emp)
JCOMISKEY09302022	Captain Summit Registration			01. 6500. 0. 5050. 3120. 5200. 826. . 650	200.00
Check # 5237534	01	Check Amt	144.65	Status Cleared	Pickett, Deidre L (000171 - Emp)
DPICKETT10172022	Speech Fuel & Mileage			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .	84.65
				01. 0000. 0. 8600. 7200. 5200. 825. .	60.00
Check # 5237535	01	Check Amt	93.66	Status Cleared	Wright, Tiffany L (000437 - Emp)
TWRIGHT10132022	FY/McK Supplies			01. 7366. 0. 4900. 4000. 4300. 825. .	93.66
Check # 5237536	01	Check Amt	258.49	Status Printed	Smith, Alison E (000486 - Emp)
ASMITH10182022	McKV/Foster Supplies			01. 7366. 0. 8600. 3130. 4300. 825. 0000. 099	258.49
Check # 5237537	01	Check Amt	170.00	Status Cleared	Willburn, Kelsey A (000497 - Emp)
KWILLBURN10112022	Mental Health Mileage			01. 0000. 0. 8600. 7200. 5200. 825. .	170.00
Check # 5237538	01	Check Amt	221.99	Status Cleared	Palmer, Jason (000501 - Emp)
JPALMER10142022	RISE Classroom Supplies			01. 0245. 0. 3500. 2700. 4300. 829. .	221.99
Check # 5237539	01	Check Amt	410.79	Status Cleared	Burger, Erin E (000502 - Emp)
EBURGER10142022	RISE Class Auction/Store			01. 0245. 0. 3500. 2700. 4300. 829. .	255.19
EBURGER101422	RISE Class Field Trip			01. 0245. 0. 3500. 1000. 5200. 829. 0000. 099	155.60
Check # 5237540	12	Check Amt	50.11	Status Printed	Carson, Anna L (000522 - Emp)
ACARSON10112022	COEPACD Anna Dinner			12. 6127. 0. 0001. 2150. 5200. 825. .	50.11
Check # 5237541	01	Check Amt	14.37	Status Cleared	Avila, Melissa A (000537 - Emp)
MAVILA10122022	Nursing Supplies-Cold Packs Sanitary Pads			01. 0000. 0. 8600. 3140. 4300. 825. .	14.37
Number of Items	11		3,071.68	Totals for Register 000835	

2023 FUND-OBJ Expense Summary / Register 000835

01-4300	1,095.70	
01-5200	1,925.87	
01-9110*		3,021.57-
Totals for Fund 01	3,021.57	3,021.57-
12-5200	50.11	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2022, Ending Check Date = 10/31/2022, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000835 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000835 (continued)

12-9110*		50.11-
Totals for Fund 12	50.11	50.11-
Totals for Register 000835	3,071.68	3,071.68-

* denotes System Generated entry

Net change to Cash 9110 3,071.68- Credit

Check Register with Accounts and Org Recap

Bank Account COUNTY - County

Payment Id		Comment	
Check #	5237681	01	Check Amt 14,892.05
Status		Printed	U.S. Bank Corporate Payment Systems (000404/2)
003052	CISC Meeting Meals	01. 0000. 0. 8600. 2100. 5200. 825. .	31.99
014052	FCMAT Training Lunch	01. 0000. 0. 8600. 7200. 4300. 825. .	149.36
018392	CASH Conference	01. 0000. 0. 8600. 7200. 5200. 825. .	760.00
043555	Sarah Monthly Adobe Acrobat	01. 0000. 0. 0000. 2420. 5800. 825. .	14.99
063466	Native American Day Lodging	01. 7210. 0. 8600. 2150. 5200. 825. .	168.00
079175	Costco TV Stand for Granite Room	01. 0000. 0. 0000. 7200. 4300. 825. .	643.49
116095	ELC Coaching Academy Meals	01. 0000. 0. 8600. 7200. 5200. 825. .	19.82
144707	Business Cards VistaPrint	01. 0000. 0. 0000. 7200. 4300. 825. .	632.75
162451	GED Testing	11. 6391. 0. 4110. 2150. 5800. 825. .	70.00
166670	GED Testing	11. 6391. 0. 4110. 2150. 5800. 825. .	35.00
198198	CodeStack Conference Lodging	01. 0000. 0. 8600. 7200. 5200. 825. .	1,173.87
206968	BR-Reding Center & Storage	12. 6054. 0. 0001. 0000. 4300. . 0364.	1,033.76
207858	ELC Coaching Academy Meals	01. 0000. 0. 8600. 7200. 5200. 825. .	18.04
216267	ELC Coaching Academy Meals	01. 0000. 0. 8600. 7200. 5200. 825. .	19.50
222294	CodeStack Registration	01. 0000. 0. 8600. 7200. 5200. 825. .	600.00
224018	Walmart STEAM Supplies	01. 0000. 0. 8600. 2100. 5600. 825. 2554.	37.47
228671	Mixer with USB Audio-Technica Pro Hanging Mic	01. 0000. 0. 0000. 2420. 4400. 825. .	745.38
237171	ELC Coaching Academy Meals	01. 0000. 0. 8600. 7200. 5200. 825. .	32.49
243271	S Supahan Sheraton	01. 0000. 0. 0000. 7100. 5200. 825. .	271.08
243836	QTHHosting Domain Reg	01. 0000. 0. 0000. 2420. 5800. 825. .	19.80
289704	Mental Health Staff PBIS Conference	01. 6266. 0. 8600. 3130. 5200. 825. .	1,552.26
318521	Reservations.com Codestack	01. 0000. 0. 8600. 7200. 5200. 825. .	19.99
337976	Hard Cover dot grid notebook	01. 0000. 0. 0000. 7200. 4300. 825. .	26.78
345943	22-23 FYS Wireless Service	01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099	50.30
349192	HR/BIZ Cards	01. 0000. 0. 0000. 7200. 4300. 825. .	389.32
360256	FCMAT Training Coffee	01. 0000. 0. 8600. 7200. 4300. 825. .	35.90
400921	Record Searchlight Membership	01. 0000. 0. 0000. 7200. 5300. 825. .	9.99
406087	Trinity Welding	01. 0000. 0. 0000. 8100. 5600. 825. .	125.00
424261	QTHHosting Domain Reg	01. 0000. 0. 0000. 2420. 5800. 825. .	18.44
455378	Ring Central	01. 6546. 0. 8600. 3130. 5920. 825. .	1,435.59
468179	BASC Fuel	01. 0000. 0. 0000. 7200. 5200. 825. .	64.65
495315	Historical Article Membership	01. 0000. 0. 0000. 7200. 5300. 825. .	7.00
507648	Admin Meeting Lunch	01. 0000. 0. 8600. 7200. 4300. 825. .	280.39
525913	FCMAT Training Lunch	01. 0000. 0. 8600. 7200. 4300. 825. .	128.12
535133	Vista Print Business Cards	01. 0000. 0. 0000. 7200. 4300. 825. .	180.99
542574	STEAM Supplies	01. 0000. 0. 8600. 2100. 5600. 825. 2554.	10.71

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Register 000836 - 10/26/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237681	01	Check Amt	14,892.05	Status Printed	U.S. Bank Corporate Payment Systems (000404/2) - continued
548894	Child Care Conference Lodging	12. 5055. 0. 0001. 2150. 5200. 825.			462.58
551035	Office Depot Supplies	01. 0000. 0. 0000. 7200. 4300. 825.			17.15
555783	CISC Meeting Meals	01. 0000. 0. 8600. 2100. 5200. 825.			28.38
591668	STEAM Supplies	01. 0000. 0. 8600. 2100. 5600. 825. 2554.			102.63
618663	ELC Coaching Academy Lodging	01. 0000. 0. 8600. 7200. 5200. 825.			460.00
632077	CISC Meeting Meals	01. 0000. 0. 8600. 2100. 5200. 825.			16.37
658135	Apple.com FRAUD	01. 0000. 0. 0000. 7200. 4300. 825.			903.61
716276	Native American Day Lodging	01. 7210. 0. 8600. 2150. 5200. 825.			25.00
774075	CISC Meeting Meals	01. 0000. 0. 8600. 2100. 5200. 825.			15.67
786516	Privacy Screen Macbook	01. 0000. 0. 0000. 7200. 4300. 825.			38.17
792622	CISC Meeting Lodging	01. 0000. 0. 8600. 2100. 5200. 825.			548.50
857736	Apple.com FRAUD	01. 0000. 0. 0000. 7200. 4300. 825.			903.61
906694	Fineliner Pens	01. 0000. 0. 0000. 7200. 4300. 825.			32.11
910410	Native American Day Lodging	01. 7210. 0. 8600. 2150. 5200. 825.			168.00
915904	Native American Day Lodging	01. 7210. 0. 8600. 2150. 5200. 825.			168.00
932998	TB Test Employee Screening	01. 0000. 0. 0000. 7200. 5890. 825.			63.00
933704	QTHHosting Domain Reg	01. 0000. 0. 0000. 2420. 5800. 825.			21.83
935572	PBIS Conference Meals Multiple emp	01. 6500. 0. 5050. 2200. 5200. 826.	. 650		53.59
947271	Gretchen Monthly Adobe Acrobat	01. 0000. 0. 0000. 2420. 5800. 825.			14.99
966876	ELC Coaching Academy Meals	01. 0000. 0. 8600. 7200. 5200. 825.			36.64

Number of Items

1

14,892.05 Totals for Register 000836

2023 FUND-OBJ Expense Summary / Register 000836

01-4300	4,361.75	
01-4400	745.38	
01-5200	6,251.84	
01-5300	16.99	
01-5600	275.81	
01-5800	90.05	
01-5890	63.00	
01-5920	1,485.89	
01-9110*		13,290.71-
Totals for Fund 01	13,290.71	13,290.71-
11-5800	105.00	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2022,
Ending Check Date = 10/31/2022, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000836 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000836 (continued)

11-9110*		105.00-
Totals for Fund 11	105.00	105.00-
12-4300	1,033.76	
12-5200	462.58	
12-9110*		1,496.34-
Totals for Fund 12	1,496.34	1,496.34-
Totals for Register 000836	14,892.05	14,892.05-

* denotes System Generated entry

Net change to Cash 9110 14,892.05- Credit

Register 000836 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000836 (continued)

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Register 000837 - 10/28/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5237750	01	Check Amt	62.50	Status Cleared	Michelle Myers (Michelle My - Payee)	
TCBOE10192022	Board Meeting Mileage			01. 0000. 0. 0000. 7110. 5200. 825. .		62.50
Check # 5237751	01	Check Amt	124.00	Status Printed	Rebello, Stephanie S (000421 - Emp)	
SREBELO10212022	BR-Employee Food Manager Course			01. 6520. 0. 5001. 3900. 5800. 826. .		124.00
Check # 5237752	01	Check Amt	49.09	Status Printed	Wright, Tiffany L (000437 - Emp)	
TWRIGHT10192022	SELPA Office Supplies			01. 0000. 0. 0000. 7200. 4300. 825. .		49.09
Check # 5237753	01	Check Amt	540.51	Status Cleared	Morris, Jeffrey W (000456 - Emp)	
JMORRIS10192022	CASH Conference Reimbursement			01. 0000. 0. 8600. 7200. 5200. 825. .		540.51
Check # 5237754	01	Check Amt	21.59	Status Printed	Smith, Alison E (000486 - Emp)	
ASMITH10192022	Annual Training Refreshments			01. 7366. 0. 8600. 3130. 5200. 825. .		21.59
Check # 5237755	01	Check Amt	590.29	Status Cleared	Hayes, Rachel D (000494 - Emp)	
RHAYES10202022	Codestack Reimbursement			01. 6266. 0. 8600. 3130. 5200. 825. .		590.29
Check # 5237756	01	Check Amt	292.87	Status Cleared	Palmer, Jason (000501 - Emp)	
JPALMER10202022	Field Trip & Supplies/Prizes			01. 0245. 0. 3500. 1000. 5200. 829. 0000. 099		122.99
				01. 1100. 0. 3500. 1000. 4300. 829. 0245. .		169.88
Check # 5237757	01	Check Amt	1,057.72	Status Cleared	Amazon Capital Services, Inc (001252/1)	
197H-NJ9D-HW1W	Low Incidence Supplies			01. 6500. 0. 5001. 3140. 4300. 826. 2800. .		27.85
1QGH-Y1F7-NCXX	OT Supplies			01. 6500. 0. 5001. 2200. 4300. 826. .		160.89
1RH9-7CNX-6YTM	SELPA Low Incidence			01. 6500. 0. 5001. 3140. 4300. 826. 2800. .		407.83
1TQQ-LNNW-6KXK	Preschool-School Readiness Coffee Creek			01. 9170. 0. 0001. 2100. 4300. 825. .		461.15
Check # 5237758	01	Check Amt	1,448.93	Status Printed	Apple Store (000799/2)	
AK08997544	MacBook FY/ Resource Center			01. 0000. 0. 0000. 2420. 4400. 825. .		893.62
				01. 7368. 0. 4900. 4000. 4400. 825. .		555.31
Check # 5237759	01	Check Amt	45.94	Status Printed	Carrel's Office Solutions (000825/2)	
AR48613	ECOSYS M3540idn			01. 0000. 0. 0000. 7200. 5600. 825. 2751. .		14.94
AR486142	22/23 TASKalfa 5052ci			01. 0000. 0. 0000. 7200. 5600. 825. 2753. .		31.00
Check # 5237760	01	Check Amt	343.16	Status Printed	WEX Bank (000082/2)	
84461332	Fuel Purchases			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .		343.16
Check # 5237761	01	Check Amt	887.39	Status Printed	Cornerstone Auto & Tire (000473/1)	
9818553	Catalytic converter			01. 0000. 0. 0000. 8100. 5600. 825. .		76.04
9818608	New Tire Installation Package			01. 0000. 0. 0000. 8100. 5600. 825. .		811.35
Check # 5237762	01	Check Amt	603.80	Status Printed	Cresswell Physical Therapy Inc (000987/2)	
87OT	June 22 OT Services			01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651		358.15
				01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651		245.65

