

MINUTES

Trinity County Board of Education Regular Board Meeting

March 16, 2022

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

MEMBERS PARTICIPATING: Michelle Myers, Area II (by Zoom from 30891 State Hwy
3 Weaverville, CA 96093)
Sally Aldinger, Area III (by Zoom from 36 Landacre Rd.
Hayfork, CA 96041)
Melissa Nielsen, Area IV (by Zoom from 600 Lake Road
Junction City, CA 96048)
Steve Canale, Area V (201 Memorial Drive Weaverville,
CA 96093)

MEMBERS ABSENT: Randy Spencer, Area I

COUNTY OFFICE: Fabio Robles, Deputy Superintendent
Anthony Rebelo, Assistant Superintendent of Special
Education/SELPA Director
Dawn MacLaren, Secretary/Receptionist
Gretchen Deichler, Assistant Superintendent of Business
Services (by Zoom from 1751 Manhattan Avenue, Grover
Beach, CA 93433)

PUBLIC: Josh Cozine, Trinity Journal (teleconference)
(There may have been others in attendance. Those in
attendance may have attended only a portion of the
meeting.)

COUNTY OFFICE ABSENT: Sarah Supahan, Trinity County Superintendent of Schools

1.0 Formal Opening

- 1.1 Call to Order
Sally Aldinger called the meeting to order at 1:00 p.m.
- 1.2 Roll Call
Board Members present Sally Aldinger, Steve Canale, Michelle Myers, and
Melissa Nielsen. County Office present Anthony Rebelo, Fabio Robles, Gretchen
Deichler, and Dawn MacLaren.
- 1.3 Additions or Changes to Agenda
8.2 and 8.3 will be information items only and not First Reading.

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 3 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge 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-4 (Aldinger, Canale, Myers, Nielsen), 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 separately, following approval of the Consent Agenda.

- 4.1 Minutes – February 16, 2022
- 4.2 Warrants – February 2022
- 4.3 Payroll – February 2022
- 4.4 BP/AR 5126 Awards for Achievement – Second Reading
- 4.5 BP/AR 5141.31 Immunizations – Second Reading
- 4.6 BP/AR 5148.3 Preschool/Early childhood Education – Second Reading
- 4.7 BP 6170.1 Transitional Kindergarten – Second Reading
- 4.8 BB 9012 Board Member Electronic Communications - Second Reading
- 4.9 BB 9320 Meetings and Notices – Second Reading

Sally Aldinger asked the Board if there was a motion to accept the Consent Agenda.

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

5.0 Reports

- 5.1 Financial Report and Oversight Update
 - Gretchen Deichler provided the Financial Report and Oversight Update
 - 5.1.1 School Facilities Report from Jeff Morris
 - The School Facilities Report was included in the Board packet for review.
- 5.2 Deputy Superintendent Report – includes Trinity COE and District LCAP Updates. Trinity Co-Op, and Trinity Teachers Newsletter.
 - Fabio Robles provided his Deputy Superintendent Report and LCAP updates.
 - Tim Nordstrom provided a copy of Trinity Co-Op, and Trinity Teachers Newsletters that were included in the Board packet for review.
- 5.3 Ad Hoc Committee Report from February 23, 2022 Meeting per BB/AR 9500
 - Gretchen Deichler shared the Ad Hoc Committee PowerPoint presentation.

6.0 Correspondence

- 6.1 California Department of Education - 2021-22 First Interim Report
California Department of Education-2021-22 First Interim Report letter was included in the board packet for the members to review.

7.0 Action Items

- 7.1 Board to reaffirm that meeting in person would present imminent risks to the health/safety of attendees For the Board Meeting scheduled for April 20, 2022, at 1:00 p.m. as per California Governor's Executive Order AB 361. (No back-up).
Sally Aldinger opened up the discussion with the board on transitioning back to in-person meetings. The board members wanted to retain the option of Zoom or teleconference in case of a surge in COVID 19 cases.
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 April 20, 2022, at 1:00 p.m. as per California Governor's Executive Order AB 361 Motion passed. Aye- 4 (Aldinger, Canale, Myers, Nielsen), No-0, Absent- 1 (Spencer), Abstain-0.
- 7.2 Discuss and/or Approve County Superintendent's Compensation per Education Code 1209 and Government Code 54956.
MOTION: Motion was made by Melissa Nielsen, with a second by Steve Canale to approve County Superintendent's Compensation per Education Code 1209 and Government Code 54956. Motion passed. Aye- 4 (Aldinger, Canale, Myers, Nielsen), No-0, Absent- 1 (Spencer), Abstain-0.
- 7.3 Consider and/or Approve 2021-2022 Second Interim Financial Report, Certification and Budget Revisions (back up materials will be provided under separate cover on the TCOE website)
MOTION: Motion was made by Steve Canale, with a second by Melissa Nielsen to approve 2021-2022 Second Interim Financial Report, Certification and Budget Revisions Motion passed. Aye- 4 (Aldinger, Canale, Myers, Nielsen), No-0, Absent- 1 (Spencer), Abstain-0.
- 7.4 Review and Accept Annual Audit Report Ending June 30, 2021 (back up to follow electronically)
7.4 Tabled until the May 18, 2022 Board Meeting.

8.0 Information Items

- 8.1 Special Education Preschool - Presentation Anthony Rebelo
Anthony Rebelo made a presentation on Special Education within our preschools.
- 8.2 BP 2110 County Superintendent Responsibilities and Duties – First Reading
- 8.3 BP 2120 County Superintendent Responsibilities – First Reading
- 8.4 BP/AR/E 3230 Federal Grant Funds – First Reading
- 8.5 BP 3320 Claims and Actions Against the County Office of Education – First Reading
- 8.6 BP/AR 5141.52 Suicide Prevention – First Reading
- 8.7 E 5145.7 Sexual Harassment – First Reading
- 8.8 BP 5145.9 Hate Motivated Behavior – First Reading

Fabio Robles gave a brief summary on the Policy updates. Item 8.4 through 8.8

9.0 Superintendent's Report

Sarah Supahan was not in attendance. Fabio Robles gave her report to the board.

- 9.1 Sarah had the pleasure of judging the County History Day entries. We had the highest quality entries this year than we have ever had, including a website and a documentary entry which have never been entered into our county contest before!
- 9.2 As of March 12 the masking mandate is now lifted for schools; masks are now “highly recommended” as a personal choice. No longer mandated.
- 9.3 Trinity County Office of Education is actively assisting Burnt Ranch Board in recruiting a new Superintendent for next year. TCOE is willing to assist any district with its recruiting efforts.
- 9.4 Trinity COE will be writing their own Hazard Mitigation plan so that will free us up to get more emergency-type funding more quickly rather than to wait for the county to update their plan which could take up to two years. More to come on that as the board will be educational partners in the process, similar to the LCAP.
- 9.5 As the office is planning the transition in leadership we are continuing multiple ways to seek input from our staff and districts in how we can continue to improve and change for the better.
- 9.6 We have recently created new Superintendent Policies for staff transportation and substitutes among others, and we have created a hiring protocol so that everyone knows their part in the multiple steps required to hire new staff - as we have suddenly been hiring a lot of new staff!
- 9.7 We have begun a sign project with the Tsnungwe and Nor El Muk tribes with Caltrans' Tribal liaison's involvement. We are asking to have names of places added to signs that are in the language of the tribe whose territory such location is in. Stay tuned for more!

10.0 Adjournment

This meeting may be recorded

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Fabio Robles, Deputy Superintendent

Trinity County Office of Education

dm

Check Register with Accounts

Generated for April Angelone (AANGELONE), Mar 31 2022 9:08AM

Register 000789 - 03/02/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5233042	01	Check Amt	6,995.19	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2) - continued
490029	Noise Cancelling Headsets			01. 0000.	0. 0000. 7200. 4300. 825.	50.40
490247	Zoom Cart for Summit Room			01. 0000.	0. 0000. 7200. 4400. 825.	182.31
504900	Feb 22 CASH Conference Hotel			01. 0000.	0. 8600. 7200. 5200. 825.	467.01
581519	Jan 22 QCNS Purchases			12. 6127.	0. 0001. 2150. 4300. 825. 0482.	504.48
609395	Power Switch, USB Mic			01. 0000.	0. 0000. 2420. 4400. 825.	72.86
614270	Jan 22 Gretchen Monthly Adobe Acrobat			01. 0000.	0. 0000. 2420. 5800. 825.	14.99
632139	Noise Cancelling Headsets			01. 0000.	0. 0000. 7200. 4300. 825.	232.70
647782	CASN Dues Sheree Beans			01. 0000.	0. 8600. 3140. 5300. 825.	120.00
670394	Postage			01. 0000.	0. 0000. 7200. 5910. 825.	26.95
720890	21-22 CISC Meeting T. Nordstrom			01. 0000.	0. 8600. 2100. 5200. 825.	1,338.12
727609	Jan 22 QCNS Purchases			12. 6127.	0. 0001. 2150. 4300. 825. 0482.	245.39
800074	Feb 22 CISC Meeting T. Nordstrom			01. 0000.	0. 8600. 2100. 5200. 825.	450.00
811262	Jan 22 FYS Wireless Service			01. 0000.	0. 8600. 3130. 5920. 825. 7366. 099	50.30
870133	Video Camera for Conference			01. 0000.	0. 0000. 2420. 4400. 825.	511.48
932611	Feb 22 CASH Conference Reg			01. 0000.	0. 8600. 7200. 5200. 825.	1,272.00
Check # 5233043	01	Check Amt	181.76	Status	Printed	NAPA Weaverville Auto Parts (000423/2)
388829	Tester/adapter			01. 0000.	0. 0000. 8100. 4300. 825.	156.57
388899	25Pk Red Shop Towels			01. 0000.	0. 0000. 8100. 4300. 825.	25.19

Number of Items

13

15,853.63

Totals for Register 000789

2022 FUND-OBJ Expense Summary / Register 000789

01-4300	1,592.01	
01-4400	922.63	
01-5200	4,850.80	
01-5300	225.00	
01-5510	1,356.18	
01-5800	5,837.15	
01-5910	26.95	
01-5920	112.80	
01-9110*		14,923.52-
Totals for Fund 01	14,923.52	14,923.52-
12-4300	930.11	
12-9110*		930.11-
Totals for Fund 12	930.11	930.11-

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/1/2022, Ending Check Date = 3/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

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Register 000789 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000789 (continued)

Totals for Register 000789	15,853.63	15,853.63-
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* denotes System Generated entry

Net change to Cash 9110	15,853.63- Credit
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Register 000789 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000789 (continued)

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Check Register with Accounts

Register 000790 - 03/11/2022						Bank Account COUNTY - County	
Payment Id		Comment					
Check #	5233258	01	Check Amt	21.44	Status	Printed	Dawson, Laura L (000098 - Emp)
LDAWSON3322		LDawson admin photos				01. 0000. 0. 8600. 2100. 4300. 825.	21.44
Check #	5233259	01	Check Amt	144.93	Status	Printed	Burger, Erin E (000502 - Emp)
EBURGER312022		RISE Class Field Trip				01. 0245. 0. 3500. 1000. 4300. 829.	72.17
EBURGER3822		RISE Culinary Arts				01. 0245. 0. 3500. 1000. 4300. 829.	72.76
Check #	5233260	01	Check Amt	102.50	Status	Printed	Dixon, Julia M (000503 - Emp)
JDIXON3222		Sub Teacher Credential Renewal				01. 0000. 0. 0000. 7200. 5800. 825.	102.50
Check #	5233261	01	Check Amt	30.00	Status	Printed	Coughran, Naomi (000521 - Emp)
NCOUGHRAN3922		N.Coughran TB test Reimb				01. 0000. 0. 0000. 7200. 5890. 825.	30.00
Check #	5233262	01	Check Amt	648.08	Status	Printed	Anthony Rebelo (001245/1)
AREBELO332022		Mar 22 SELPA Sac				01. 6500. 0. 5050. 2200. 5200. 826.	648.08
Check #	5233263	01	Check Amt	68.60	Status	Printed	AT&T (000030/3)
0517865016001 FEB 22		Feb 22 AT&T Computer Line 21/22				01. 0000. 0. 0000. 8100. 5920. 825.	68.60
Check #	5233264	01	Check Amt	205.40	Status	Printed	Dunamis Center Inc (001333/1)
15647		Feb 22 Mental Health Serv				01. 6512. 0. 5001. 3110. 5800. 826.	205.40
Check #	5233265	01	Check Amt	127.50	Status	Printed	Junction City School District (000845/1)
INV22-00001		CASBO Payroll Training				01. 0000. 0. 0000. 7200. 5200. 825.	127.50
Check #	5233266	01	Check Amt	43,042.12	Status	Printed	Modoc County Office Of Ed (000241/1)
AR22-00083		MHSSA Pathways Grant GY2 Q1				01. 7813. 0. 0000. 9200. 7212. 825.	43,042.12
Check #	5233267	01	Check Amt	659.85	Status	Printed	Office Depot (000261/4)
229090693001		Feb 22 Wireless Headset				01. 0000. 0. 0000. 7200. 4300. 825.	271.33
229091456001		Feb 22 Ergonomic Task Chair				01. 0000. 0. 0000. 7200. 4300. 825.	388.52
Check #	5233268	01	Check Amt	29.42	Status	Printed	Plotzke Ace Hardware (000280/1)
366093		Mar 22 Keys, gloves				01. 0000. 0. 0000. 8100. 4300. 825.	29.42
Check #	5233269	01	Check Amt	21.98	Status	Printed	NAPA Weaverville Auto Parts (000423/2)
389336		Mar 22 Stoplight Switch				01. 0000. 0. 0000. 8100. 4300. 825.	21.98
Check #	5233270	01	Check Amt	984.99	Status	Printed	Welch Allyn, Inc. (001369/1)
541455		Hearing Screener Repair				01. 0000. 0. 8600. 3140. 5800. 825.	984.99

2022 FUND-OBJ Expense Summary / Register 000790	
01-4300	877.62
01-5200	775.58
01-5800	1,292.89

Register 000790 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000790 (continued)

01-5890	30.00	
01-5920	68.60	
01-7212	43,042.12	
01-9110*		46,086.81-
Totals for Register 000790	46,086.81	46,086.81-

* denotes System Generated entry

Net change to Cash 9110	46,086.81- Credit
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Check Register with Accounts

Generated for April Angelone (AANGELONE), Mar 31 2022 9:08AM

Check Register with Accounts

Register 000791 - 03/18/2022										Bank Account COUNTY - County												
Payment Id					Comment																	
Check #		5233404		01	Check Amt			20.35		Status	Printed		CVS Pharmacy Inc (000687/1) - continued									
P962100DFLDMK7FGE					Jan 22 Swiffer, febreeze					01. 0000. 0. 0000. 8100. 4300. 825. .					20.35							
Check #		5233405		01	Check Amt			38,396.00		Status	Printed		Eide Bailly LLP (001317/1)									
EI01265095					BR Final Billing Audit FY 20-21					01. 0000. 0. 0000. 7190. 5820. 825. 2000. .					8,023.00							
EI01265097					DC Final Billing Audit FY 20-21					01. 0000. 0. . . 9510. . . .					8,463.00							
EI01265099					JC Final Billing Audit FY 20-21					01. 0000. 0. 0000. 7190. 5820. 825. 2000. .					7,023.00							
EI01265101					ST Final Billing Audit FY 20-21					01. 0000. 0. 0000. 7190. 5820. 825. 2000. .					8,063.00							
EI01265103					TC Final Billing Audit FY 20-21					01. 0000. 0. 0000. 7190. 5820. 825. 2000. .					6,824.00							
Check #		5233406		01	Check Amt			533.30		Status	Printed		Frontier Communications (001182/1)									
010167-5 MAR22					Mar 22 Centranet 010167-5 telephone expenses					01. 0000. 0. 0000. 8100. 5920. 825. .					533.30							
Check #		5233407		01	Check Amt			46.25		Status	Printed		Frontier Communications (001182/1)									
032097-5 MAR22					Mar 22 Business line 032097-5 expenses					01. 0000. 0. 0000. 8100. 5920. 825. .					46.25							
Check #		5233408		01	Check Amt			50.07		Status	Printed		Frontier Communications (001182/1)									
051794-5 MAR22					Mar 22 Business line 051794-5 expenses					01. 0000. 0. 0000. 8100. 5920. 825. .					50.07							
Check #		5233409		01	Check Amt			28.31		Status	Printed		Frontier Communications (001182/1)									
091196-5 MAR22					Mar 22 Exchange Listing 091196-5 Expenses					01. 0000. 0. 0000. 8100. 5920. 825. .					28.31							
Check #		5233410		01	Check Amt			20.00		Status	Printed		Gay Holland Berrien (001385/1)									
BOOK02282022					New River Backpacker Book					01. 9441. 0. 4900. 2150. 4300. 825. .					20.00							
Check #		5233411		01	Check Amt			196.50		Status	Printed		Interstate Oil Company (000180/2)									
0777446-IN					Mar 22 bulk motor oil					01. 0000. 0. 0000. 8100. 4300. 825. .					196.50							
Check #		5233412		01	Check Amt			694.00		Status	Printed		John W. Kizziar, DDS, INC (001234/1)									
BH 02242022					Trinity Smiles BH 2/24/22					01. 0033. 0. 8600. 3140. 5800. 825. .					96.00							
EM 02242022					Trinity Smiles EM 2/24/22					01. 0033. 0. 8600. 3140. 5800. 825. .					95.00							
KL 02242022					Trinity Smiles KL 2/24/22					01. 0033. 0. 8600. 3140. 5800. 825. .					208.00							
LH 03082022					Trinity Smiles LH 2/8/22					01. 0033. 0. 8600. 3140. 5800. 825. .					200.00							
SM 02242022					Trinity Smiles SM 2/24/22					01. 0033. 0. 8600. 3140. 5800. 825. .					95.00							
Check #		5233413		01	Check Amt			3,510.00		Status	Printed		Lozano Smith (000441/1)									
2157585					General Labor and Employment					01. 0000. 0. 0000. 7100. 5850. 825. .					1,740.00							
2157587					General Board Governance					01. 0000. 0. 0000. 7100. 5850. 825. .					1,500.00							
2157588					Training General Public Records Act					01. 0000. 0. 0000. 7100. 5850. 825. .					270.00							
Check #		5233414		01	Check Amt			24.19		Status	Printed		North State Grocery, Inc (001247/1)									
006403226108					ASES Workshop Snacks					01. 9600. 0. 8600. 2100. 4300. 825. .					24.19							
Check #		5233415		01	Check Amt			68.30		Status	Printed		Office Depot (000261/4)									
224362657001					Mar 22 SELPA Classification Folders					01. 6500. 0. 5001. 2200. 4300. 826. .					68.30							
Check #		5233416		01	Check Amt			717.08		Status	Printed		NCS Pearson, Inc. (000275/3)									