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Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237763	01	Check Amt	15.89	Status Printed	Deanna DeAntoni (000110/1)
DEANTONI NOV 2022	Retiree Deantoni Nov 2022 Medicare Reimb	01.	 9580.		15.89
Check # 5237764	01	Check Amt	11,980.00	Status Cleared	Eide Bailly LLP (001317/1)
EI01391248	Progress Bill 6/30/2021	01. 0000. 0.	 9510.		11,980.00
Check # 5237765	01	Check Amt	107.79	Status Printed	Frontier Communications (001182/1)
032097-5OCT22	Oct 22 Business line 032097-5 expenses	01. 0000. 0. 0000. 8100. 5920. 825.			107.79
Check # 5237766	01	Check Amt	28.31	Status Printed	Frontier Communications (001182/1)
091196-5OCT22	Oct 22 Exchange Listing 091196-5 Expenses	01. 0000. 0. 0000. 8100. 5920. 825.			28.31
Check # 5237767	01	Check Amt	2,622.98	Status Printed	GovConnection (001390/1)
73266602	Ruckus Virtual Controller, license, support	01. 0000. 0. 0000. 2420. 5800. 825.			2,622.98
Check # 5237768	12	Check Amt	21,553.00	Status Printed	Human Response Network (000482/1)
52622Q1 2022-2023	CSPP-2618 22/23	12. 6105. 0. 7110. 9200. 7299. 825.			21,553.00
Check # 5237769	01	Check Amt	230.89	Status Cleared	Interstate Oil Company (000180/2)
0796834-IN	22/23 bulk motor oil	01. 0000. 0. 0000. 8100. 4300. 825.			230.89
Check # 5237770	01	Check Amt	2,182.00	Status Printed	John W. Kizziar, DDS, INC (001234/1)
BC 10182022	Trinity Smiles 10/18/22	01. 0033. 0. 8600. 3140. 5800. 825.			60.00
JK 10122022	Trinity Smiles 10/12/22	01. 0033. 0. 8600. 3140. 5800. 825.			528.00
SC 10032022	Trinity Smiles 10/3/2022	01. 0033. 0. 8600. 3140. 5800. 825.			264.00
SL 10192022	Trinity Smiles 10/19/2022	01. 0033. 0. 8600. 3140. 5800. 825.			165.00
SL 10202022	Trinity Smiles 10/20/22	01. 0033. 0. 8600. 3140. 5800. 825.			243.00
TB 10172022	Trinity Smiles 10/17/22	01. 0033. 0. 8600. 3140. 5800. 825.			432.00
TB 10202022	Trinity Smiles 10/20/2022	01. 0033. 0. 8600. 3140. 5800. 825.			95.00
YL 10202022	Trinity Smiles 10/20/2022	01. 0033. 0. 8600. 3140. 5800. 825.			395.00
Check # 5237771	01	Check Amt	7,643.56	Status Cleared	Lakeshore Learning Materials (000208/1)
422024090722	SELPA Low Incidence	01. 6500. 0. 5001. 3140. 4300. 826. 2800.			2,439.91
422024100322	SELPA Low Incidence	01. 6500. 0. 5001. 3140. 4300. 826. 2800.			406.48
607823101722	Preschool Supplies	01. 6537. 0. 5730. 1110. 4300. 826.			4,325.31
607836101722	Preschool Supplies	01. 6537. 0. 5730. 1110. 4300. 826.			471.86
Check # 5237772	01	Check Amt	1,859.00	Status Cleared	Lozano Smith (000441/1)
2173403	General Charter School	01. 0000. 0. 0000. 7100. 5850. 825.			1,859.00
Check # 5237773	01	Check Amt	82.39	Status Cleared	North State Grocery, Inc (001247/1)
006403273588	TUPE Meeting	01. 6680. 0. 8600. 2150. 4300. 825.			14.07
006404297756	Meeting Refreshments	01. 0000. 0. 0000. 7200. 4300. 825.			42.51
006404301308	Indian Ed	01. 7210. 0. 8600. 2150. 4300. 825. 2552.			4.05

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Bank Account COUNTY - County

Payment Id	Comment					
Check # 5237773	01	Check Amt	82.39	Status Cleared	North State Grocery, Inc (001247/1) - continued	
006404309487		FCMAT Training Snacks		01. 0000. 0. 8600. 7200. 4300. 825. .		21.76
Check # 5237774	01	Check Amt	65.00	Status Cleared	Rob Oakley's Pest Control (001307/1)	
10114		Sep Pest Control Service		01. 0000. 0. 0000. 8100. 5800. 825. .		65.00
Check # 5237775	01	Check Amt	594.89	Status Cleared	Office Chairs Unlimited (001399/1)	
414348		Office Chairs-Melissa Avila		01. 0000. 0. 0000. 7200. 4300. 825. .		594.89
Check # 5237776	01	Check Amt	425.01	Status Printed	ODP Business Solutions, LLC (001396/1)	
1GGJ-N9DX-DJCW		SELPA Supplies		01. 0000. 0. 0000. 7200. 4300. 825. .		24.90
270209858001		Misc Office Supplies		01. 0000. 0. 0000. 7200. 4300. 825. .		306.18
274385904001		Office Supplies		01. 0000. 0. 0000. 7200. 4300. 825. .		81.63
274386197001		Office Supplies		01. 0000. 0. 0000. 7200. 4300. 825. .		12.30
Check # 5237777	01	Check Amt	1,318.00	Status Cleared	Oxford Consulting Services (001332/2)	
148184		Behavior Services 9/6/22-9/28/22		01. 6512. 0. 5001. 3120. 5800. 826. .		1,318.00
Check # 5237778	01	Check Amt	4,410.00	Status Cleared	ProCare Therapy (001345/1)	
20503399		Behavior Specialist 10/10/22-10/14/22		01. 3211. 0. 3500. 3120. 5800. 825. 0245. .		2,205.00
				01. 6546. 0. 5001. 3120. 5800. 826. .		2,205.00
Check # 5237779	01	Check Amt	30.60	Status Printed	SilverScript Insurance Company (001381/1)	
GA2426505		GA2426505 Curry Nov 2022		01. 9580.		30.60
Check # 5237780	01	Check Amt	821.70	Status Printed	SISC III-COBRA (001346/1)	
119278-NOV2022		Retiree Coon COBRA Nov 2022		01. 9580.		821.70
Check # 5237781	01	Check Amt	724.20	Status Printed	SISC III-COBRA (001346/1)	
9994-NOV2022		Retiree Deantoni COBRA Nov 2022		01. 9580.		724.20
Check # 5237782	01	Check Amt	62.50	Status Cleared	Steve Canale (001201/1)	
TCOEBOEMILE		TCOEBOE Mileage		01. 0000. 0. 0000. 7110. 5200. 825. .		62.50
Check # 5237783	01	Check Amt	4,697.26	Status Cleared	Shasta-Trinity Schools Den (000329/3)	
TCOENOV2022STSIG-D		TCOE Nov 2022 STSIG Dental Premiums		01. 9580.		4,697.26
Check # 5237784	01	Check Amt	56,327.00	Status Cleared	Shasta-Trinity Schools Med (000330/3)	
TCOENOV2022STSIG-M		TCOE Nov 2022 STSIG Medical Premiums		01. 9580.		56,327.00
Check # 5237785	01	Check Amt	1,458.00	Status Cleared	Shasta-Trinity Schools Vis (000331/3)	
TCOENOV2022STSIG-V		TCOE Nov 2022 STSIG Vision Premiums		01. 9580.		1,458.00
Check # 5237786	01	Check Amt	891.00	Status Printed	Traveling Lantern Theatre Co (001225/1)	
13885-22457		Traveling Lantern Theatre Company		01. 6266. 0. 8600. 2100. 5200. 825. 2554. .		891.00
Check # 5237787	01	Check Amt	293.29	Status Printed	Trinity Co. Solid Waste (000394/1)	

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Register 000837 - 10/28/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5237787	01	Check Amt	293.29	Status Printed	Trinity Co. Solid Waste (000394/1) - continued
20012 OCT 2022	Oct 22 solid waste fees			01. 0000. 0. 0000. 8100. 5550. 825. .	293.29
Check # 5237788	01	Check Amt	683.62	Status Printed	Trinity PUD (000399/2)
16243 OCT 22	Oct 22 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825. .	577.07
16244 OCT 22	Oct 22 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825. .	106.55
Check # 5237789	01	Check Amt	305.39	Status Printed	UnitedHealthcare (001343/1)
318485807-1NOV2022	Retiree Curry Nov 22 318485807-1			01. 9580. . . .	305.39
Check # 5237790	01	Check Amt	426.48	Status Cleared	NAPA Weaverville Auto Parts (000423/2)
400420	Fuse, penlight			01. 0000. 0. 0000. 8100. 4300. 825. .	30.71
400685	Napa Gold Oil Filter			01. 0000. 0. 0000. 8100. 4300. 825. .	357.08
400708	Oil			01. 0000. 0. 0000. 8100. 4300. 825. .	38.69
Check # 5237791	01	Check Amt	432.22	Status Printed	Wells Fargo Vendor Fin Serv (001187/2)
5022229964	22/23 TASKalfa 5052ci contract expenses			01. 0000. 0. 0000. 7200. 5600. 825. 2753. .	432.22
Number of Items		42	128,339.76	Totals for Register 000837	

2023 FUND-OBJ Expense Summary / Register 000837

01-4300	11,023.07	
01-4400	1,448.93	
01-5200	2,291.38	
01-5510	683.62	
01-5550	293.29	
01-5600	1,365.55	
01-5800	11,325.78	
01-5850	1,859.00	
01-5920	136.10	
01-9110*		106,786.76-
01-9510	11,980.00	
01-9580	64,380.04	
Totals for Fund 01	106,786.76	106,786.76-
12-7299	21,553.00	
12-9110*		21,553.00-
Totals for Fund 12	21,553.00	21,553.00-
Totals for Register 000837	128,339.76	128,339.76-

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Register 000837 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000837 (continued)

* denotes System Generated entry

Net change to Cash 9110

128,339.76- Credit

Register 000837 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000837 (continued)

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Register 000837 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000837 (continued)

Number of Items

124

334,830.49 Totals for Org 309 - Trinity County Office of Education

Register 000837 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2023 FUND-OBJ Expense Summary / Register 000837 (continued)

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Org Recap

Bank Account COUNTY - County

2023 Org Recap

309 - Trinity County Office of Education

Check #	4106448	through	ACH-00006095	Total Count	205	\$564,014.27
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01-4300	25,216.92	
01-4400	27,344.89	
01-5200	13,333.98	
01-5300	8,016.99	
01-5510	1,575.45	
01-5550	721.29	
01-5560	34.38	
01-5600	2,608.21	
01-5800	19,781.63	
01-5840	805.00	
01-5850	2,925.63	
01-5890	63.00	
01-5910	617.96	
01-5920	4,669.70	
01-6400	16,907.63	
01-6500	39,822.30	
01-7212	30,474.51	
01-9110*		271,279.51-
01-9510	11,980.00	
01-9580	64,380.04	
Totals for Fund 01	271,279.51	271,279.51-
11-5800	105.00	
11-9110*		105.00-
Totals for Fund 11	105.00	105.00-
12-4300	1,033.76	
12-5200	862.69	
12-7299	61,399.53	
12-9110*		63,295.98-
Totals for Fund 12	63,295.98	63,295.98-
Totals for Org 309	334,680.49	334,680.49-
Net change to Cash 9110		334,680.49- Credit