Register 000791 - 03/18/2022

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5233416	01	Check Amt	717.08	Status	Printed	NCS Pearson, Inc. (000275/3) - continued			
17714861		Psych Forms				01. 6500. 0. 5001. 3120. 4300. 826. . 650			717.08
Check # 5233417	01	Check Amt	107.34	Status	Printed	Plotzke Ace Hardware (000280/1)			
365980		Tape Pickle Ball Courts				01. 6685. 0. 8600. 2150. 4300. 825. .			38.86
366227		Mar 22 Gorilla Glue				01. 0000. 0. 0000. 8100. 4300. 825. .			10.71
366274		Mar 22 Big gap, G&C				01. 0000. 0. 0000. 8100. 4300. 825. .			42.86
366516		Mar 22 Fasteners, Jack surface mount				01. 0000. 0. 0000. 8100. 4300. 825. .			14.91
Check # 5233418	01	Check Amt	9,078.25	Status	Printed	PresenceLearning, Inc (000925/5)			
INV49888		Mar 22 Speech Services				01. 3315. 0. 5730. 3150. 5800. 826. .			348.00
						01. 6500. 0. 5760. 3150. 5800. 826. . 651			8,730.25
Check # 5233419	01	Check Amt	165.00	Status	Printed	Professional Tutors Of America (000283/1)			
82279		Mar 22 FYS Tutoring				01. 7366. 0. 8600. 3130. 5800. 825. . 099			165.00
Check # 5233420	01	Check Amt	60.00	Status	Printed	Redding Occupational Med Ctr (001050/1)			
60618		Drug Screens-Angelone/Coughran				01. 0000. 0. 0000. 7200. 5890. 825. .			60.00
Check # 5233421	01	Check Amt	648.00	Status	Printed	State Of Cal Dept Of Justice (000353/1)			
565080		Feb 22 Fingerprint Fees				01. 0000. 0. 8600. 7200. 5840. 825. .			648.00
Check # 5233422	01	Check Amt	994.86	Status	Printed	Trinity Co Dept Of Transport (000389/1)			
CA21-209		Mar 22 Monthly Fuel				01. 0000. 0. 0000. 8100. 4300. 825. 4300. .			994.86
Check # 5233423	01	Check Amt	280.65	Status	Printed	Trinity Co. Solid Waste (000394/1)			
20012 MAR 22		Mar 22 solid waste fees				01. 0000. 0. 0000. 8100. 5550. 825. .			280.65
Check # 5233424	01	Check Amt	188.47	Status	Printed	NAPA Weaverville Auto Parts (000423/2)			
389410		Mar 22 tap screw, B fluid, Meg Plst				01. 0000. 0. 0000. 8100. 4300. 825. .			41.88
389786		Mar 22 Oil Filters				01. 0000. 0. 0000. 8100. 4300. 825. .			146.59
Check # 5233425	01	Check Amt	28.00	Status	Printed	Weaverville CSD (000424/1)			
10839MAR22		Mar 22 monthly water service				01. 0000. 0. 0000. 8100. 5560. 825. .			28.00
Check # 5233426	01	Check Amt	28.00	Status	Printed	Weaverville Sanitary District (000426/1)			
1926MAR22		Mar 22 Sewer Service				01. 0000. 0. 0000. 8100. 5550. 825. .			28.00
Number of Items		32	64,248.65	Totals for Register 000791					

2022 FUND-OBJ Expense Summary / Register 000791

01-4300	3,167.60
01-4400	2,409.83
01-5200	100.00
01-5550	308.65

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/1/2022, Ending Check Date = 3/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

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Register 000791 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000791 (continued)

01-5560	28.00	
01-5600	434.39	
01-5800	13,773.25	
01-5820	29,933.00	
01-5840	738.00	
01-5850	3,510.00	
01-5890	60.00	
01-5920	1,322.93	
01-9110*		64,248.65-
01-9510	8,463.00	
Totals for Register 000791	64,248.65	64,248.65-

* denotes System Generated entry

Net change to Cash 9110	64,248.65- Credit
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Register 000792 - 03/23/2022

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5233466	01	Check Amt	95.94	Status	Printed	Canale, Stephen J (000425 - Emp)			
SCANALE31622	Mar 22 Canale Board Mileage			01. 0000.	0. 0000.	7110. 5200. 825.			95.94
Check # 5233467	01	Check Amt	23.38	Status	Printed	David, Jnanna A (000472 - Emp)			
NDAVID32222	Cancel Check stamp			01. 0000.	0. 0000.	7200. 4300. 825.			23.38
Check # 5233468	01	Check Amt	36.44	Status	Printed	Smith, Alison E (000486 - Emp)			
SMITH31822	McK Student Lunch			01. 5630.	0. 8600.	2150. 4300. 825.			36.44
Check # 5233469	01	Check Amt	55.00	Status	Printed	Bunce, MaryAnn (000488 - Emp)			
MBUNCE31422	COVID Testing Mileage			01. 7815.	0. 8600.	3140. 5200. 825.			55.00
Check # 5233470	01	Check Amt	50.46	Status	Printed	Hayes, Rachel D (000494 - Emp)			
RHAYESPHONEFEB22	Jan 22 Hayes Phone			01. 0000.	0. 0000.	8100. 5920. 825.			50.46
Check # 5233471	01	Check Amt	344.23	Status	Printed	Palmer, Jason (000501 - Emp)			
JPALMER31422	RISE Class Prizes			01. 0245.	0. 3500.	1000. 4300. 829.			219.80
JPALMER31822	RISE Classroom Materials			01. 0245.	0. 3500.	1000. 4300. 829.			54.75
				01. 6300.	0. 3500.	1000. 4300. 829. 0245.			69.68
Check # 5233472	01	Check Amt	131.26	Status	Printed	Burger, Erin E (000502 - Emp)			
EBURGER31522	RISE Class Store/Party			01. 0245.	0. 3500.	1000. 4300. 829.			131.26
Check # 5233473	01	Check Amt	365.21	Status	Printed	Long, Sarah N (000510 - Emp)			
SLONG31622	CASBO BEL S. Long			01. 0000.	0. 8600.	7200. 5200. 825.			365.21
Check # 5233474	01	Check Amt	29.54	Status	Printed	Carson, Anna L (000522 - Emp)			
ACARSON31522	Carson Employment Screenings			01. 0000.	0. 0000.	7200. 5890. 825.			29.54
Check # 5233475	01	Check Amt	1,182.68	Status	Printed	Apple Store (000799/2)			
AH28554743	Apple iPad Pro - F. Robles			01. 0000.	0. 0000.	2420. 4400. 825.			1,182.68
Check # 5233476	01	Check Amt	7,107.52	Status	Printed	Cresswell Physical Therapy Inc (000987/2)			
68	Dec 21 OT Services			01. 3315.	0. 5730.	3140. 5800. 826.			225.00
71OT	Jan 22 OT Services			01. 3315.	0. 5730.	3140. 5800. 826.			884.26
				01. 6500.	0. 5760.	3140. 5800. 826. 0304. 651			245.65
				01. 6500.	0. 5760.	3140. 5800. 826. 0306. 651			20.65
				01. 6500.	0. 5760.	3140. 5800. 826. 0311. 651			751.70
				01. 6500.	0. 5760.	3140. 5800. 826. 0312. 651			112.50
71PT	Jan 22 PT Services			01. 6500.	0. 5760.	3140. 5800. 826. 0311. 651			301.70
72	Jan 22 OT Services			01. 6500.	0. 5760.	3140. 5800. 826. 0304. 651			245.65
				01. 6500.	0. 5760.	3140. 5800. 826. 0306. 651			245.65
				01. 6500.	0. 5760.	3140. 5800. 826. 0311. 651			1,201.70
75OT	Feb-Mar 22 OT Services			01. 3315.	0. 5730.	3140. 5800. 826.			225.00
				01. 6500.	0. 5760.	3140. 5800. 826. 0304. 651			225.00
				01. 6500.	0. 5760.	3140. 5800. 826. 0306. 651			337.50

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/1/2022, Ending Check Date = 3/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000792 - 03/23/2022

Bank Account COUNTY - County

Payment Id		Comment																		
Check #	5233476	01	Check Amt	7,107.52	Status	Printed	Cresswell Physical Therapy Inc (000987/2) - continued													
75OT	Feb-Mar 22 OT Services					01.	6500.	0.	5760.	3140.	5800.	826.	0311.	651	1,446.36					
						01.	6500.	0.	5760.	3140.	5800.	826.	0312.	651	112.50					
75PT	Feb-Mar 22 PT Services					01.	6500.	0.	5760.	3140.	5800.	826.	0306.	651	263.35					
						01.	6500.	0.	5760.	3140.	5800.	826.	0311.	651	263.35					
Check #	5233477	01	Check Amt	7,923.00	Status	Printed	Eide Bailly LLP (001317/1)													
EI01284384	LES Final Billing Audit FY 20-21					01.	0000.	0.	.	.	9510.	.	.	.	7,923.00					
Check #	5233478	01	Check Amt	506.40	Status	Printed	Envoy Plan Services (000548/4)													
75677	BR Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	7.20					
75678	CHYBA Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	2.40					
75680	DC Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	26.40					
75681	JC Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	4.80					
75683	MV Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	33.60					
75684	ST Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	16.80					
75685	TAU Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	33.60					
75687	TCOE Dec 2021					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	40.80					
76866	BR Jan 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	7.20					
76867	CHYBA Jan 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	2.40					
76869	DC Jan 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	28.80					
76870	JC Jan 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	4.80					
76872	MV Jan 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	31.20					
76873	ST Jan 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	16.80					
76874	TAU Jan 22					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	36.00					
76876	TCOE Jan 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	40.80					
77964	BR Feb 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	7.20					
77965	CHYBA Feb 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	2.40					
77967	DC Feb 22					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	26.40					
77968	JC Feb 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	4.80					
77970	MV Feb 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	31.20					
77971	ST Feb 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	16.80					
78125	TAU Feb 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	38.40					
78127	TCOE Feb 2022					01.	0000.	0.	0000.	7200.	5800.	825.	.	.	45.60					
Check #	5233479	01	Check Amt	57.32	Status	Printed	Office Depot (000261/4)													
233594529001	Office supplies, Wireless Mouse					01.	0000.	0.	0000.	7200.	4300.	825.	.	.	42.85					
233594529002	Office supplies, Wireless Mouse					01.	0000.	0.	0000.	7200.	4300.	825.	.	.	14.47					
Check #	5233480	01	Check Amt	1,317.00	Status	Printed	Oxford Consulting Services (001332/2)													
145685	Feb 22 Behavioral Services					01.	6512.	0.	5001.	3120.	5800.	826.	.	.	1,317.00					
Check #	5233481	01	Check Amt	26.77	Status	Printed	Plotzke Ace Hardware (000280/1)													
Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/1/2022, Ending Check Date = 3/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)																				
															ESCAPE	ONLINE				
Page 2 of 4																				

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Register 000792 - 03/23/2022

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5233481	01	Check Amt	26.77	Status	Printed	Plotzke Ace Hardware (000280/1) - continued			
366665		Great Stuff G&C		01.	0000.	0. 0000.	8100. 4300. 825.		5.34
366723		TUPE Tape Pickle Ball Courts		01.	6685.	0. 8600.	2150. 4300. 825.		21.43
Check # 5233482	01	Check Amt	12,600.00	Status	Printed	ProCare Therapy (001345/1)			
20336776		Behavior Specialist 2/21/22-2/25/22		01.	3218.	0. 8600.	3120. 5800. 825.		2,942.00
				01.	3219.	0. 8600.	3120. 5800. 825.		1,258.00
20342890		Behavior Specialist 2/28/22-3/4/22		01.	3217.	0. 8600.	3120. 5800. 825.		4,200.00
20342891		Behavior Specialist 3/1/22-3/11/22		01.	3218.	0. 8600.	3120. 5800. 825.		4,200.00
Check # 5233483	01	Check Amt	518.58	Status	Printed	Ray Morgan Company (001178/1)			
3650053		Dec-March MPC5501 maint contract & usage		01.	0000.	0. 0000.	7200. 5600. 825. 2752.		518.58
Check # 5233484	01	Check Amt	30.60	Status	Printed	SilverScript Insurance Company (001381/1)			
GA2426505-APR 2022		GA2426505 Curry Apr 2022		01.	.	.	. 9580.		30.60
Check # 5233485	01	Check Amt	847.03	Status	Printed	SISC III-COBRA (001346/1)			
119278-APRIL2022		Retiree Coon COBRA Apr 2022		01.	.	.	. 9580.		847.03
Check # 5233486	01	Check Amt	97.28	Status	Printed	SISC III-COBRA (001346/1)			
162241-APR2022		Retiree Curry COBRA Apr 2022		01.	.	.	. 9580.		97.28
Check # 5233487	01	Check Amt	1,479.38	Status	Printed	SISC III-COBRA (001346/1)			
9994-APR2022		Retiree Deantoni COBRA Apr 2022		01.	.	.	. 9580.		1,479.38
Check # 5233488	01	Check Amt	3,970.32	Status	Printed	Shasta-Trinity Schools Den (000329/3)			
TCOEAPR2022STSIG-D		TCOE Apr 2022 Dental Premium		01.	.	.	. 9580.		3,970.32
Check # 5233489	01	Check Amt	41,070.00	Status	Printed	Shasta-Trinity Schools Med (000330/3)			
TCOEAPR2022STSIG-M		TCOE Apr 2022 STSIG Medical Premium		01.	.	.	. 9580.		41,070.00
Check # 5233490	01	Check Amt	1,215.00	Status	Printed	Shasta-Trinity Schools Vis (000331/3)			
TCOEAPR2022STSIG-V		TCOE Apr 2022 Vision Premium		01.	.	.	. 9580.		1,215.00
Check # 5233491	01	Check Amt	426.60	Status	Printed	UnitedHealthcare (001343/1)			
318485807-1APR22		Retiree Curry 318485807-1 4-1-22		01.	.	.	. 9580.		426.60
Check # 5233492	01	Check Amt	77.88	Status	Printed	NAPA Weaverville Auto Parts (000423/2)			
389896		Energized Equip Clean		01.	0000.	0. 0000.	8100. 4300. 825.		11.25
390002		Batteries		01.	0000.	0. 0000.	8100. 4300. 825.		66.63
Check # 5233493	01	Check Amt	432.22	Status	Printed	Wells Fargo Vendor Fin Serv (001187/2)			
5019355639		Mar 22 TASKalfa 5052ci contract expenses		01.	0000.	0. 0000.	7200. 5600. 825. 2753.		432.22
Number of Items		28	82,017.04	Totals for Register 000792					

2022 FUND-OBJ Expense Summary / Register 000792

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/1/2022, Ending Check Date = 3/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000792 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000792 (continued)

01-4300	697.28	
01-4400	1,182.68	
01-5200	516.15	
01-5600	950.80	
01-5800	21,530.92	
01-5890	29.54	
01-5920	50.46	
01-9110*		82,017.04-
01-9510	7,923.00	
01-9580	49,136.21	
Totals for Register 000792	82,017.04	82,017.04-

* denotes System Generated entry

Net change to Cash 9110

82,017.04- Credit

Register 000793 - 03/23/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5233494	01	Check Amt	45.00	Status Printed	Vonnie Westbrook (Vonnie West - Payee)	

0057415	Notary Services	01. 0000. 0. 8600. 7200. 5800. 825. .	45.00
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Number of Items

1

45.00

Totals for Register 000793

2022 FUND-OBJ Expense Summary / Register 000793

01-5800 45.00

01-9110* 45.00-

Totals for Register 000793	45.00	45.00-
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* denotes System Generated entry

Net change to Cash 9110

45.00- Credit

Register 000793 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000793 (continued)

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Check Register with Accounts

Generated for April Angelone (AANGELONE), Mar 31 2022 9:08AM

Register 000794 - 03/30/2022

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5233598	01	Check Amt	37.53	Status	Printed	Plotzke Ace Hardware (000280/1)	
367073	Flashlight			01. 0000. 0. 0000. 8100. 4300. 825. .			37.53
Check # 5233599	01	Check Amt	45.00	Status	Printed	School & College Legal Svcs (000872/1)	
IN22-02177	Records Act Request training E. McIntosh			01. 0000. 0. 8600. 7200. 5200. 825. .			45.00
Check # 5233600	01	Check Amt	1,188.35	Status	Printed	Trinity PUD (000399/2)	
16243 MAR 2022	Mar 22 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825. .			984.42
16244 MARCH 22	Mar 22 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825. .			203.93
Check # 5233601	01	Check Amt	4,122.75	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2)	
055159	Plastic Propellers T Nordstrom			01. 0000. 0. 8600. 2100. 4300. 825. 2555. .			109.26
073630	Facebook Advertising			01. 0000. 0. 0000. 7200. 5810. 825. .			15.00
100015	Registration 21-22 52nd Annual JCCASAC Conference			01. 5814. 0. 8600. 3130. 5200. 825. .			1,100.00
110884	Canva Subscription thru Oct 2025			01. 0000. 0. 0000. 2420. 5800. 825. .			119.99
160656	Facebook Ad Business Admin			01. 0000. 0. 0000. 7200. 5810. 825. .			10.00
181875	Straws Mobile steam T nordstrom			01. 0000. 0. 8600. 2100. 4300. 825. 2555. .			17.14
219227	Airfare 21-22 52nd Annual JCCASAC Conference			01. 5814. 0. 8600. 3130. 5200. 825. .			255.96
219235	airfare 21-22 52nd Annual JCCASAC Conference			01. 5814. 0. 8600. 3130. 5200. 825. .			255.96
233305	Mar 22 Adobe Acrobat Deichler			01. 0000. 0. 0000. 2420. 5800. 825. .			14.99
250038	CCSESA Apr 22 Meeting Supahan			01. 0000. 0. 0000. 7100. 5200. 825. .			200.00
323698	Feb 22 FYS Wireless Service			01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099			50.30
420163	Feb 22 QCNS Purchases			12. 6127. 0. 0001. 2150. 4300. 825. 0482. .			52.14
445652	History Day Certificates			01. 0000. 0. 8600. 2100. 4300. 825. 2552. .			20.36
477538	Video Tripod screws T nordstrom			01. 0000. 0. 8600. 2100. 4300. 825. 2555. .			6.21
480575	Postage			01. 0000. 0. 0000. 7200. 5910. 825. .			9.45
503520	Facebook Advertising			01. 0000. 0. 0000. 7200. 5810. 825. .			25.00
503838	Facebook Ad Business Admin			01. 0000. 0. 0000. 7200. 5810. 825. .			15.00
600133	Key FOB			01. 0000. 0. 0000. 2420. 4300. 825. .			49.95
667449	Facebook Advertising			01. 0000. 0. 0000. 7200. 5810. 825. .			10.00
667626	Facebook Ad Speech Path			01. 0000. 0. 0000. 7200. 5810. 825. .			10.00
799709	Spelling Bee Trophies			01. 0000. 0. 8600. 2100. 4300. 825. 2552. .			563.06
875857	Capturing Kids Hearts Lodging			01. 5814. 0. 8600. 3130. 5200. 825. .			713.98
893086	Mar 22 Love & Logic			11. 6391. 0. 4110. 2150. 5200. 825. .			499.00
Check # 5233602	01	Check Amt	130.75	Status	Printed	WageWorks, Inc. (001083/3)	
INV3582773	Mar 22 WageWorks Admin & Compliance fees			01. 0000. 0. 0000. 7200. 5800. 825. .			130.75
Check # 5233603	01	Check Amt	1,795.15	Status	Printed	Watershed Research & Training Center (000422/2)	
404-INV 5	Project/Grant-639 Career Fair			01. 6388. 0. 8600. 2150. 5800. 825. 0000. 639			1,795.15
Check # 5233604	01	Check Amt	77.03	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
390248	10W30 Oil			01. 0000. 0. 0000. 8100. 4300. 825. .			51.35
390371	Windshield Wash			01. 0000. 0. 0000. 8100. 4300. 825. .			25.68
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 3/1/2022, Ending Check Date = 3/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)						ESCAPE ONLINE

Register 000794 - 03/30/2022

Bank Account COUNTY - County

Payment Id	Comment
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Number of Items	20	37,255.78	Totals for Register 000794
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2022 FUND-OBJ Expense Summary / Register 000794		
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01-4300	1,571.32	
01-4400	229.00	
01-5200	2,665.90	
01-5300	553.00	
01-5510	1,188.35	
01-5800	6,740.88	
01-5810	85.00	
01-5910	9.45	
01-5920	104.89	
01-9110*		13,426.64-
01-9580	278.85	
Totals for Fund 01	13,426.64	13,426.64-
11-5200	499.00	
11-9110*		499.00-
Totals for Fund 11	499.00	499.00-
12-4300	1,542.14	
12-7299	21,788.00	
12-9110*		23,330.14-
Totals for Fund 12	23,330.14	23,330.14-
Totals for Register 000794	37,255.78	37,255.78-

* denotes System Generated entry

Net change to Cash 9110

37,255.78- Credit

Register 000794 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000794 (continued)