* denotes System Generated entry

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Org Recap

Bank Account COUNTY - County

2023 Org Recap (continued)

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Org Recap

Bank Account COUNTY - County

2023 Org Recap (continued)

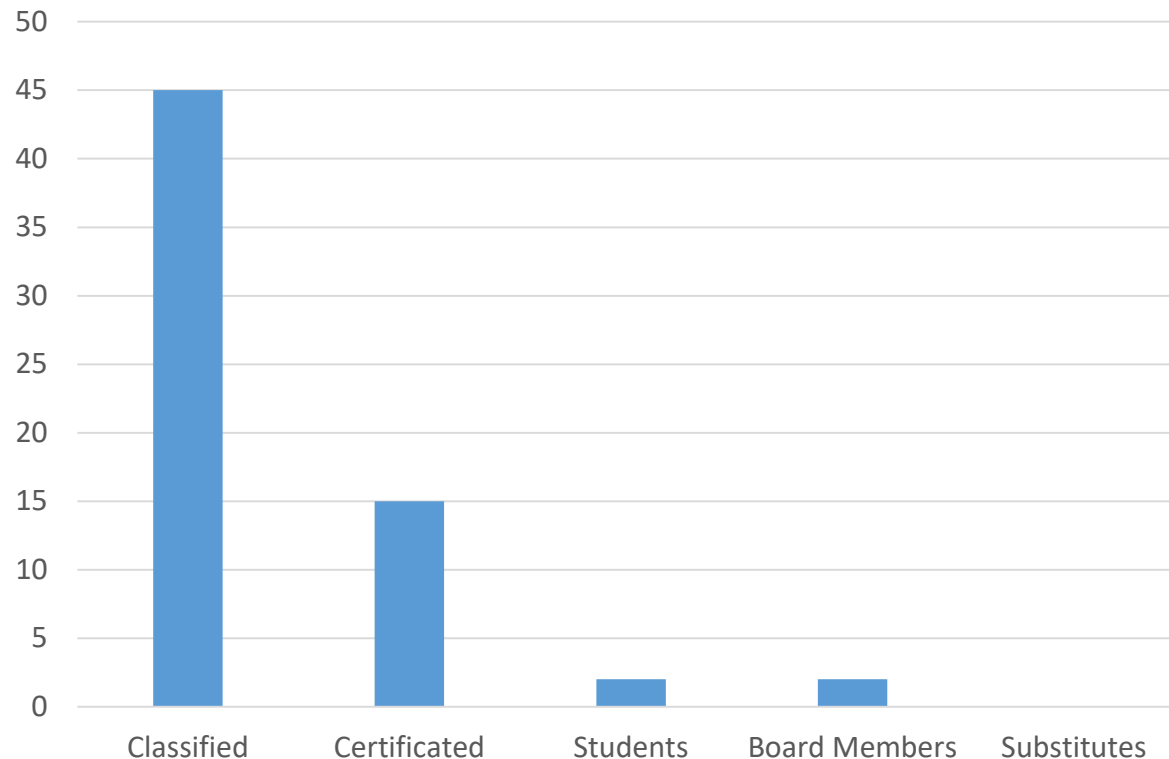
Number of Items

124

334,830.49 Report Totals

Trinity County Office of Education

10/1/2022 - 10/31/2022



Employee Salaries= \$340,152.41

District Liabilities= \$138,362.03

Total Payroll= \$478,514.44

CHARTER SCHOOL RENEWAL

The County Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the County Board shall review the petition thoroughly and in a timely manner, consistent with the timelines set out in the Education Code. The County Board shall consider renewal petitions only of charters originally authorized by the County Board itself or by the State Board of Education (SBE) on appeal after initial denial by the County Board.

The County Board shall deny the renewal petition of any charter school operated as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

When a charter school, concurrently with its renewal petition, proposes to expand operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter. The material revision may be made only with the approval of the County Board and in accordance with the standards and criteria in Education Code 47605 for material revisions. (Education Code 47607)

The County Board recommends that a charter school submit its petition for renewal to the County Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed.

(Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. However, a charter renewal shall not be denied based on the fiscal impact of the charter school on the district or a finding that the charter school is demonstrably unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605. (Education Code 47607)

The signature requirement for charter authorization petitions is not applicable to petitions for renewal. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the County Board shall review both schoolwide performance and the performance of numerically significant student subgroups on the state and local indicators included in the California School Dashboard, giving greater weight to performance on measurements of academic performance. If the Dashboard indicators are not yet available for the most recently completed academic year before renewal, the County Board shall consider verifiable data provided by the charter school related to the Dashboard indicators, such as data from the California Assessment of Student Performance and Progress, or any successor system, for the most recent academic year. The County Board shall only consider data from sources adopted by SBE. (Education Code 47607, 47607.2)

Following the Board's review, a renewal of the charter petition may be granted in accordance with a three-tiered system based on school performance, as follows:

1. Renewal of Five to Seven Years

- a. A charter school that is not eligible for technical assistance pursuant to Education Code 47607.3 shall be granted renewal for a period of five to seven years when, for two consecutive years immediately preceding the renewal, or for two of the most recent years for which state data is available preceding the renewal if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year, the charter school achieved either of the following: (Education Code 47607)

1. Received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which the charter school receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
 2. For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups
 - b. If the charter school satisfies the above criteria, it shall only be required to update the renewal petition to include a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed and, as necessary, to reflect the current program offered by the charter school. (Education Code 47607)
2. Renewal of Five Years
- a. A renewal shall be granted for five years if clear and convincing evidence, demonstrated by verified data, shows either of the following: (Education Code 47607.2)
 1. Measurable increases in academic achievement, as defined by at least one year's progress for each year in school
 2. Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers
 - b. For any such charter school, the County Board may deny the renewal petition only upon making written factual findings that the charter school failed to meet or make sufficient progress toward meeting standards that provide a benefit to students at the school, that the closure of the charter school is in the best interest of students, and that the Board's decision provided greater weight to performance on measurements of academic performance. (Education Code 47607.2)
3. Denial/Two-Year Renewal
- a. The County Board shall generally not renew a charter if, for two consecutive years immediately preceding the renewal decision, or for two of the most recent years for which state data is available immediately preceding the renewal if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year, either of the following applies: (Education Code 47607.2)
 1. The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
 2. For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups
 - b. However, the County Board may grant a two-year renewal to any such charter school if the County Board makes written factual findings, setting forth specific facts to support the findings, that:
 1. The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the

governing body of the charter school.

2. There is clear and convincing evidence, demonstrated by verified data, showing achievement of the criteria specified in item #2a above

In addition to all the grounds stated above for denial of a charter renewal, the County Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend. When denying a charter renewal for either of these reasons, the County Board shall provide the charter school at least 30 days' notice of the alleged violation and a reasonable opportunity to cure the violation, including the submission of a proposed corrective action plan. The County Board may deny the renewal for these reasons only upon a finding that either the corrective action proposed by the charter school has been unsuccessful or that the violations are sufficiently severe and pervasive as to render a corrective action plan unviable. Any finding that a school is not serving all students who wish to attend shall specifically identify the evidence supporting the finding. (Education Code 47607)

A charter school that qualifies for the state's Dashboard Alternative School Status shall not be subject to any of the above criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the County Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The County Board shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The County Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607)

Timelines for Board Action

Within 60 days of receiving the renewal petition, the County Board shall hold a public hearing to review documentation submitted by the charter school, determine the level of support for the petition, and obtain public input. A petition is deemed received on the day the petitioner submits a petition to the County Office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The County Board shall either grant or deny the charter renewal within 90 days of receiving the petition. The date may be extended by an additional 30 days if both the petitioner and the County Board agree to the extension. (Education Code 47605)

At least 15 days before the public hearing at which the County Board will grant or deny the charter petition, the County Board shall publish all staff recommendations and recommended findings regarding the petition. During the public hearing, petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings. (Education Code 47605)

If the County Board fails to make a written factual finding when required for denial of the petition pursuant to the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition.

The County Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the County Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

School Closure

If a charter is not renewed and the charter school ceases operation, the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962 shall be implemented. (Education Code 47604.32, 47605)

(3/12 10/18) 12/21

Board
Approved:

TRINTIY COUNTY OFFICE OF EDUCATION
Weaverville, CA

USE OF SCHOOL FACILITIES

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Civic Center Use

Subject to County Office policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
5. The administration of examinations for the selection of personnel or the instruction of precinct County Board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the County Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law

2. Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the County Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the County Office and ensure the safety of participants, as determined by the County Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The County Office may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The County Office may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of County Office facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the County Office with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

Insurance requirements shall be waived in lieu of the completion of a hold harmless agreement and indemnification for Civic Center Use Categories 1, 2 and 5, as outlined in that section.

As permitted, the County Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

(cf. 3515.21 - Unmanned Aircraft Systems (Drones))

(4/13 4/15 7/18) 9/22

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

Trinity County Office of Education

FACILITY USE – Application & Permit

1. Name of Applicant: _____
(Organization, Group, Individual)

2. Address of Applicant: _____

3. Representative: _____

4. Facilities Requested: Location/Address _____
Building/Room/Grounds/Special Facilities _____

5. Dates of Intended Use:

Dates of Use	Days of Use	Hours of Use	Persons in Charge	Description of Activity	Estimated Attendance

DECLARATION OF APPLICANT:

1. Nature or type of intended use: _____
2. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds occurring through the occupancy or use of said building and or grounds by the applicant, normal wear and tear excepted.
3. In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE **TRINITY COUNTY OFFICE OF EDUCATION**, ITS ELECTED OR APPOINTED OFFICIALS, EMPLOYEES, AGENTS, AND VOLUNTEERS, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE, REGARDLESS OF CAUSE, THAT MAY ARISE IN ANYWAY FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OR OCCUPANCY (INCLUDING THEIR OFFICERS, EMPLOYEES OR AGENTS) OF COUNTY OFFICE FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE IF REQUIRED BY TRINITY COUNTY OFFICE OF EDUCATION.

INSURANCE REQUIRED OF APPLICANT – All applicants must provide a Certificate of Insurance evidencing coverage as follows:

1. **Commercial General Liability or Personal Liability** on an occurrence form with a minimum limit of **\$1,000,000 each occurrence/ \$2,000,000 general aggregate** from an insurer with a financial rating of A7 or better. Liability deductible not to exceed \$2,500.
2. **Additional Insured Provision:** The “**TRINITY COE**”, its elected or appointed officials, employees, agents and volunteers shall be named as additional insured under the general liability policy, by endorsement to the Certificate. A separate endorsement attached to the Certificate of Insurance evidencing the additional insured coverage is required.
3. **Primary Insurance:** Applicants insurance shall be **primary insurance** as respects to the “**TRINITY COE**”; it's elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the “**TRINITY COE**”, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

Signature of Applicant /Representative _____ Date _____

Applicant Address _____ Telephone (____) _____

Approved by: _____ Date _____

AFFIDAVIT
(Pursuant to Sections 16564 to 16566 of Education Code)

THE UNDERSIGNED STATES THAT, TO THE BEST OF HIS KNOWLEDGE, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means.

THAT _____, the organization on whose behalf he is making application for use of school property does not, to the best of his knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence or other unlawful means, and that, to the best of his knowledge, it is not a Communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalty of perjury.

Signature of person requesting reservation _____ Date _____

Address _____ City _____ Telephone _____

Approved _____
Superintendent

Board
Approved: March 15, 2012

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

CRIMINAL BACKGROUND CHECK OF CONTRACTORS

Except in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable, any entity contracting with the County Office for services that may require the entity's employees to interact with students, outside of the immediate supervision and control of parents/guardians or school staff, shall certify to the County Office that each of its employees who may interact with students has a valid criminal records summary as described in Education Code 44237 and that neither the entity nor any of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. Such contracting entity shall also be required to immediately provide the County Office with any subsequent arrest and conviction information received pursuant to the subsequent arrest service. (Education Code 44237, 45125.1)

On a case-by-case basis, the County Superintendent or designee may require any entity with which the County Office has a contract to comply with these same requirements. (Education Code 45125.1)

For an individual who is operating as the sole proprietor of an entity, the County Superintendent or designee shall treat the individual as an employee of the entity and shall prepare and submit the individual's fingerprints to the Department of Justice (DOJ). (Education Code 45125.1)

Any contracting entity's employee who has been convicted of a violent or serious felony, as defined in Education Code 45122.1, shall not be permitted to interact with students unless a certificate of rehabilitation and pardon pursuant to Penal Code 4852.01-4852.22 has been submitted to the County Superintendent or designee. (Education Code 45125.1)

The County Superintendent or designee may determine that criminal background checks will not be required if the contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and the contracting entity is providing services in an emergency or exceptional situation, or the County Office uses one or more of the following methods to ensure student safety: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom DOJ has ascertained has not been convicted of a violent or serious felony
3. Surveillance of employees of the entity by school personnel

The County Superintendent or designee may take appropriate steps to protect the safety of any students who may come in contact with employees of contracting entities, including, but not limited to, ensuring that the employees of such entities perform work during nonschool hours, do not work alone when students are present, have limited access to school grounds, are provided with a visible means of identification, and/or that there are regular patrols or supervision of the site from County Office security or personnel.

(10/97 10/17) 12/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

STUDENT RECORDS**Definitions**

Student means any individual who is or has been in attendance at the County Office and regarding whom the County Office maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the County Office that are directly related to an identifiable student and maintained by the County Office, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the County Office. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the County Office, subject to 34 CFR 99.8
4. Records created or received by the County Office after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the County Office reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the County Office, whether routine or as a result of special circumstances, require access to information contained in student records.

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the County Office, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Contractor or consultant is anyone with a formal written agreement or contract with the County Office regarding the provision of services or functions outsourced by the County Office. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the County Office and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)

3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the County Office and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the County Office may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the County Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all County Office students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than January 1 each year, the County Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the County Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)
Unless otherwise instructed by the court, the County Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)
10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or

involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the County Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)
In such cases, the judge or probation officer shall certify in writing to the County Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the County Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)
14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076) Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the County Office (Education Code 49069.3)
15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)
16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the County Office provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)
When disclosing such records, the County Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)
19. Designated peace officers or law enforcement agencies in cases where the County Office is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the County Office, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)
In such cases, the County Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the County Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically

allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the County Office, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the County Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the County Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the County Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The County Office enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the County Office, excluding volunteers or other parties (Education Code 49076)
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the County Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the County Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the County Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the County Office discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the County Office shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the County Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the County Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining County Office-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the County Office may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with the process specified in AR 5125.3 - Challenging Student Records. (Education Code 49070)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the County Office. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings

2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this County Office from any other school district or a private school, the County Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this County Office from another district, the County Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

When a student transfers from this County Office to another school district or to a private school, the County Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this County Office. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the County Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the County Office is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the County Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the County Office speak a single primary language other than English, then the County Office shall provide these notices in that language. Otherwise, the County Office shall provide these notices in the student's home language insofar as practicable. The County Office shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 48985, 49063; 34 CFR 99.7)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the County Office and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records

4. County Office criteria for defining school officials and employees and for determining legitimate educational interest
5. County Office policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the County Office to comply with 20 USC 1232g
13. A statement that the County Office forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the County Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the County Office obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the County Office, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the County Office contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the County Office, the

student, or the student's parent/guardian

- b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the County Office notifies the third party that the student has turned 18 years of age or is no longer enrolled in the County Office, whichever occurs first

Updating Name and/or Gender of Former Students

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the County Office shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the County Office shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 -Challenging Student Records. (Education Code 49062.5)

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Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION

Weaverville, CA

CHILD CARE AND DEVELOPMENT

The County Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

The County Board shall enter into a contract with the California Department of Social Services (CDSS) for the provision of child care and development services by the County Office.

The County Office shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

The County Board shall approve for the district's child care and development 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 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

When a County Office child care program is physically closed by local or state public health order due to the COVID-19 pandemic, the County Office shall provide distance learning when required to do so as a condition of funding or when required by law.

Eligibility and Enrollment

Child care 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 child care center's 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 health examination requirements. (5 CCR 18105; 22 CCR 101218)

The County Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and in accordance with enrollment priorities specified in Welfare and Institutions Code 10271 and 5 CCR 18106.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to County Office students, children of County Office students, and children of County Office employees.

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare or preschool program. (Education Code 48000)

Staffing

The County Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

Facilities

Upon recommendation of the County Superintendent or designee, the County Board may approve any of the following for the provision of child care and development services:

1. The use of existing County Office facilities that have capacity
2. Renovation or improvement of County Office facilities to make them suitable for such services
3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

The County Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to CDSS. (5 CCR 4611)

Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

Program Evaluation

The County Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The results of the evaluation shall be used to develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

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CHILD CARE AND DEVELOPMENT

Licensing

All County Office child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (Welfare and Institutions Code 10209.5; 5 CCR 18272)
Program staff shall complete the developmental profile for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Welfare and Institutions Code 10209.5; 5 CCR 18270.5, 18272)
2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs
3. A staff development program which complies with 5 CCR 18274
4. Parent/guardian involvement and education that comply with 5 CCR 18275 and include an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress
5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed
6. A community involvement component that complies with 5 CCR 18277
7. As applicable, a nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)
8. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level
9. An annual plan for program evaluation which conforms with the state's system and includes a self-evaluation, parent/guardian survey, and environment rating scale (5 CCR 18270.5, 18279, 18280)

Health and Safety

When a child enrolls or reenrolls in a licensed child care program, the center shall provide the child's parent/guardian with written information on the risks and effects of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing, including any state or federally funded programs that

offer free or discounted tests. (Health and Safety Code 1596.7996)

If a licensed child care center is located in a building that was constructed before January 1, 2010, the center shall have its drinking water tested for lead contamination every five years following an initial test conducted between January 1, 2020 and January 1, 2023. The center shall notify the parents/guardians of enrolled children of the requirement to test a facility's drinking water and of the test results. If notified of elevated lead levels, the center shall immediately make inoperable and cease using the fountains and faucets where elevated lead levels may exist and shall obtain a potable source of water for children and staff at that location. (Health and Safety Code 1597.16)

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in Welfare and Institutions Code 10275.5 and 5 CCR 18290-18292 based on the ages of the children served.

All persons employed at a licensed County Office child care center and all volunteers who provide care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If they meet all other requirements for employment or volunteering, as applicable, but need additional time to obtain and provide immunization records, they may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that they have been immunized as required. In addition, employees and volunteers shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration declining the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

In addition to the above immunization requirements, teachers employed in a licensed child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

Eligibility and Enrollment

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and Welfare and Institutions Code 10213.5. (Welfare and Institutions Code 10213.5, 10273; 5 CCR 18089, 18407, 18422)

To participate in the district's subsidized child care program, families shall document both an eligibility basis and need for care as follows: (Welfare and Institutions Code 10271 and 10271.5)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of child protective services or have been identified as being or at risk of being abused, neglected, or exploited.
2. The family has a need for child care based on either of the following:
 - a. 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

b. 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

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 admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the County Office shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Welfare and Institutions Code 10271)

Second priority for enrollment shall be given to families, regardless of the number of parents in the home, who are income eligible, as defined in Welfare and Institutions Code 10271.5. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Welfare and Institutions Code 10271 and 10271.5)

The County Office shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Welfare and Institutions Code 10273)

After all children eligible for subsidized services have been enrolled, the County Office may enroll other children in accordance with the priorities established by the County Board.

The district's decision to approve or deny services shall be communicated to the parent/guardian 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 18094, 18118)

Upon establishing eligibility for services, a family shall be eligible for and shall receive services for not less than 12 months before having the family's eligibility or need recertified and shall not be required to report changes to income or other changes for at least 12 months. However, a family establishing eligibility on the basis of income shall report any increases in income that exceed the threshold for ongoing income eligibility specified in Welfare and Institutions Code 10271.5, and the family's ongoing eligibility shall be recertified at that time. At any time a family may voluntarily report income or other changes, which shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of eligibility before recertification. (Welfare and Institutions Code 10271)

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 18095, 18119)

1. A determination made during recertification or the 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 service is no longer wanted
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

The County Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Except when offering a program that is prohibited by law from charging any fees, the County Superintendent or designee may charge fees for services according to the state fee schedule, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Welfare and Institutions Code 10260, 10270, 10290, 10291, 10436; 5 CCR 18078, 18108-18110)

However, for the 2021-22 fiscal year, family fees shall not be collected as specified in Welfare and Institutions Code 10290.

No fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code 8253; Welfare and Institutions Code 10291; 5 CCR 18110)

In addition, any family receiving child care on the basis of having neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency, may be exempt from these fees for up to 12 months. (Welfare and Institutions Code 10271 and 10291)

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Welfare and Institutions Code 10290; 5 CCR 18082, 18114, 18115)

The County Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine 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. (Welfare and Institutions Code 10292)

Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Welfare and Institutions Code 10272.5)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Health Examination and Immunizations

Prior to or within six weeks of enrollment, a child enrolling in a child care center shall obtain a physical examination and evaluation and receive age-appropriate immunizations. (Welfare and Institutions Code 10271)

The requirement for a physical examination and evaluation shall be waived if a parent/guardian submits a letter stating that such examination is contrary to the parent/guardian's religious beliefs. (Welfare and Institutions Code 10271)

A child may be exempted from the immunization requirements only if: (Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.

A medical exemption shall be submitted using the standardized medical exemption certification form developed by California Department of Public Health and transmitted using the California Immunization Registry. The request shall include, but not be limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary, including the date upon which a temporary medical exemption will expire. A temporary exemption shall not exceed one year. (Health and Safety Code 120372)

2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to the parent/guardian's personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

If there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child shall be temporarily excluded from the child care and development program until it is determined that the child is not suffering from that contagious or infectious disease. (Welfare and Institutions Code 10271)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or County Office representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Welfare and Institutions Code 10213.5)
2. Family emergency (Welfare and Institutions Code 10213.5)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Welfare and Institutions Code 10213.5)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Welfare and Institutions Code 10213.5)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than any of those stated above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the child's parent/guardian. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of the rights specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

In addition, if a parent/guardian disagrees with any County Office action to deny a child's eligibility for subsidized child care 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 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 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 the CDE. (5 CCR 18120-18122)

Records

The County Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required under the state contract.

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BEFORE/AFTER SCHOOL PROGRAMS

The County Board desires to provide before-school and/or after-school enrichment programs that support the regular education program in a supervised environment. In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

The district's program shall be planned through a collaborative process that includes parents/guardians, students, and representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5, 46120)

To the extent feasible, the County Office shall give priority to establishing before-school and/or after-school programs in low-performing schools and/or programs that serve low-income and other at-risk students.

Any After School Education and Safety Program (ASES), 21st Century Community Learning Center Program (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs), or other program to be established pursuant to Education Code 8421, 8482.3 or 8484.75 shall be approved by the County Board and the principal of each participating school.

The County Superintendent or designee shall ensure that all staff who directly supervise students in the district's before-school and/or after-school program possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

Each program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

A family fee may be charged to participating families based on the actual cost of services.

However, for the ASSETs program, a family fee shall be waived or reduced for families with students who are eligible for free or reduced-price meals. (Education Code 8422)

For ASES, 21st CCLC, and/or Expanded Learning Opportunities programs, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student who the County Office knows is a homeless youth or in foster care. In addition, family fees shall be calculated on a sliding scale that considers family income and ability to pay. (Education Code 8482.6, 46120)

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child care and development services in accordance with the enrollment priorities established in AR 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

The County Board and the County Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

Every three years, the County Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.