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Register 000795 - 03/30/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5233605	12	Check Amt	1,274.54	Status Printed	Tammies Books (Tammies Boo - Payee)	
RECBOO01K211CTH91J0G	QRIS Books			12. 6127. 0. 0001. 2150. 4300. 825. .		1,274.54

Number of Items 1 1,274.54 Totals for Register 000795

2022 FUND-OBJ Expense Summary / Register 000795

12-4300	1,274.54	
12-9110*		1,274.54-
Totals for Register 000795	1,274.54	1,274.54-

* denotes System Generated entry

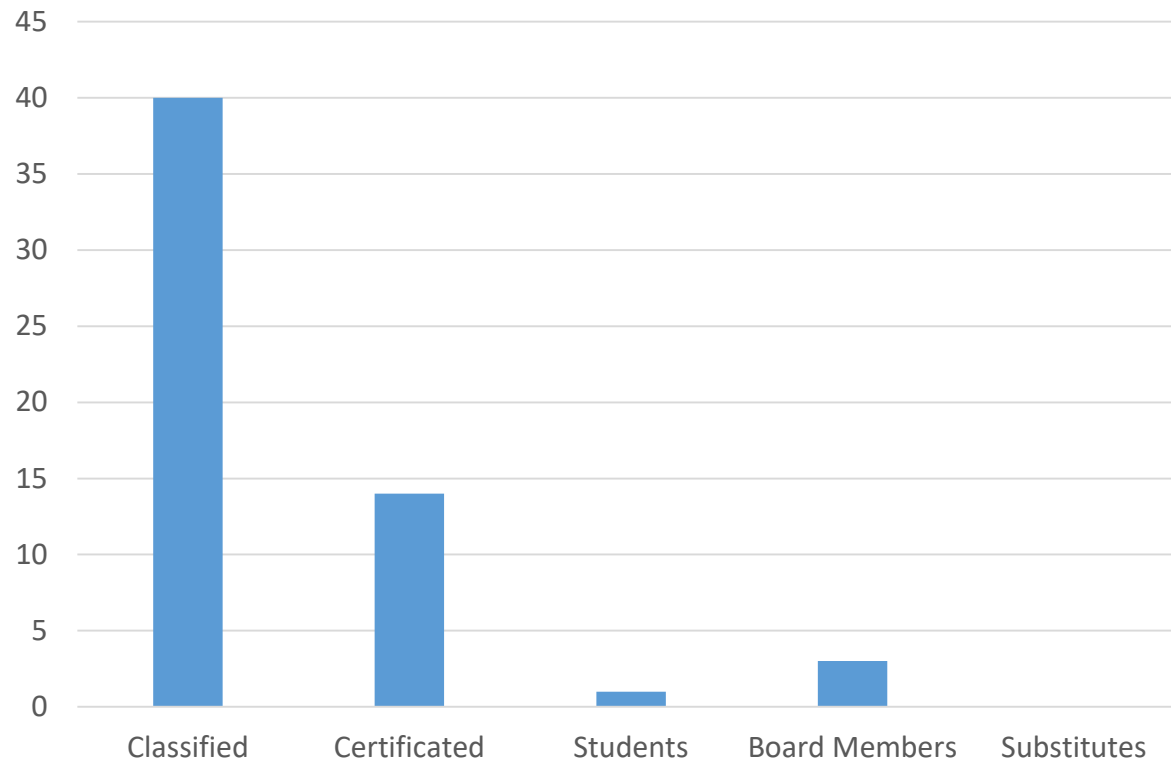
Net change to Cash 9110 1,274.54- Credit

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Number of Items	108	246,781.45	Totals for Org 309 - Trinity County Office of Education
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Trinity County Office of Education

3/1/2022 - 3/31/2022



Employee Salaries= \$274,108.38

District Liabilities= \$109,993.39

Total Payroll= \$384,101.77

Operations FEDERAL GRANT FUNDS

The County Board of Education recognizes the county office of education's (County Office) responsibility to maintain fiscal integrity, public accountability, and transparency in the use of all funds at the County Office disposal, including funds awarded through federal grants. The County Board supports the procedures approved by the County Superintendent of Schools for the County Office implementation of and compliance with fiscal requirements pertaining to federal grants and related grant agreements.

It is the responsibility of the County Superintendent to ensure that the procurement of goods or services with federal funds is done in a manner that provides full and open competition in accordance with federal regulations, any stricter state laws, and County Office procedures.

County Board members shall not participate in the selection, award, or administration of a contract supported by federal funds if they have a real or apparent conflict of interest, such as when they or a member of their immediate family, their partner, or an organization which employs or is about to employ any of them has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. County Board members are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

6/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

FEDERAL GRANT FUNDS

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the County Office, the County Superintendent or designee shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

Allowable Costs

Prior to obligating or spending any federal grant funds, the County Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the award. The County Superintendent or designee shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

The County Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 120 calendar days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.344)

Procurement

When procuring goods and services with a federal grant, the County Superintendent or designee shall comply with the standards contained in 2 CFR 200.317-200.327 and Appendix II of Part 200, and with any applicable state bidding or procurement law or County Office policy that is more restrictive.

As appropriate to encourage greater economy and efficiency, the County Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and County Office regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold established by the County Office in accordance with 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the County Office considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the County Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.
4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is

most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available exclusively from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract for which the cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (2 CFR 200.318)

For any purchase of \$25,000 or more, the County Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.214)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The County Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The County Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.327)

Capital Expenditures

The County Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.313, 200.439)

Conflict of Interest

County Board members, County Office employees, and other County Office representatives shall not participate in the selection, award, or administration of a contract supported by federal funds if they have a real or apparent conflict of interest, such as when they or a member of their immediate family, their partner, or an organization which employs or is about to employ any of them has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

Persons involved in the selection, award, or administration of a contract supported by federal funds shall be subject to discipline for any violation of conflict of interest standards. (2 CFR 200.318)

Cash Management

The County Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the County Office and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the County Office may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the County Office for carrying out the purpose of the program or project.

Except under specified conditions, the County Office shall maintain the advance payments in an interest-bearing account. The County Office shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the County Office shall instead submit a request for reimbursement of actual expenses incurred. The County Office may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The County Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

All County Office employees who are paid in full or in part with federal funds shall document the amount of time they spend on grant activities. Such records shall be incorporated into the official records of the County Office and shall be subject to a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated in accordance with 2 CFR 200.430. (2 CFR 200.430)

Salaries and wages of employees whose salary is paid with state or local funds but are used to meet a cost-sharing or matching requirement of the federal grant shall be documented in the same manner as salaries and wages claimed for reimbursement under a federal grant. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.334, or where state law or County Office policy requires a longer retention period, financial records, supporting documents, statistical records, and all other County Office records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.334)

Audits

Whenever the County Office expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The County Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the County Office shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the County Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is

invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

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Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

FEDERAL GRANT FUNDS

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the county office of education (COE), the COE shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

The COE's financial management and internal control systems processes and procedures shall provide for the following: (2 CFR 200.302, 200.303)

1. Identification in COE accounts of each federal award received and expended and the federal program under which it was received
2. Accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.328 and 200.329
3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest
4. Effective control over and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

Transactions shall be properly executed, recorded, and accounted for so that the COE can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Allowable Costs

Prior to obligating or spending any federal grant funds, the County Superintendent of Schools or designee shall determine whether a proposed purchase is an allowable expenditure in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the award. The County Superintendent or designee shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

All transactions involving the use of federal grant funds shall be reviewed and approved and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 120 calendar days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.344)

The County Superintendent or designee shall submit financial and performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted no later than 120 calendar days after the ending date of the grant. (2 CFR 200.301, 200.328, 200.329)

Procurement

When procuring goods and services with a federal grant, the County Superintendent or designee shall comply with the standards contained in 2 CFR 200.317-200.327 and Appendix II of Part 200, and with any applicable state bidding or procurement law or COE policy that is more restrictive.

As appropriate to encourage greater economy and efficiency, the County Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in accordance with COE procedures and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold established by the COE in accordance with 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the COE considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources shall be utilized. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law, unless exempt from bidding under the law.
4. If a purchase is exempt from bidding and the COE's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)
5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available exclusively from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the COE's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract for which the cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (2 CFR 200.318)

For any purchase of \$25,000 or more, any vendor which is used to procure goods or services shall be verified as not being excluded or disqualified by the federal government. (2 CFR 180.220, 200.214)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the

technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The County Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

All contracts for purchases using federal grant funds shall contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.327)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

Capital Expenditures

Written approval from the awarding agency shall be obtained before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.313, 200.439)

Conflict of Interest

COE employees and other COE representatives shall not participate in the selection, award, or administration of a contract supported by federal funds if they have a real or apparent conflict of interest, such as when they or a member of their immediate family, their partner, or an organization which employs or is about to employ any of them has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with the COE's conflict of interest policy covering employees.

Employees involved in the selection, award, or administration of a contract supported by federal funds shall be subject to discipline for any violation of conflict of interest standards. (2 CFR 200.318)

Cash Management

The COE shall comply with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the COE and the COE's disbursement of funds. (2 CFR 200.305)

When authorized by law, the COE may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the COE for carrying out the purpose of the program or project. Except under specified conditions, the COE shall maintain the advance payments in an interest-bearing account. The COE shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the COE shall instead submit a request for reimbursement of actual expenses incurred. The COE may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

Source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation shall be maintained.