(11/06 3/17) 12/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

BEFORE/AFTER SCHOOL PROGRAMS

Definitions

Expanded learning opportunities means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. Expanded learning opportunities does not mean an extension of instructional time, but rather, opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities. (Education Code 8482.1, 46120)

Unduplicated student means a student enrolled in a County Office who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. (Education Code 42238.02, 46120)

Grades K-9

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades K-9 as the County Office may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs. (Education Code 8484.8; 20 USC 7173)

The district's Expanded Learning Opportunities (ELO) program shall serve students in grades TK-6. For the 2021-22 school year, the County Office shall offer access to ELO programs to all unduplicated students in grades TK-6 and provide access to such programs to at least 50 percent of enrolled unduplicated students. Commencing with the 2022-23 school year, the County Office shall offer all students in grades TK-6 access to ELO programs, and ensure that access is provided to any student whose parent/guardian requests placement in a program. (Education Code 46120)

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 children and their families as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 8281.5)

The district's ASES, 21st CCLC, and ELO program(s) shall be operated in accordance with the following:

1. Program Elements

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science.(Education Code 8482.3, 8484.75, 46120)
- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities.(Education Code 8482.3, 8484.75, 46120)

2. Nutrition

- a. If snacks or meals are made available in the program, they shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable. (Education Code 8482.3, 8484.75, 46120; 42 USC 1766-1766a; 7 CFR 226.17)
- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1, 8484.75)

3. Location of Program

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3, 8484.75)
- b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the County Superintendent or designee may, with the approval of the County Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following:
(Education Code 8482.8, 8484.75)
 - i. Fewer than 20 students participating in the program component
 - ii. Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation
 - iii. A reduction in the program grant of an existing school due to its merging into a new school opened by the County Office or the splitting of its students with a new school
In such cases, the County Office shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students.
(Education Code 8482.8, 8484.75)

4. Staffing

- c. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)
- d. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and County Board policy. (Education Code 8483.4, 8484.75)
- e. The student-to-staff ratio shall be no more than 20 to 1, except that programs serving transitional kindergarten or kindergarten students shall maintain a student-to-staff member ratio of no more than 10 to 1 (Education Code 8483.4, 8484.75, 46120)

5. Hours of Operation

- a. A before-school program shall not operate for less than one and one-half hours per regular school day.(Education Code 8483.1, 8484.75)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483, 8484.75)
- c. An ELO program shall provide in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, shall not be less than nine hours of combined instructional time and expanded learning opportunities per instructional day. (Education Code 46120)

6. Admissions

- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6, 8484.75)
- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:
 - i. First priority for enrollment shall be given to students who are identified as homeless youth, as

defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year, to students who are identified by the program as being in foster care, and to students who are eligible for free or reduced-price meals. (Education Code 8483, 8483.1, 8484.75)

The County Office is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The County Office shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483, 8484.75)

- ii. Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1, 8484.75)
- iii. Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with County Board policy or administrative regulation.
- iv. Any remaining capacity shall be filled by students selected at random.
- v. A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

- a. Each student admitted into a County Office program shall be expected to attend the full number of hours that the program is in operation every day that the student participates.
- b. When necessary, a student's parent/guardian may request, in writing, that the County Superintendent or designee approve the reasonable late daily arrival for the before-school program or the reasonable early daily release from the after-school program. The County Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

- a. ELO programs shall offer no less than nine hours of in-person expanded learning opportunities per day for at least 30 non-school days, during intersessional periods.
- b. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)
- c. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the County Office, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)
- d. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)
- e. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)
- f. For any program operating six hours per day, County Office procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code 8483.76)

The district's 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program shall serve students in any of grades 9-12 as the County Office may determine based on local needs. (Education Code 8421)

The program shall be operated in accordance with the following guidelines:

1. Program Elements

- a. The program shall include an academic assistance element that is coordinated with the regular academic program and includes, but is not limited to, at least one of the following: (Education Code 8421)
 - i. Tutoring
 - ii. Career exploration, including activities that help students develop the knowledge and skills that are relevant to their career interests and reinforce academic content
 - iii. Homework assistance
 - iv. College preparation, including information about the Cal Grant program pursuant to Education Code 69430-69460
- b. The program shall include an enrichment element that may include, but is not limited to: (Education Code 8421)
 - i. Community service
 - ii. Career and technical education
 - iii. Job readiness
 - iv. Opportunities for mentoring and tutoring younger students
 - v. Service learning
 - vi. Arts
 - vii. Computer and technology training
 - viii. Physical fitness
 - ix. Recreation activities
- c. The program shall include a nutritional snack and/or meal and a physical activity element. (Education Code 8423)
- d. The program shall provide for access to, and availability of, computers and technology. (Education Code 8423)
- e. The County Superintendent or designee shall assess students' preferences for program activities. (Education Code 8423)

2. Location of Program

- a. The district's program may operate on one or multiple school sites or at another location approved by CDE. (Education Code 8421)
- b. If applying for a location off school grounds, the County Superintendent or designee shall ensure that safe transportation is available for students, if necessary, and the program is at least as available and accessible as similar programs conducted on school sites. (Education Code 8421)

3. Hours of Operation

- a. The district's program shall operate for a minimum of 15 hours per week. (Education Code 8421)
- b. The district's program may be operated either after school only or for any combination of after school, before school, weekends, summer, intersession, and vacations. (Education Code 8422)

Volunteers

The County Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. The volunteer shall also submit current contact information to the County Office and shall update that information whenever the information changes. (Education Code 35021.3)

The County Superintendent or designee may use a volunteer registered with the County Office or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

Reports

The County Superintendent or designee shall annually submit to CDE outcome-based data, including, but not limited to:
(Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

(7/15 12/17) 12/21

Board
Approved:

TRINITY COUNTY BOARD OF EDUCATION
Weaverville, CA



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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

Date: November 2022
To: Trinity County Office of Education Board of Trustees
From: Cindy Blanchard
Subject: Fiscal Report for October 2022

Background Information: Trinity County Office of Education reports monthly to our board on our current fiscal state. The following report is for the current fiscal year for our general fund and a break out of the RISE Academy costs.

Current Situation: Our revenues and expenditures are on target at this time. COE's update their budget two significant times during a fiscal year. The first being the first interim, we will be presenting the first interim at our December meeting.

Recommendation: This is an informational item, if you have any questions please contact Cindy Blanchard, 530-623-6104x229 or cblanchard@tcoek12.org.



Trinity County Office Of Education 2022/2023

General Fund 01- October 31, 2022

Beginning Balance \$ 2,214,769

	Current Budget	Year to Date Activity	Remaining Budget	% of Budget Recvd/Expend
Revenue Accounts				
Local Control Funding Formula	\$ 2,708,928	\$ 764,458	\$ 1,944,470	28.22%
Federal Revenues	\$ 400,109	\$ 86,398	\$ 313,711	21.59%
Other State	\$ 3,421,529	\$ 541,992	\$ 2,879,537	15.84%
Other Local	\$ 1,372,637	\$ 56,862	\$ 1,315,775	4.14%
Total Revenues	\$ 7,903,203	\$ 1,449,710	\$ 6,453,493	18.34%

Expense Accounts				
Certificated Personnel Salaries	\$ 1,384,945	\$ 466,291	\$ 918,654	33.67%
Classified Personnel Salaries	\$ 2,429,658	\$ 772,797	\$ 1,656,861	31.81%
Employee Benefits	\$ 1,788,038	\$ 497,932	\$ 1,290,106	27.85%
Books & Supplies	\$ 216,408	\$ 114,752	\$ 101,656	53.03%
Services & Other Operating Srv	\$ 1,098,441	\$ 286,791	\$ 811,650	26.11%
Capitol Outlay	\$ 214,234	\$ 56,520	\$ 30,729	26.38%
Spec Ed, Excess Costs	\$ 103,522	\$ -	\$ 103,522	0.00%
Pass Thru to Districts	\$ 1,337,553	\$ 30,475	\$ 1,307,078	2.28%
Indirect Costs	\$ (19,678)	\$ (1,428)	\$ (18,250)	7.26%
Total Expenses	\$ 8,553,121	\$ 2,224,130	\$ 6,202,006	26.00%

Transfers In OPEB	\$ 49,744	\$ -
Transfers Out	\$ 10,767	\$ -

Budget for Rev/Exp \$ (610,941)

Net Ending Balance \$ 1,603,828

Year to date Revenue Vs Expenses: \$ (774,420)

General Fund Cash Balance 10/31/2022 \$ 843,773



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

General Fund 01- October 31, 2022

	Current Budget	Year to Date Activity	Remaining Budget	% of Budget Recvd/Expend
<u>Revenue Accounts</u>				
Local Control Funding Formula	\$ 60,255	\$ -	\$ 60,255	0.00%
Federal Revenues	\$ -	\$ -	\$ -	0.00%
Other Local	\$ 167,086	\$ -	\$ 167,086	0.00%
Contributions from TCOE	\$ 43,098	\$ -	\$ 43,098	0.00%
Total Revenues	\$ 270,439	\$ -	\$ 270,439	0.00%
<u>Expense Accounts</u>				
Certificated Personnel Salaries	\$ 154,619	\$ 44,956	\$ 109,663	29.08%
Classified Personnel Salaries	\$ 13,265	\$ 8,410	\$ 4,855	63.40%
Employee Benefits	\$ 76,783	\$ 18,910	\$ 57,873	24.63%
Books & Supplies	\$ 2,156	\$ 2,337	\$ (181)	108.40%
Services & Other Operating Srv	\$ 16,502	\$ 6,212	\$ 10,290	37.64%
Capitla Outlay	\$ -	\$ -	\$ -	0.00%
Spec Ed, Excess Costs	\$ 7,114	\$ -	\$ 7,114	0.00%
Transfers Out	\$ -	\$ -	\$ -	0.00%
Indirect Costs	\$ -	\$ -	\$ -	0.00%
Total Expenses	\$ 270,439	\$ 80,825	\$ 189,614	29.89%
Budget for Rev/Exp	\$ -			
Year to date Revenue Vs Expenses:		\$ (80,825)		



November 7, 2022

To: Tim Nordstrom, Director of Educational Services
Gretchen Deichler, Assistant Superintendent of Business Services
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 continue 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.

Kitchen Upgrade Opportunity – CDE grant availability of up to \$ 100,000 for cooking equipment, serving equipment, refrigeration and storage, transportation of ingredients, supporting infrastructure, training and professional development. Details available here:
<https://www.cde.ca.gov/ls/nu/kitcinfrafund2022.asp>

Call OES Hazard Mitigation (Generators and Plan Development) – All applications complete. We should receive notice in November of 2022 of any pending awards.

Universal Pre-Kindergarten (UPK) – Two facilities applications were submitted (TAUSD, LESD) and TCOE staff is completing the Financial Hardship request for LESD to ensure 100% state funding for their application. We have received notices for both projects from OPSC. Lewiston was awarded design funding at the 10.26.22 State Allocation Board Meeting Trinity Alps USD is more likely to be allocated in the funding round of February / March 2023.

KEY CAMPUS STATUS (RECENT AND UPCOMING MAJOR PROJECT SITES)

BURNT RANCH

- *Previous Campus Rebuild Project Close Out:* District auditor is now engaged to complete the process
- *Solar Project:* Designs are at Division of State Architect and project is moving along
- *Shade Structure:* Designs approved by DSA and manufacturing is beginning

CHYBA (California Heritage Youth Build Academy) – CHYBA was not included in the initial round of OPSC awards but they are still high on the “to be considered” list and would move up the list if other projects don’t move through. CHYBA is still awaiting the initial California School Finance Authority (CSFA) analysis to determine the size of the preliminary (pre-design / rough allocation) award. Assuming all documents are submitted, resulting analysis should be available mid December 2022.

COFFEE CREEK

- Generator – Project has been completed or is close to completion.
- Tennis Court – District still considering quotes

DOUGLAS CITY – Based on a site visit in May 2022, TCOE Facilities Staff will be coordinating with DCESD to start developing a longer range plan around facilities. DCESD Superintendent will coordinate a sub-committee of two board members to include in the process. ***This is still in process.*** Hoping to set up a meeting in Mid November.

JUNCTION CITY

- *Water System Replacement* – Application successfully submitted to North Coast Resource Partnership (last of the Prop 84 funding) for \$ 915,000. We should know mid-December whether we have been approved to move to the round of finalists.
- *Closing out original construction* – NM&R has done a great job on assisting JCESD in coordinating this work and the initial documents have been submitted to DSA. Close out of the original project is looking likely.
- *Future Modernization* – Still in process with updating enrollment status, etc. Will be taking Douglas City’s process and using it to inform JCESD’s
- TCOE staff will also be working with JCESD staff on their deferred maintenance list and big ticket items regarding finding funding and bidding future projects (HVAC, flooring). A shared project tracker is now in place as of 09.30.2022.

LEWISTON

TCOE Business Office staff is working with LESD to cash flow the design work for the ADA project and the Facilities Master Plan. Agreements and discussions are still pending.

- *ADA Follow up project* – Lewiston Community Services District’s fire hydrant / water re-route project has been coordinated with Semingson while the Semingson team continues to develop the final design for the ADA follow up work. Hoping to submit designs for ADA work in December and turn around the funding by Spring of 2023.
- *Facilities Master Plan* – Project is in process with the expectation to have a complete plan by the end of the calendar year.
- *Universal Pre Kindergarten* – \$ 34,000 in design funding awarded at the 10.26 State Allocation Board meeting.
- *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.
- *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 new updates

SOUTHERN TRINITY

- **HVAC replacement (AB 841)** – Application successfully submitted to the CEC with complete contractor estimates. There is one additional tweak to the application needed and then STJUSD will be in the queue to be considered for funding.

TRINITY ALPS

- *Main THS Campus* – Project is still moving along well. While still behind, the HVAC vendor is moving more quickly and effectively. No project completion date is projected at this time and it is almost a guarantee that students will remain in portables through the end of the 2022 calendar year (12/31/2022). TAUSD is expecting some classroom repopulation during Q1 of 2023, if not before.
- *Weaverville UTK Expansion* – This funding will likely be awarded at a State Allocation Board meeting to take place in February or March of 2023.

TRINITY CENTER – Productive visit to campus during May. Created list of key items to review address with district. TCOE staff and TCESD staff continuing to review needs and opportunities.

TRINITY COUNTY OFFICE OF EDUCATION

- Architect needed to revisit TCOE campus to get some additional “slopes” on the outside sidewalk areas. We have asked Semingson Architects to prioritize the Lewiston ESD project and then lean back into this work. It may be early December before we see an update on this project.

TRINITY CO-OP

Trinity County Office of Education

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

KUDOS



Shout out to Deidre Pickett and Naomi Underwood, for being excellent collaborators - thought partners and sources of support for Burnt Ranch School.

~Amanda Platt

Kudos to Jaime for making space for DC to play a few basketball games with other schools in their gym since ours is tiny!!

~Shannon Ross

Kudos to Christine, Mary, Andy, Amanda and Kristi for collaborating to bring Step Up to Writing training to your staffs.

~Tim Nordstrom

Fall Guidance

Art, Music, and Instructional Materials Block Grant

LEAs will be receiving their first of two allocations in Dec. The governing board or body of each school district, county office of education, or charter school receiving funds pursuant to this section shall discuss and approve a plan for the expenditure of funds received pursuant to this section at a regularly scheduled public meeting. Plan Templates will be available in DTS soon.

Allowable [Expenditures](#) and [FAQ](#)

2022 Dashboard Webinar Series, CDE-Tuesdays in November (11/1 through 11/29/22)

The CDE will be hosting four webinars in November to support LEAs with the release of the 2022 Dashboard. The webinars will offer participants the foundational knowledge needed to understand and review the data that will be released on the 2022 Dashboard. For registration links, topics, and dates and times click on this Fall 2022 Dashboard Webinar Series [flyer](#).

San Diego Equity Conference 2023: Equity is Love in Action (January 19 and 20, 2023)

The San Diego County Office of Education's annual conference is designed for educators, community leaders, parents, students, advocates, and policymakers to grow education equity for every young person in our schools. Space is limited: [register your team early](#) for discounted rates. [Conference flyer is linked here](#). New for 2023: Optional pre-conference workshop Jan. 18, 4 to 6 p.m.

Ethnic Studies Symposium Series and Civic Learning Fall Institute sponsored by LACOE

LACOE is hosting a four-part symposium series on Ethnic Studies. Please see the [flyer to LACOE sponsored Ethnic Studies Symposium Series](#) for more details.



Part of
5.2

School Dashboard

The Dashboard LEA Private Previews (rolling, begin week of Nov. 7th) and the release of the Dashboard to the public will be before end of 2022. In order to have access to the private preview, LEAs must select an Accountability Coordinator. This is different than the Dashboard Coordinator who will not have access to the private preview.

To update Accountability Coordinator (Dashboard Access)

- LEAs/Charters can sign-up by visiting <https://accountabilitylistserv.org>. Type in CDS code or LEA/charter name in the search box, select the LEA/charter they are associated with and then fill out the information.
- An approval email will be sent to their Superintendent or Charter School Admin once they submit the form

LCAP Information

- Parent advisory committee - as used in EC sections 52063 and 52069, shall be composed of a majority of parents, as defined in subdivision (e), of pupils and include parents of pupils to whom one or more of the definitions in EC Section 42238.01 apply.
- Consult with pupils - as used in EC sections 52060, 52066, and 47606.5, means a process to enable pupils, including unduplicated pupils and other numerically significant pupil subgroups, to review and comment on the development of the LCAP. This process may include surveys of pupils, forums with pupils, pupil advisory committees, or meetings with pupil government bodies or other groups representing pupils.

Capturing Kids Hearts

Good reminders:



When you are listening, make that person feel like they are the most important person in the world

SOLAR Method

S - Square up. Face the person you are communicating with.

O - Open posture. Open hands, not folded.

L - Leaning in. Not away from the person

A - Eye contact. Maintain.

R - Respond. Ask clarification questions, follow up questions. Don't share your own story or "one up"

TEACHER NEWSLETTER

Trinity County Office of Education

Trinity County: A Great Place to Learn!

Student Events

Spelling Bee

This year's Spelling Bee will occur in early March in the Weaverville area. For grades 4-9th. More info will be sent out in Dec. Contact jdixon@tcoek12.org.

History Day

History Day will occur in early March. Location will be determined by participating schools. Students may be working on projects now. [CA History Day](#) link. Contact jdixon@tcoek12.org.

Young Artist's Showcase

YAS will be held during April 1-30th at the Highland Art Gallery. Remember to save your student's artwork throughout the year. Details to follow in Jan. 2023

STEAMEXPO

This event typically occurs during the 3rd or 4th week in May. Last year, the event was only open to 8th grade students and was a day event. The committee will begin planning for what this year will look like and for which grades will participate in early spring. If you would like to be a part of the planning, please contact jdixon@tcoek12.org.

Moot Court

Moot Court will be starting back up this year for 12th grade students. Event will occur in May. Location TBD. Contact jdixon@tcoek12.org.

Online Tutoring for All Available at Local Libraries

The State Library is providing [free online tutoring](#) for all of California via local libraries. The [HelpNow](#) service, provided by BrainFuse, can help K-12 students and others (like students' family members) with math, English language arts and development, science, history/social science, and other educational subjects.

Library cards not needed. While the service is allocated via local library, users connecting to the internet in California can get instant tutoring through the [State Library's access page for HelpNow](#). Users choose their local libraries then start as a guest or set up an account. Tutoring is available 24 hours a day, seven days a week. Other features include a writing lab where students can have tutors review various forms of writing (e.g., research reports, college essays), view tutorial videos on common subjects, and obtain assistance in other languages such as Mandarin, Cantonese, Vietnamese, and Tagalog.



**When one
teaches,
two learn**

ROBERT HEINLEIN

Teacher Blogs by Innovative Educators

The following blogs were selected on their high quality of content and recommendations from other teacher bloggers.

[Cool Cat Teacher Blog](#)

This award-winning blog shares a ton of useful teaching tools and discusses how to leverage new technology to enhance learning.

[Bud the Teacher](#)

Bud is an instructional technologist who writes about a wide range of topics from future of teaching to classroom technology.

[Free Technology for Teachers](#)

This is a great resource for learning about useful tools that can be used in the classroom.

[The Nerdy Teacher](#)

Nicholas Provenzano writes education lessons from The Goonies, improving technology use in the classroom, and epic school projects.

[Learning in Hand](#)

Tony Vincent provides information and resources for teaching using mobile devices like the iPod Touch and iPad. Also be sure to read our [interview with Tony](#) for his insights into careers in teaching and learning consultancy.

[Teacher Reboot Camp](#)

This blog features resources for teachers, great video interviews, and aims to create a collaborative environment for helping teachers engage students.

[2 Cents Worth](#)

Author David Warlick offers observations and ideas on education, thoughts on education technology, and things learned during his travels.

[The Tech Savvy Educator](#)

At The Tech Savvy Educator, Ben Rimes writes about integrating technology into the classroom, video story problems, and online learning.

[The Creative Classroom](#)

Author and teacher John T. Spencer writes about

education policy, interesting life experiments like living out aspects of Facebook, and teaching tips.

[Nashworld](#)

A Missouri biology teacher and technology instructional specialist provides thoughtful commentary on education topics like the role of technology in education and lessons learned from sports and ideas like administrators as teachers.

[Two Writing Teachers](#)

Authors Ruth Ayers and Stacey Shubitz discuss teaching students to write, suggested writing tools, and new books.

[Function of Time](#)

Kate Nowak authors this math blog discussing ideas for teaching specific math concepts, math games, and reflections on math education.

[Literate Lives](#)

This blog about reading education features reviews of children's literature and insights into working as a school librarian.

[Always Learning](#)

Kim Cofino teaches technology around the world and writes in-depth articles about teaching technology and teaching abroad.

[The Story Behind the History](#)

This blog by an elementary history teacher has over 800 posts about history education and interesting history facts.

[Megan Golding](#)

A 9th grade math teacher in Georgia writes about relating to students, math lesson ideas, and creative ways to engage students.

[The PE Geek](#)

Jarrod Robinson is a PE teacher from Victoria, Australia who writes about using technology to engage physical education students.

[Physics of Learning](#)

Doug Smith was an engineer before he became a teacher and writes about science education, math



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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

November 3, 2022

Ms. Sally Aldinger, President
Mr. Steve Canale, Vice-President
Ms. Michelle Myers, Board Trustee
Mr. Randy Spencer, Board Trustee
Ms. Arina Erwin, Board Trustee

Trinity County Board of Education
201 Memorial Dr.
Weaverville, CA 96003

To The Trinity County Office of Education Board of Trustees,

California Education Code Section 1240 requires that the County Superintendent of Schools, or his or her designee, visit schools identified in our county, review information in the areas noted below, and report to you the results of these visits and reviews. I am pleased to provide for submission to the governing board, the annual report for fiscal year 2022-23 as required by Education Code Section 1240(c)(2)(B) pursuant to the Williams Settlement. This report presents the results of our visits and reviews.

Summary of Fall 2022 Visits

Number of Districts Identified	2
Number of Schools Identified	2
• Elementary Schools	2
• Middle Schools	0
• High Schools	0

The purpose of this report (as specified in California Education Code Section 1240) is to:

1. Determine if students have "sufficient" standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12 and as appropriate, in foreign languages, and health;
 - "Sufficient textbooks or instructional materials" mean each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.



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2. Determine if there is any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff";
 - A school facility condition that poses an 'emergency or urgent threat is any condition that poses a threat to the health or safety of pupils or staff while at school.'
3. Determine if the school has provided accurate data on the annual School Accountability Report Card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair" and teacher misassignments and vacancies;
 - "Good Repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public-School Construction [Facility Inspection Tool (FIT)] or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in "good repair."
4. Annually monitor and review teacher misassignments and teacher vacancies in schools with fifteen percent or more of the school's teachers that do not possess a valid and clear or preliminary credential.
5. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, emergency or urgent facilities issues, under the Uniform Complaint Procedure.

The findings were as follows:

Instructional Materials

In area 1 listed above, both eligible schools were found to have sufficient textbooks, technology-based materials, and other educational materials, to use in class and to take home.

School	Review Date	# of Classrooms/Areas Visited	Textbook/Instructional Materials Needed
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Junction City Elementary	9/12/2022	4	None
Hayfork Elementary	9/13/2022	9	None

School Facilities

In area 2, both eligible schools were reviewed for condition of facilities and deemed in "Good Repair."

School	Review Date	Classrooms/ Areas	Facility Deficiencies Identified	Emergency	Correction/ Action Taken
Junction City Elementary	9/12/22	10			
Hayfork Elementary	9/13/22	14			

School Accountability Report Card

In area 3, the 20-21 School Accountability Report Cards (SARCs) published during 2021-22 were reviewed by March of 2022 to determine the accuracy of the information reported for the following:

- 1) Sufficiency of textbooks and instructional materials
- 2) Safety, cleanliness, and adequacy of school facilities, including "good repair."

School's SARCs were accurate in the information reported for the areas described above.

Teacher Misassignments and Vacancies Reported to Trinity County Office of Education

School	# Misassignments for 2020-21	# Misassignments that were corrected within 30 calendar days	# of classes in which the teacher was lacking the appropriate authorization and training to teach English Language Learners and 20% or more of students were English Language Learners	# Teacher Vacancies for 2020-21
Junction City Elementary	1	1	0	0
Hayfork Elementary	2	1	0	0



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Uniform Complaint Procedure: Quarterly Reports on Complaints Received

Area 5, there have been no complaints received for either eligible school during Quarter 3 in 2022. Both schools will continue to report quarterly complaints to TCOE Williams Monitoring Staff during the rest of the 2022-23 school year.