Personnel

All COE employees who are paid in full or in part with federal funds shall document the amount of time they spend on grant activities. Such records shall be incorporated into the official records of the COE and shall be subject to a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated in accordance with 2 CFR 200.430. (2 CFR 200.430)

Salaries and wages of employees whose salary is paid with state or local funds but are used to meet a cost-sharing or matching requirement of the federal grant shall be documented in the same manner as salaries and wages claimed for reimbursement under a federal grant. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.334, or where state law or COE policy requires a longer retention period, financial records, supporting documents, statistical records, and all other COE records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.334)

Audits

Whenever the COE expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The audit shall meet the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the COE shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, prompt action shall be taken to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

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Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

CLAIMS AND ACTIONS AGAINST THE COUNTY OFFICE OF EDUCATION

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

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

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

Time Limitations

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

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the County Board not later than six months after the accrual of the cause of action. (Government Code 911.2)
2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)
3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905 but are subject to a claims presentation procedure in another statute or regulation shall be presented to the County Board in accordance with the applicable governing statute or regulation. (Government Code 905)
4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the County Board within the time limits specified in items #1 and 2 above, depending on the applicable cause of action. (Government Code 911.2, 935)

Receipt of Claims

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

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

Any claim received shall be reviewed to ensure that the claim contains all of the following information: (Government Code 910, 910.2)

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted

4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the COE employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case of \$25,000 or less.
7. The signature of the claimant or the person acting on the claimant's behalf

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

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

Late Claims

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

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

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

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

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

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

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

Action on Claims

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

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

1. If the County Board finds that the claim is not a proper charge against the COE, the claim shall be rejected.
2. If the County Board finds that the claim is a proper charge against the COE and is for an amount justly due, the claim shall be allowed.
3. If the County Board finds that the claim is a proper charge against the COE but is for an amount greater than is justly due, the County Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the COE or the amount justly due is disputed, the County Board may reject or compromise the claim.
5. If the County Board takes no action on the claim, the claim shall be deemed rejected.

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

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

Registry of Public Agencies

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

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SUICIDE PREVENTION

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

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

Consultation with school and community stakeholders may include COE and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the COE's risk manager or insurance carrier. Collaboration may also occur with county and/or city governments in an effort to align COE policy with any existing county, city, and/or statewide suicide prevention plans.

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

1. Staff development on suicide awareness and prevention offered by the County Superintendent for teachers, interns, school counselors, and others who interact with students, including, as appropriate, substitute teachers, expanded day learning staff, tutors, and volunteers
2. Age and developmentally appropriate instruction in problem-solving, coping skills, and resiliency to promote students' mental, emotional, and social health and well-being; help-seeking strategies and resources; and recognition of and appropriate response to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide
5. The provision of information to parents/guardians and caregivers regarding risk and protective factors, warning signs of suicide, the severity of the suicide problem among youth, the COE's suicide prevention curriculum, the COE's suicide prevention policy and procedures, basic steps for helping suicidal youth, the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention procedures for addressing suicide threats or attempts which include, but are not limited to, the following actions:
 - a. Immediately securing medical treatment and/or mental health services as necessary
 - b. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened

- c. Keeping the student under continuous adult supervision and providing comfort to the student until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
 - d. Removing other students from the immediate area as soon as possible
- 8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
 - 9. Establishment by the County Superintendent of COE and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other COE practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215

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

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

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

Student identification cards for students in grades 7-12, when issued by the County Superintendent, shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

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

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

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

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

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

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

COE data pertaining to school climate and reports of suicidal ideation, attempts, or death shall be periodically

reviewed to identify patterns or trends and make recommendations regarding program development.

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

(8/20) 6/21

SUICIDE PREVENTION

Staff Development

Suicide prevention training shall be provided to teachers, interns, counselors, and others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers. The training shall be offered under the direction of a County Office counselor, psychologist, and/or social worker who has received advanced training specific to suicide and who may collaborate with one or more county or community mental health agencies.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Additionally, staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe or traumatic stressor or loss, family instability, impulsivity, and other factors
3. Identification of students who may be at risk of suicide, including, but not limited to, warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum, promoting mental and emotional health, reducing the stigma associated with mental illness, and using safe and effective messaging about suicide
6. The importance of early prevention and intervention in reducing the risk of suicide
7. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
8. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for constant monitoring and supervision of the student, during the time the student is in the school's physical custody, while the immediate referral of the student to medical or mental health services is being processed
9. County Office procedures for responding after a suicide has occurred
10. Common misconceptions about suicide

The County Office may provide additional professional development in suicide risk assessment and crisis intervention to County Office mental health professionals, including, but not limited to, school counselors, psychologists, social workers, and nurses.

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age and developmentally appropriate manner and shall be designed to help students:

1. Identify and analyze warning signs and risk factors associated with suicide, including, but not limited to, understanding how mental health challenges and emotional distress, such as feelings of depression, loss, isolation, inadequacy, and anxiety, can lead to thoughts of suicide
2. Develop coping and resiliency skills for dealing with stress and trauma, and building self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults; school resources, including the district's suicide prevention, intervention, and referral procedures; and/or community crisis intervention resources where youth can get help
5. Develop help-seeking strategies and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention
6. Recognize that early prevention and intervention can drastically reduce the risk of suicide

The County Superintendent or designee may develop and implement school activities that raise awareness about mental health wellness and suicide prevention.

Student Identification Cards

Student identification cards for students in grades 7-12 shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Intervention

The County Superintendent or designee shall provide the name, title, and contact information of the members of the County Office and/or school crisis intervention team(s) to students, staff, parents/guardians, and caregivers and on school and County Office web sites. Such notifications shall identify the mental health professional who serves as the crisis intervention team's designated reporter to receive and act upon reports of a student's suicidal intention.

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

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal, school counselor, or designated reporter, who shall implement County Office intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, discussed, or referred to with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment, or to report child abuse and neglect as required by Penal Code 11164-11174.3. (Education Code 49602)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision and providing comfort to the student until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The County Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the County Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the County Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the County Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the County Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The County Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The County Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how to best discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the County Office-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the County Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

(7/09) 6/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

SEXUAL HARASSMENT**SAMPLE COUNTY OFFICE OF EDUCATION REGULATION****Definitions**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any county office of education (COE) program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of COE policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which the COE exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A COE employee conditioning the provision of a COE aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the COE's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of types of conduct which are prohibited and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The County Superintendent of Schools designates the following individual(s) as the responsible employee(s) to coordinate the COE's efforts to comply with Title IX of the Education Amendments of 1972, as well as to oversee, investigate, and/or resolve sexual harassment complaints under the COE's uniform complaint procedures (UCP). The Title IX Coordinator(s) may be contacted at:

Trinity County Office of Education
201 Memorial Drive
P.O. Box 1256
Weaverville, CA 96093
ssupahan@tcoek12.org

Instruction/Information

Students in all COE programs shall receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the COE's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the COE's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the COE investigation of a sexual

harassment complaint continues

8. A clear message that, when needed, supportive measures will be implemented to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Notifications

The County Superintendent or designee shall notify students and parents/guardians that the COE does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the COE may be referred to the COE's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The COE shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the COE's Title IX Coordinator. (34 CFR 106.8)

A copy of the COE's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of COE rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6; 34 CFR 106.8)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appear in any publication that sets forth the program/school's or COE's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

The County Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal or program administrator, the COE's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal/program administrator or other school employee shall forward the report to the COE's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal/program administrator or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

If the Title IX Coordinator determines a complaint of sexual harassment involves off-campus conduct and the

conduct may create or contribute to the creation of a hostile school environment, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the student or parent/guardian shall be informed of the right to file a formal written complaint in accordance with the applicable COE complaint procedure.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and COE procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved pursuant to 34 CFR 106.44-106.45. Other sexual harassment complaints shall be investigated and resolved in accordance with BP 1312.3 - Uniform Complaint Procedures and any related County Superintendent-approved rules or regulations.

If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

(8/20) 1/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

HATE-MOTIVATED BEHAVIOR

The County Board of Education is committed to providing a respectful, inclusive, and safe learning environment that protects students from discrimination, harassment, intimidation, bullying, or any other type of behavior that is motivated by hate.

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

Hate-motivated behavior may be addressed with strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and timely respond to such incidents when they occur.

The County Board supports collaboration with regional programs and community organizations to promote an environment where diversity is celebrated and hate-motivated behavior is not tolerated. Such collaborative efforts shall focus on the development of effective prevention strategies and response plans, provision of assistance to students affected by hate-motivated behavior, and/or education of students who have perpetrated hate-motivated acts.

Students shall be provided with age-appropriate instruction that:

1. Includes the development of social-emotional learning
2. Promotes an understanding, awareness, appreciation, and respect for human rights, human relations, diversity, and acceptance in a multicultural society
3. Explains the harm and dangers of explicit and implicit biases
4. Discourages discriminatory attitudes and practices
5. Provides strategies to manage conflicts constructively

As necessary, counseling, guidance, and support shall be provided to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

Any training provided by the County Superintendent of Schools for staff who serve students in grades 7-12 should:

1. Promote an understanding of diversity, equity, and inclusion
2. Discourage the development of discriminatory attitudes and practices
3. Include social-emotional learning and nondiscriminatory instructional and counseling methods
4. Support the prevention, recognition, and response to hate-motivated behavior
5. Raise the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior
6. Include effective enforcement of rules for appropriate student conduct

Any rules prepared by the County Superintendent prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident shall be provided to students, staff, and parents/guardians.

This policy shall be posted in a prominent location on the county office of education's (COE) web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

Complaints

The County Superintendent is responsible for ensuring that any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident immediately contacts the compliance officer responsible for coordinating the COE's response to complaints and complying with state and federal civil rights laws.

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is encouraged to report the incident to a teacher, the principal, the COE's compliance officer, or other staff member.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the COE's uniform complaint procedures specified in BP 1312.3 - Uniform Complaint Procedures or other applicable procedure.