In conclusion, the visitation to all of the schools was a positive, professional experience with a focus by the staff on seeking to improve instruction for each student at the 2 schools.

For further clarification or information, please contact Tim Nordstrom, Assistant Superintendent of Educational Services at the Trinity County Office of Education (530) 623-2861.

Sincerely,

A handwritten signature in black ink, appearing to be "S. Supahan", written over a horizontal line.

Sarah E. Supahan
County Superintendent of Schools



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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

Date: November, 2022
To: Trinity County Board of Education
From: Dawn MacLaren/Elections
Subject: Annual Organizational Meeting

Background Information:

Education Code 35143 requires the Annual Organizational Meeting be held commencing on the second Friday in December for a 15-day period (December 9 through December 23, 2023). ***The date, time, and location of this meeting shall be set at the Board Meeting immediately preceding the organizational meeting.*** The Clerk of the Board shall notify members at least 15 days prior to the organizational meeting date.

Recommendation:

Set date, time, and location of the Annual Organizational Meeting for Friday, December, 9, 2022.



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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

Notice of Annual Organizational Meeting of the Board

School District: Trinity County Office of Education

Date: _____

Time: _____

Location: _____



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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

Date: November 2022
To: Trinity County Office of Education Board of Trustees
From: Trinity County Office of Education Cabinet Members
Subject: Disposal of Items

Background Information: Our Board Policy 3270 (a), see attached,

“The County Board recognizes its fiscal responsibility to maximize the use of County Office equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective County Office operations. When the County Board, upon recommendation of the County Superintendent or designee, declares any County Office-owned personal property unusable, obsolete, or no longer needed, the County Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)
(cf. 3512 - Equipment)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The County Board shall approve the price and terms of any sale or lease of personal property of the County Office.”

Current Situation: We have three employees that are retiring from our organization, their daily computers are deemed obsolete or no longer needed. At this time, we would like to offer the sale of these items to the employees:

<u>Inventory Tag</u>	<u>Description of Item</u>	<u>Current Assesed Value</u>	<u>Serial Number</u>	<u>Employee</u>
3419	2019 Applie MacBook Pro Computer	\$ 1,527.40	C02G64MNMD6T	S Supahan
3257	2018 Dell 5591 Laptop	\$ 225.00	BHJRNQ2	J Pendell
	2020 Dell 3500 Laptop	\$ 90.57	J5BOMW2	G Deichler

Recommendation: Staff recommends approval of item.

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The County Board recognizes its fiscal responsibility to maximize the use of County Office equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective County Office operations. When the County Board, upon recommendation of the County Superintendent or designee, declares any County Office-owned personal property unusable, obsolete, or no longer needed, the County Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)
(cf. 3512 - Equipment)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The County Board shall approve the price and terms of any sale or lease of personal property of the County Office.

If the County Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

If the County Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the County Board or may be disposed of in the local public dump. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the County Office if they have been replaced by more recent editions or new materials selected by the County Board, are not aligned with the County Office's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the County Office. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or County Board policy

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (*cont.*) BP 3270(b)

3. Are damaged beyond use or repair

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The County Superintendent or designee shall establish procedures to be used whenever the County Office sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (2 CFR 200.313)

(cf. 3230 - Federal Grant Funds)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

(10/15 3/16) 9/16

Board

Approved: June 21, 2017

TRINITY COUNTY OFFICE OF EDUCATION

WEAVERVILLE, CA

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the County Office. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any organization, agency, or institution receiving obsolete instructional materials donated by the County Office shall certify to the County Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the County Superintendent or designee shall notify the public of the County Office's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the County Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (*cont.*) AR 3270(b)

2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the County Office has given notice to all persons who have filed a request for such notice

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

When the County Office has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313)

(cf. 3230 - Federal Grant Funds)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the County Office may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the County Board. Whenever the County Office sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (2 CFR 200.313, 200.314)

In the event that the County Office is provided equipment that is federally owned, the County Office shall request disposition instructions from the federal agency when it no longer needs the equipment. (2 CFR 200.313)

Other Personal Property

The County Office may sell other surplus or obsolete County Office-owned personal property through any of the following methods:

1. The County Superintendent or designee may advertise for bids by posting a notice in at least three public places in the County Office for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the County Office and, if possible, publishing within the County Office. The County Office shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the County Superintendent or designee. (Education Code 17546)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (*cont.*) AR 3270(c)
(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by County Office employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)

3. The County Office may sell the property without advertising for bids under any of the following conditions:

a. The County Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

b. The County Office sells the property to agencies of the federal, state, or local government, to any other school County Office, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

c. The County Office sells or leases the property to agencies of the federal, state, or local government or to any other school County Office and the price and terms of the sale or lease are fixed by the County Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the County Office reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 - Budget)

(11/09 10/15) 9/16

Board
Approved: June 21, 2017

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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

Date: November, 2022
To: Trinity County Office of Education Board of Trustees
From: Melanie Holmes
Subject: Ad Hoc Committee

Background Information: Our BB Policy 9500, see attached

The County Board of Education believes that the County Superintendent of Schools renders essential services that promote the success of students and of the educational programs of the county office of education and should be fairly compensated for such service. In accordance with law, the County Board shall fix the salary of the County Superintendent and may adopt a remuneration package that includes, but is not limited to, salary, allowances, health and welfare benefits, and other benefits as appropriate.

Recommendation:

Ad Hoc Committee will meet and review County Superintendent Compensation and report out at the December Board Meeting. *BB/AR 9500 County Superintendent Remuneration*

COUNTY SUPERINTENDENT'S REMUNERATION

The County Board of Education believes that the County Superintendent of Schools renders essential services that promote the success of students and of the educational programs of the county office of education and should be fairly compensated for such service. In accordance with law, the County Board shall fix the salary of the County Superintendent and may adopt a remuneration package that includes, but is not limited to, salary, allowances, health and welfare benefits, and other benefits as appropriate.

The County Board may determine the County Superintendent's salary at any point during the term of employment. However, any decreases in salary shall only be considered in consultation with legal counsel.

The County Superintendent shall not increase the County Superintendent's own salary, financial remuneration, benefits, or pension without bringing the matter to the attention of the County Board for its discussion and approval. (Education Code 1209)

OPTION 1: (County offices of education with elected superintendents)

Any discussion and/or action taken on the County Superintendent's remuneration, including, but not limited to, salary, financial remuneration, benefits, or pension, shall take place in open session at a regularly scheduled meeting of the County Board, which shall not be held during a special meeting. (Education Code 1209; Government Code 54956)

During the open meeting at which the County Board will take final action on the County Superintendent's salary or fringe benefits, the County Board shall, prior to taking action, orally report a summary of the recommended action. (Government Code 54953)

Any action taken on the County Superintendent's remuneration shall be reflected in the County Board's minutes. (Government Code 53262)

The County Superintendent shall receive reimbursement for actual and necessary traveling expenses. (Education Code 1200, 1201)

3/21

COUNTY SUPERINTENDENT OF SCHOOLS REMUNERATION

Pursuant to its authority under Education Code 1200-1209, California Constitution Article 9, Section 3.1(b) and Board Policy 9500, the County Board shall review and fix the salary including all compensation of the County Superintendent of Schools (Superintendent) on an annual basis and may adopt a remuneration package that includes, but is not limited to, salary, allowances, health and welfare benefits, and other benefits as appropriate.

During an election year, the Board shall consider any changes to the Superintendent's compensation at its October meeting, and take action to fix the Superintendent's compensation at its regular meeting in November. Any change(s) to the Superintendent's compensation will be effective on January 1 of the following year. For incumbent Superintendents, the board shall consider any changes to the Superintendent's compensation at the meeting of the board in May and take action to revise the Superintendent's compensation at the regular meeting in June, prior to the beginning of the fiscal year, July 1. In the event that an election is held in a month other than November **and/or other circumstances delay the consideration of compensation in May or June** the timelines may be adjusted.

Any discussion and/or action taken on the Superintendent's remuneration shall take place in open session, at a regularly scheduled meeting of the County Board. (Government Code [54956](#))

Any changes to the Superintendent's salary, financial remuneration, or any benefit, for any reason, may only be made upon approval of the County Board of Education after discussion at a regularly scheduled meeting of the County Board of Education. (Education Code 1209, Government Code 54956)

A newly elected or appointed Superintendent will be placed on the current Superintendent's salary schedule.

The Superintendent's remuneration will be at the discretion of the County Board of Education and shall be considered annually at a regularly scheduled meeting for the purposes of considering an adjustment to the salary. (Note: Education Code [1207](#) states that the salary of the County Superintendent of Schools may not be lowered during his/her term of office).

The County Board of Education may request the Superintendent to furnish information and data for comparative compensation purposes. The Board President may also form an ad hoc subcommittee to develop recommendations for the Board's consideration regarding the Superintendent's compensation package.

1. Considerations for the Superintendent's salary schedule may include:
 - a) Salary and benefits for similar counties in the State of California
 - b) Salary and benefits for Region 2 County Superintendent of Schools
 - c) Salary and benefits for Trinity County Unified school District Superintendents

- d) Salary and benefits for Trinity County Office of Education management positions
 - e) Settlement information for Trinity County Office of Education employee groups
 - f) Trinity County Office of Education budget obligations and projections.
2. The following protocol may be utilized in determining any adjustment to the Superintendent's salary:
- a) The Board may convene an ad hoc committee, as determined by the Board, to review information pertinent to the Superintendent's salary and compensation for the County Board's consideration.
 - b) This committee may be made up of two County Office of Education board members, the Assistant Superintendent of Business Services, and HR Payroll Director
 - c) The committee may direct additional information to be gathered.
 - d) The committee shall develop a recommendation regarding any change in the Superintendent's compensation for consideration at a regularly scheduled County Board meeting.
 - e) At the County Board meeting, the committee will present its recommendations and the factors considered to the Board. The Board may consider action based on the recommendation of the committee.
3. The Superintendent will receive the same medical, dental and vision benefits available to Trinity County Office of Education management employees.
4. The Superintendent is eligible to receive office-paid professional organization memberships, the same as other management employees.
5. The County Superintendent shall receive reimbursement for his/her actual and necessary traveling expenses. (Education Code 1200, 1201) and will abide by TCOE travel policies and procedures for employees.

Legal Reference:

EDUCATION CODE

1200-1209 Appointment, qualifications, salary and expenses of county superintendent

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

CALIFORNIA CONSTITUTION

Article 9, Section 3.1 County Superintendent qualifications and salaries CALIFORNIA

ATTORNEY GENERAL

62 Ops. Cal. Atty. Gen. 356 (1979)

Board

Approved: November 18, 2020

TRINITY COUNTY OFFICE OF EDUCATION

WEAVERVILLE, CA

CHARTER SCHOOL OVERSIGHT

The County Board of Education recognizes its ongoing responsibility to oversee any charter school authorized by the County Board, to ensure that the charter school is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

Designated Charter School Contact

The County Board shall identify a contact person for each charter school authorized by the County Board. The contact may be the County Superintendent of Schools or designee or another person employed or contracted by the County Board pursuant to Education Code 1042. (Education Code 47604.32)

The County Board may appoint a designated representative to attend, on its behalf, meetings of the board of directors of any charter school authorized to operate as a nonprofit, public benefit corporation.

The County Board or its designated representative may inspect or observe any part of the charter school at any time. At least once each year, the County Board shall visit each charter school under its authority. (Education Code 47604.32, 47607)

Whenever the County Board's designated representative visits, inspects, or observes a charter school or any of its programs or facilities, the representative shall provide a report of the findings to the County Board at the next County Board meeting.

Waivers

If the charter school wishes to request a general waiver of any applicable state law or regulation applicable to it, it shall request that the County Board submit a general waiver request to the State Board of Education (SBE) on its behalf. If the County Board approves such a request, the County Board shall ask the County Superintendent or designee to submit the waiver request to SBE on behalf of the charter school.

Charges for Provision of Services to a Charter School

The County Board may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the charter school is able to obtain substantially rent-free facilities from the county office of education (COE), the County Board may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight. (Education Code 47613)

A charter school may separately purchase administrative or other services from the COE or any other source, in accordance with law. (Education Code 47613)

Material Revisions to Charter

Material revisions to a charter may only be made with County Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but are not limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the County Board of those additional locations or grade levels. The County Board shall consider approval of the additional locations or grade levels at an open meeting. (Education Code 47605, 47605.6, 47607)

The County Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

Monitoring Charter School Performance

The County Board has the responsibility to monitor any charter school it authorized to determine whether the charter school complies with all legal requirements applicable to charter schools, including the making of all reports required of charter schools in accordance with Education Code 47604.32.

The County Board has the responsibility to monitor each charter school to determine whether the school, both schoolwide and for all numerically significant student subgroups of students served by the school as defined in Education Code 52052, is achieving the measurable student outcomes set forth in its charter. This determination shall be based on the measures specified in the approved charter and any applicable memorandum of understanding (MOU), and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).

The County Board has the responsibility to monitor the fiscal condition of each charter school based on financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

When any such monitoring is conducted by the County Board's designated representative, the representative shall report the findings to the County Board at the first available County Board meeting.

Technical Assistance/Intervention

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from a COE identified as a geographic lead agency or its designee. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, COE, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.
3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the County Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request assistance from the California Collaborative for Educational Excellence. (Education Code 47607.3, 52072)

In accordance with law, the County Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

Complaints

To enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint, each charter school shall establish policies and procedures in accordance with the uniform complaint procedures specified in 5 CCR 4600-4670. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision of the charter school resulting from the uniform complaint procedures may appeal the decision to the Superintendent of Public Instruction (SPI). (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, the charter school shall provide a remedy to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the County Board revokes or denies renewal of a charter or the school ceases operation for any reason, the County Board's charter school representative shall, in accordance with the charter and/or any applicable MOU, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The County Board shall provide notification to the California Department of Education, within 10 calendar days of denying renewal of or revoking the charter, or if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

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CHARTER SCHOOL OVERSIGHT

Requirements For Charter Schools

A charter school shall be subject to the terms of its charter; any memorandum of understanding with its chartering authority; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, the following requirements.

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 6250-6270), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)
3. The charter school's executive director or any of the charter school's employees shall not serve as a member of the county board of education in the county where the charter school is located (Education Code 1006; Government Code 1099)

Operations

1. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
2. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605, 47605.6)

Admission/Enrollment

1. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
2. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
3. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
4. Admit all students who wish to attend the charter school, according to the following criteria and procedures:
 - a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area. (Education Code 47605, 47605.6) If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)
 - b. If the number of students who wish to attend the charter school exceeds the school's capacity,

attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the county, except as provided for in Education Code 47614.5. (Education Code 47605, 47605.6)

- c. Other admission preferences identified in the charter petition, including, but not limited to, siblings of students admitted or attending the charter school and children of the charter school's teachers, staff, and founders identified in the initial charter, may be permitted on an individual school basis consistent with law. (Education Code 47605, 47605.6)
5. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of homeless children and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
6. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
7. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

1. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605, 47605.6)
2. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its web site the California Department of Education (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code 47605, 47605.6)
3. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7
4. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)
5. If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
6. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)
7. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

Tuition and Fees

1. Not charge tuition (Education Code 47605, 47605.6)
2. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
3. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

1. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code 47604.33, 47606.5, 52064, 52064.1)
2. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)
3. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)
4. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

1. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
2. If the charter school offers a kindergarten program, also offer a transitional kindergarten (TK) program to students in accordance with Education Code 48000 (Education Code 48000)
3. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
4. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school (Education Code 51931, 51934)
5. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)
6. If the charter school serves students in middle or high school and offers one or more courses in health education, include in those courses instruction in mental health, as specified (Education Code 51925-51929)
7. If the charter school serves students in grade 12, comply with the requirements for student completion and submission of the Free Application for Federal Student Aid and California Dream Act Application (Education Code 51225.7, 51225.8)
8. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school with the planned date, time, and location of the fair (Labor Code 3074.2)

9. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
10. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body of the charter school submits an affidavit pursuant to Education Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)
11. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school (Education Code 51225.2)
12. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605.6, 47612.5, 60605)

Special Education

1. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary. The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code 56040.3)
2. If the charter school has a master contract with a nonpublic, nonsectarian school:
 - a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)
 - b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)

High School Graduation

1. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)
2. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)
3. Require students to meet the state minimum course requirements for graduation as specified in Education Code 51225.3, as well as any additional graduation requirements required by the governing body (Education Code 51225.3)
4. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)

Student Expression

1. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

Staffing

1. Require its teachers to hold the certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) required for the teacher's certificated assignment (Education Code 47605, 47605.6)

2. If the charter school offers TK, require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position by August 1, 2023, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)
3. Review potential misassignments and vacant positions in the charter school, including data from CTC, respond to the County Superintendent of Schools when necessary to show that an employee is legally authorized for an assignment, and correct any misassignments if notified by the County Superintendent that an assignment is not legally authorized (Education Code 44258.9)
4. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee has a valid criminal records summary, unless an exception applies (Education Code 44830.1, 45122.1, 45125.1)
5. Report to CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
6. If the charter school chooses to make the state teachers' retirement plan and/or the public employees retirement system available to its employees, meet the requirements of Education Code 47611 (Education Code 47610)
7. If it is deemed the exclusive public school employer of the employees at the charter school, meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
8. If the charter school employs security officers and/or security officers work on the charter school campus, provide the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training, as specified (Education Code 38001.5; Business and Professions Code 7583.45)

Parent/Guardian Involvement

1. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605, 47605.6)
2. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605, 47605.6)
3. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code 48985)

Nutrition

1. Provide breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility. If the charter school participates in the National School Lunch Program and School Breakfast Program and is a very high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service (Education Code 49501.5, 49564.3)
2. Not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

Student Health

1. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)
2. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code 215.5)
3. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)
4. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
5. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to student athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)
6. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)
7. If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of cardiopulmonary resuscitation training throughout the duration of the event (Education Code 35179.6)
8. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)
9. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

1. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)
2. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)
3. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)
4. Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)
5. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code 47606.2, 48913.5)

Student and Parent/Guardian Records

1. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)
2. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)
3. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605, 47605.6)
4. If the charter school serves high school students, submit to the Student Aid Commission (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of CSAC to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)
5. Update, and reissue if requested, a former student's records to include the student's updated legal name or gender, upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070 (Education Code 49062.5, 49070)

Facilities

1. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
 - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
2. If the charter school serves students in any of grades 6-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all-gender restrooms, and in at least one men's restroom (Education Code 35292.6)

Finance

1. Promptly respond to all reasonable inquiries from the county office of education (COE) or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)
2. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
3. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
4. Annually prepare and submit financial reports to the County Board of Education and the County Superintendent in accordance with the following reporting cycle:
 - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
 - b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
 - c. By March 15, a second interim financial report for the current fiscal year reflecting changes through

January 31. (Education Code 47604.33)

- d. By September 15, a final unaudited report for the full prior year. The report submitted to the County Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
- e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the COE's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605, 47605.6)

5. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

1. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

(1/1/20) 6/1/22

**Board
EDUCATION
Approved:**

**TRINITY COUNTY OFFICE OF

WEAVERVILLE, CA**

District and School Web Sites

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEB SITE**Materials to Prominently Display**

The following must be posted in a prominent location on the district's web site, such as on the home page when required by law:

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current County Board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.
5. The district's policy on preventing and responding to hate violence, if the County Office has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the name and contact information of the Title IX Coordinator, the rights of students and the public as specified in Education Code 221.8, the responsibilities of the County Office under Title IX, web links to information about those rights and responsibilities on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, a description of how to file a complaint of noncompliance under Title IX with specified components, and a link to Title IX information posted on the California Department of Education's (CDE) web site (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
9. Posters published by the California Department of Fair Employment and Housing (DFEH) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "Transgender Rights in the Workplace," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 -Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.
10. If the County Office has formed a community facilities County Office (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to

Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

The following materials are also required to be posted on the County Office web site. However, there are no specific requirements related to where they are posted on the web site.

1. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitate an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.
5. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's web site or, if the school does not have a web site, on the district's web site. See AR 6145.2 - Athletic Competition.
6. If the County Office has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the County Office will begin accepting applications, reasons that the County Office may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 - Interdistrict Transfer.
7. If the County Office has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 - Interdistrict Transfer.
8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
9. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). Post these section(s) or a link to them on each school's web site or, if a school does not have its own web site, on the district's web site in a manner that is accessible to the public without a password. See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
10. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.
11. If the County Office includes information about the free and reduced-priced meal program on its web site, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (USDA FNS Instruction 113-1). For the required wording of the statement, see E 3555 - Nutrition Program Compliance.
12. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5). Post on the school's web site or, if

the school does not have a web site, then on the district's web site. See AR 3514.2 Integrated Pest Management.

13. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2).
14. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.
15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
16. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's web site.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their web sites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 -Evaluation of the Instructional Program.

(10/20) 6/22

Williams Uniform Complaint Procedures**Types of Complaints**

The County Office of Education (COE) shall use the procedures described in this administrative regulation to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or COE-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for the entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for the entire semester. (Education Code 35186; 5 CCR 4600)
Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)
Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)
3. Complaints regarding the conditions of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.
Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous

- or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)
- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any COE school or program serving any students in any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

The County Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the COE's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The County Superintendent or designee shall ensure that the COE's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The County Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal/program coordinator or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal/program coordinator shall be forwarded to the County Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal/program coordinator or a designee of the County Superintendent shall make all reasonable efforts to investigate any problem within the principal's/program coordinator's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal/program coordinator or County Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal/program coordinator or County Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint, within 45 working days of the initial filing of the complaint. If the principal/program coordinator makes this report, the information shall be reported at the same time to the County Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be

written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the County Board of Education at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/program coordinator or County Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the COE's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

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

6/22

**Board
Approved:**

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

WILLIAMS UNIFORM COMPLAINT PROCEDURES**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

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

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

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

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

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

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

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

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

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

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

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

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

A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

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

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

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

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

For a school or program serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

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

Please file this complaint at the following location:

Jade Tyner R.I.S.E. Academy Principle
 (principal/program coordinator or designee)
P.O. Box 1256 Weaverville CA 96093
 (address)

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

 (Signature)

 (Date)

6/22

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
 Weaverville, CA

FACILITIES INSPECTION

The County Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the County Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Leaks: Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. Interior Surfaces (walls, floors, ceilings): Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. Hazardous Materials: Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident.
12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. Restrooms: Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, any school serving any of grades 6-12 shall, at all times, stock and make available and accessible

free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The County Office shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the County Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The County Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The County Superintendent or designee shall provide the County Board with regular reports regarding the district's facility inspections and updates of any visits to County Office schools by the County Superintendent of Schools to review school facilities.

6/2022

FACILITIES INSPECTION**NOTICE REGARDING MENSTRUAL PRODUCTS**

Education Code 35292.6 requires that:

- a. On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school’s restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom.
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- d. For purposes of this section, “menstrual products” means menstrual pads and tampons for use in connection with the menstrual cycle.
- e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

(name and/or title/position)

(telephone number)

(email address)

6/2022

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

ELECTRONIC SIGNATURES

The County Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in County Office operations. The County Board authorizes the use of electronic signatures in County Office operations when authorized by law.

The County Superintendent or designee shall ensure that any electronic signature utilized by the County Office conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The County Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - County Office Records.

6/2022

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

ELECTRONIC SIGNATURES

When authorized by law, electronic signatures may be used in the operation of County Office business and/or administration.

In any business transaction, an electronic signature shall only be used when each party has agreed to conduct the transaction by electronic means. In other County Office operations, the County Superintendent or designee may require the use of an electronic signature. (Civil Code 1633.5; 15 USC 7001)

A *digital signature* is defined as an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Government Code 16.5)

An *electronic signature* consists of an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. (Civil Code 1633.2)

In order for an electronic signature to be used, the electronic signature shall be: (Government Code 16.5; 2 CCR 22002)

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data in such a manner that if the data are changed the electronic signature is invalidated
5. Conform to 2 CCR 22000-22005

Prior to accepting an electronic signature, the County Superintendent or designee shall ensure the following: (2 CCR 22005)

1. That the signature is created by acceptable technology pursuant to 2 CCR 22003
2. That the level of security used to identify the signer of the document and to transmit the signature is sufficient for the transaction being conducted
3. That, if a certificate is a required component of the electronic signature, the certificate format used by the signer is sufficient for the security and interoperability needs of the County Office.

If a notarized signature is required with respect to an electronic signature, the electronic signature of the notary public together with all of the other information required by law to be included in a notarization shall accompany the electronic signature. (Civil Code 1633.11)

If a statement is required to be signed under penalty of perjury, the electronic signature shall include all of the information to which the declaration pertains together with a declaration under penalty of perjury by the person who submits the electronic signature that the information is true and correct. (Civil Code 1633.11)

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