6/21

Trinity County
OFFICE OF
EDUCATION



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201 Memorial Drive
Weaverville, California
(530) 623-2861
(530) 623-4489 FAX
<https://www.tcoek12.org>

DATE: April 14, 2022
TO: TCOE Board Members
FROM: Gretchen Deichler, Assistant Superintendent of Business Services
RE: April 20, 2022 Board Meeting Update

Item 5.1 Financial Report – Based on 2021-22 Second Interim Report

1. The Fiscal report provides financial information through March 31, 2022 (9/12 of the year).

a. **\$7,522,074 Revenues & \$65,536 Transfers**

In/Contributions - A total of \$3,941,916 or 52% of all budgeted revenues have been received to date equal to approximately

- a. 72.11% of budgeted LCFF
- b. 22.94% of federal
- c. 43.43% of state
- d. 45.12% of local revenues
- e. 0% of transfers in from other funds

b. **\$7,337,676 Expenditures & \$10,767 Transfers Out** – A total of \$4,095,897 or 56% of budgeted expenditures have occurred to date equal to approximately

- a. 66.6% of budgeted salaries and benefits
- b. 67.52% of supplies
- c. 59.47% services and operations
- d. 100% capital outlay – This budget item for the van that was purchased
- e. 9.78% transfers out to districts/other transfers
- f. 0% transfers out to other funds
- g. 19.2% of support costs

c. **\$1,532,555 July 1, 2021 Beginning fund balance (budget)**

Sarah E. Supahan, County Superintendent of Schools

d. \$1,771,722 June 30, 2022 Ending fund balance

e. \$1,243,065 General Fund cash balance 3-31-2022

2. The Fiscal report below is for the R.I.S.E. Academy and provides financial information through March 31, 2022 (8/12 of the year). Here is the summary of the RISE for this month.

f. \$297,663 Revenues + \$48,510 Contribution* - A total of \$0 of all budgeted revenues have been received to date.

a. 0% of budgeted LCFF

b. 0% of federal

c. 0% of state

d. 0% of local revenues

e. 0% *contribution is equal to billback reduction for district expenditures.

g. \$339,808 Expenditures – A total of \$210,587 or 62% of budgeted expenditures have occurred to date equal to approximately

a. 67.33% of budgeted salaries and benefits

b. 30.12% of supplies

c. 30.03% services and operations

d. 0% capital outlay

e. 0% of transfers out

f. 0% of support costs

h. \$0 July 1, 2021 Beginning fund balance

i. \$0 June 30, 2022 Ending fund balance

j. The 2021-22 Billback Calculations for Each RISE Academy Classroom Estimate as of First Interim and will be updated after 22-22 P2 ADA is reported on May 2, 2022.

Lines for actual ADA reported at Period 1 and Period 2 have been added for Average Daily Attendance tracking. As of P1:

a. Grade K – 6 classroom ADA is under projection by .11 ADA

b. Grade 7 – 12 classroom ADA is over projection by 1.36
ADA

GRADE K – 6 CLASSROOM

2021-22	Grades K - 6 Classroom	Per ADA Rate	TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades K - 6 Classroom	COE - RISE	Trinity Alps	Mountain Valles	Other School
COE code = 01.0245.0.3500.xxxxx.829.xxxx.099			TCOE Community School (RISE) Expenditures	A	\$ 163,439	\$ 163,439	\$ -	\$ -
COE code = 01.0245.0.3500.9200.8711.829.xxx			TCOE Community School (RISE) Revenue	B	\$ 142	\$ 142	\$ -	\$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxxx.xxxx			District LCFF Revenue	C	\$ 21,355	\$ 21,355	\$ -	\$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxxx.xxxx			District Other Revenue	D	\$ 3,643	\$ 3,643	\$ -	\$ -
			Underfunded	E=A-B-C-D	\$ 138,299	\$ 138,299	\$ -	\$ -
			District Expenditure Billback Offset	F	\$ 18,018	\$ 18,018	\$ -	\$ -
District code = 01.0000.0.3500.9200.7142 COE code = 01.0245.0.3500.9200.8711.829.xxx			Net Billback Estimate	G=E-F	\$ 120,281	\$ 120,281	\$ -	\$ -
Student generated district revenue + billback			Total Transfer from District via Object 7142 Value of LCFF Indirect Cost not Charged	5.60%	\$ 145,279 \$ 9,096	\$ 145,279 \$ 9,096	\$ - \$ -	\$ - \$ -
			Enrollment Assumptions	TOTAL	COE - RISE	Trinity Alps	Mountain Valles	Other School
			Total District Fall 1 - District of Residence	3		3	0	0
			Total District of Residence P3 ADA	2.25		2.25	0.00	0.00
			Total COE Fall 1 EC2574c	0	0			
			Actual P1		0.00	2.14	0.00	0.00
			Actual P2					
			Total COE P3 ADA Estimate	0.00	0.00			
			Funding Per ADA		COE - RISE	Trinity Alps	Mountain Valles	Other School
			All Grades per ADA		\$ 21,230			
			Grades 9 - 12 per ADA			\$ 13,300	\$ 15,107	
			Grades 7 - 8 per ADA			\$ 11,454	\$ 12,973	\$ -
			Grades 4 - 6 per ADA			\$ 11,173		\$ -
			Grades K - 3 per ADA			\$ 12,005		\$ -

GRADE 7 – 12 CLASSROOM

2021-22	Grades 7 - 12 Classroom	Per ADA Rate	TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades 7 - 12 Classroom	COE - RISE	Trinity Alps	Mountain Valles	Other School
COE code = 01.0245.0.3500.xxxxx.829.xxxx.099			TCOE Community School (RISE) Expenditures	A	\$ 166,756	\$ 138,963	\$ 27,793	\$ -
COE code = 01.0245.0.3500.9200.8711.829.xxx			TCOE Community School (RISE) Revenue	B	\$ 29,918	\$ 24,932	\$ 4,986	\$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxxx.xxxx			District LCFF Revenue	C	\$ 32,085	\$ 32,085	\$ -	\$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxxx.xxxx			District Other Revenue	D	\$ 4,903	\$ 4,903	\$ -	\$ -
			Underfunded	E=A-B-C-D	\$ 99,849	\$ 77,043	\$ 22,806	\$ -
			District Expenditure Billback Offset	F	\$ 18,018	\$ 18,018	\$ -	\$ -
District code = 01.0000.0.3500.9200.7142 COE code = 01.0245.0.3500.9200.8711.829.xxx			Net Billback Estimate	G=E-F	\$ 81,832	\$ 59,025	\$ 22,806	\$ -
Student generated district revenue + billback			Total Transfer from District via Object 7142 Value of LCFF Indirect Cost not Charged	5.60%	\$ 118,820 \$ 9,282	\$ 96,013 \$ 7,735	\$ 22,806 \$ 1,547	\$ - \$ -
			Enrollment Assumptions	TOTAL	COE - RISE	Trinity Alps	Mountain Valles	Other School
			Total District Fall 1 - District of Residence	4		4	0	0
			Total District of Residence P3 ADA	3.00		3.00	0.00	0.00
			Total COE Fall 1 EC2574c	3	3			
			Actual P1		2.44	4.17	0.00	0.00
			Actual P2					
			Total COE P3 ADA Estimate	2.25	2.25			
			Funding Per ADA		COE - RISE	Trinity Alps	Mountain Valles	Other School
			All Grades per ADA		\$ 21,230			
			Grades 9 - 12 per ADA			\$ 13,300	\$ 15,238	
			Grades 7 - 8 per ADA			\$ 11,454	\$ 13,104	
			Grades 4 - 6 per ADA			\$ 11,173		
			Grades K - 3 per ADA			\$ 12,004		

k. The 2021-22 Billback Calculations for Each RISE Academy Classroom Estimate as of Adopted Budget:

TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades K - 6 Classroom	COE - RISE	Trinity Alps	Mountain Valley	Other School
TCOE Community School (RISE) Expenditures	A	\$ 130,298	\$ 130,298	\$ -	\$ -
TCOE Community School (RISE) Revenue	B	\$ 20,246	\$ 20,246	\$ -	\$ -
District LCFF Revenue	C	\$ 73,418	\$ 73,418	\$ -	\$ -
District Other Revenue	D	\$ 12,355	\$ 12,355	\$ -	\$ -
Underfunded	E=A-B-C-D	\$ 24,280	\$ 24,280	\$ -	\$ -
District Expenditure Billback Offset	F	\$ 18,018	\$ 18,018	\$ -	\$ -
Net Billback Estimate	G=E-F	\$ 6,263	\$ 6,263	\$ -	\$ -

TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades 7 - 12 Classroom	COE - RISE	Trinity Alps	Mountain Valley
TCOE Community School (RISE) Expenditures	A	\$ 185,685	\$ 154,737	\$ 30,947
TCOE Community School (RISE) Revenue	B	\$ 44,948	\$ 37,457	\$ 7,491
District LCFF Revenue	C	\$ 67,283	\$ 57,543	\$ 9,740
District Other Revenue	D	\$ 10,115	\$ 8,761	\$ 1,354
Underfunded	E=A-B-C-D	\$ 63,339	\$ 50,976	\$ 12,363
District Expenditure Billback Offset	F	\$ 18,018	\$ 18,018	\$ -
Net Billback Estimate	G=E-F	\$ 45,321	\$ 32,958	\$ 12,363

3. Update from various statewide meetings will be provided at the board meeting.

4. Item 5.1 Oversight Update

a. Cash Monitoring

i. There are no reportable items at this time.

b. **2020-21 Annual Audit** – The timeline for completion of the audit was extended to January 31, 2022. Our office is reviewing the audits and any findings to proceed with our compliance process. Extensions were filed and approved with the State Controller and Department of Education for:

i. Lewiston Elementary – One J-13A waiver request for 2020-21 is still under review. Our office assisted in

providing the missing information to CDE. The auditors have included an audit finding for Lewiston that will be cleared if the J-13A waiver is approved.

- ii. Trinity COE – The extension to file the audit is through April 15, 2022. In order to comply with GASB 84 Trinity COE, our office is conducting a reconciliation of the warrant/pass through fund and working with the Trinity County Auditor's office.

- c. **2021-22 Second Interim Financial Reports** from all the school districts and the charter school were due to our office by March 16, 2022. As part of our oversight responsibility these are being reviewed and letters will be sent to the districts by the end of April. A recap of the results will be shared in the May financial report.

Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit/Current Yr	1,999,902.00	1,884,522.00	1,457,255.00	427,267.00	77.33
8012	Revenue Limit EPA	3,050.00	2,010.00	7,641.00	5,631.00-	380.15
8019	Revenue Limit/Prior Year			33,799.00-	33,799.00	NO BDGT
8021	Homeowners Exemptions	7,412.00	7,440.00	3,610.76	3,829.24	48.53
8022	Timber Yield Tax	433.00	1,649.00	1,542.97	106.03	93.57
8041	Secured Roll Taxes	751,720.00	842,151.00	464,000.32	378,150.68	55.10
8042	Unsecured Roll Taxes	19,500.00	16,000.00	15,885.07	114.93	99.28
8043	Prior Years Taxes	2,545.00		.16	.16-	NO BDGT
8044	Supplemental Taxes	12,408.00	17,760.00	11,608.03	6,151.97	65.36
8091	Revenue Limit Transfer	25,000.00-	25,000.00-		25,000.00-	
8097	Spec Ed Taxes Trans Cssf	214,789.00-	239,230.00-	119,615.00-	119,615.00-	50.00
Total LCFF Revenue Sources		2,557,181.00	2,507,302.00	1,808,129.31	699,172.69	72.11
Federal Revenue						
8181	Spec Ed Entitlemnt/94-142	39,948.00	40,249.00		40,249.00	
8182	Discretionary Grant	56,206.00	56,247.00		56,247.00	
8285	Interagency Contract		57,184.00		57,184.00	
8290	Other Federal Revenues	59,644.00	224,236.00	86,682.64	137,553.36	38.66
Total Federal Revenue		155,798.00	377,916.00	86,682.64	291,233.36	22.94
Other State Revenues						
8311	Other State Apportionment	46,835.00	46,452.00	36,861.00	9,591.00	79.35
8319	Other State Apport/Pr Yr			1,991.98-	1,991.98	NO BDGT
8550	Mandated Costs	1,592.00	1,616.00	47,217.00	45,601.00-	2,921.84
8560	State Lottery Revenue		1,525.00	468.29	1,056.71	30.71
8587	Pass-thru From State Rev	120,987.00	120,988.00		120,988.00	
8590	Other State Income	2,065,469.00	2,504,488.00	1,079,326.11	1,425,161.89	43.10
Total Other State Revenues		2,234,883.00	2,675,069.00	1,161,880.42	1,513,188.58	43.43
Other Local Revenue						
8631	Sale Of Equip/Supplies		2,720.00	2,720.00		100.00
8660	Interest	4,586.00	1,039.00	59.40	979.60	5.72
8677	Interagency Revenues	303,863.00	724,640.00	34,297.00	690,343.00	4.73
8699	Other Local Income	225,000.00	248,595.00	135,006.76	113,588.24	54.31
8710	Excess Costs/Spec Ed	675,616.00	716,998.00	713,140.27	3,857.73	99.46
8711	Tuition/TCCS	214,752.00	267,795.00		267,795.00	
Total Other Local Revenue		1,423,817.00	1,961,787.00	885,223.43	1,076,563.57	45.12

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 9, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rcvd
Total Year To Date Revenues		6,371,679.00	7,522,074.00		3,941,915.80	3,580,158.20	52.40
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	140,885.00	150,004.00	39,177.03	107,315.98	3,510.99	71.54
1110	Teachers Sal/Subst	2,600.00	2,600.00		459.84	2,140.16	17.69
1200	Cert Pupil Support	537,604.00	631,989.00	151,016.34	445,271.66	35,701.00	70.46
1300	Cert Superv & Admin	531,461.00	556,895.00	133,694.85	418,114.16	5,085.99	75.08
1900	Other Cert Salaries	60,757.00	66,746.00	18,363.24	48,159.61	223.15	72.15
Total Certificated Salaries		1,273,307.00	1,408,234.00	342,251.46	1,019,321.25	46,661.29	72.38
Classified Salaries							
2100	Instructional Aides	90,752.00	116,259.00	25,083.12	73,425.62	17,750.26	63.16
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
2200	Class Support Salaries	372,539.00	562,941.00	139,997.03	309,461.76	113,482.21	54.97
2300	Class Superv & Admin	470,885.00	431,150.00	108,076.65	316,426.56	6,646.79	73.39
2400	Clerical & Office	634,609.00	656,997.00	148,727.01	486,133.40	22,136.59	73.99
2410	Clerical & Office/Subst		2,990.00		2,162.21	827.79	72.31
2900	Other Classified Salaries	13,168.00	74,762.00	9,021.41	39,399.60	26,340.99	52.70
Total Classified Salaries		1,585,465.00	1,848,611.00	430,905.22	1,227,009.15	190,696.63	66.37
Employee Benefits							
3101	STRS/Cert	281,240.00	299,027.00	44,541.12	130,284.54	124,201.34	43.57
3102	STRS/Class	4,352.00	4,352.00			4,352.00	
3201	PERS/Cert	55,261.00	57,158.00	14,447.61	41,572.31	1,138.08	72.73
3202	PERS/Class	372,959.00	412,668.00	95,455.96	265,706.17	51,505.87	64.39
3301	OASDI/Cert	33,498.00	36,102.00	8,066.89	24,877.39	3,157.72	68.91
3302	OASDI/Class	120,379.00	138,693.00	30,314.42	87,787.34	20,591.24	63.30
3401	Health & Welfare/Cert	147,485.00	139,195.00	36,686.88	101,995.93	512.19	73.28
3402	Health&Welfare/Class	269,589.00	255,486.00	60,491.67	167,933.01	27,061.32	65.73
3501	SUI/Cert	15,566.00	7,127.00	1,518.84	4,534.78	1,073.38	63.63
3502	SUI/Class	19,330.00	9,447.00	2,155.21	6,125.08	1,166.71	64.84
3601	Workers Comp/Cert	21,273.00	23,556.00	5,715.67	17,080.92	759.41	72.51
3602	Workers Comp/Class	26,425.00	30,864.00	7,198.13	20,550.49	3,115.38	66.58
3702	OPEB/Class	34,526.00	34,048.00	8,656.47	25,392.15	.62-	74.58
3901	Other Benefits/Cert		2,000.00		2,000.00		100.00
3902	Other Benefits/Class		15,000.00			15,000.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 9, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3911	HSA Certificated				500.00	500.00-	NO BDGT
3912	HSA Classified		3,900.00		4,000.00	100.00-	102.56
3921	Fitness Certificated		2,000.00		1,480.00	520.00	74.00
3922	Fitness Classified		3,960.00	120.00	2,560.00	1,280.00	64.65
3932	Signing Bonus Classified		1,000.00		1,000.00		100.00
Total Employee Benefits		1,401,883.00	1,475,583.00	315,368.87	905,380.11	254,834.02	61.36
Books and Supplies							
4300	Materials & Supplies	116,997.00	155,745.00	12,178.17	52,431.19	91,135.64	33.66
4400	Non Capitalized Equipment	14,000.00	43,129.00	325.07	81,854.01	39,050.08-	189.79
Total Books and Supplies		130,997.00	198,874.00	12,503.24	134,285.20	52,085.56	67.52
Services and Other Operating Expenditures							
5100	Subagreements For Service	8,433.00	48,948.00		29,556.52	19,391.48	60.38
5200	Travel & Conference	92,727.00	105,870.00	20,591.59	35,505.96	49,772.45	33.54
5300	Dues & Memberships	63,981.00	58,281.00	3,700.00	47,172.58	7,408.42	80.94
5400	Insurance	12,352.00	13,253.00		12,453.00	800.00	93.96
5510	Electricity	9,600.00	12,900.00	1,460.44	8,139.56	3,300.00	63.10
5520	Fuel/Prop/Oil	200.00	200.00			200.00	
5550	Waste Disposal	5,596.00	6,136.00	2,369.12	3,562.88	204.00	58.07
5560	Water	336.00	336.00	111.57	224.43		66.79
5600	Rnt/Lease/Repairs	40,050.00	41,250.00	10,455.48	13,214.88	17,579.64	32.04
5750	Trfs Dir Cost/Interfund	1,516.00-	1,350.00-		32.62-	1,317.38-	2.42
5800	Consult Serv & Oper Exp	578,710.00	778,772.00	128,246.40	472,995.84	177,529.76	60.74
5810	Advertising	2,905.00	2,905.00	1,550.05	1,434.95	80.00-	49.40
5820	Audit	17,200.00	17,200.00			17,200.00	
5830	Elections	250.00	250.00			250.00	
5840	Fingerprinting	500.00	2,000.00		2,578.00	578.00-	128.90
5850	Legal Expenses	19,050.00	25,050.00		30,555.35	5,505.35-	121.98
5890	Fees, Xrays, Exams	500.00	500.00		370.97	129.03	74.19
5910	Postage/shipping	4,500.00	5,500.00		4,896.82	603.18	89.03
5920	Telephone	30,892.00	31,252.00	12,671.49	20,783.70	2,203.19-	66.50
Total Services and Other Operating Expenditures		886,266.00	1,149,253.00	181,156.14	683,412.82	284,684.04	59.47
Capital Outlay							
6500	Equipment Replacement		15,000.00		15,000.00		100.00
Total Capital Outlay		.00	15,000.00	.00	15,000.00	.00	100.00
Tuition							

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 9, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Tuition (continued)							
7142	Excess Costs/Billback	115,960.00	92,489.00			92,489.00	
	Total Tuition	115,960.00	92,489.00	.00	.00	92,489.00	
Other Transfers Out							
7212	Pass-thru To Coe's	120,987.00	120,988.00		43,042.12	77,945.88	35.58
7281	All Other Transf To Distr	897,951.00	992,760.00		44,325.38	948,434.62	4.46
7299	All Other Transfers		41,013.00		25,618.69	15,394.31	62.46
	Total Other Transfers Out	1,018,938.00	1,154,761.00	.00	112,986.19	1,041,774.81	9.78
Transfers of Indirect/direct support costs							
7310	Transfers/indirect Cost		3.00-			3.00-	
7350	Trfs Indirects/interfund	8,635.00-	5,126.00-		1,497.53-	3,628.47-	29.21
	Total Transfers of Indirect/direct support costs	8,635.00-	5,129.00-	.00	1,497.53-	3,631.47-	29.20
	Total Year To Date Expenditures	6,404,181.00	7,337,676.00	1,282,184.93	4,095,897.19	1,959,593.88	55.82

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Other Financing Sources						
8912	Interf Trans/Spec Res		16,010.00		16,010.00	
8919	Interfund Transfers In	49,526.00	49,526.00		49,526.00	
	Total Other Financing Sources	49,526.00	65,536.00	.00	65,536.00	
Contributions						
8980	Contrib From Unrestr		1.00		1.00	
	Total Contributions	.00	1.00	.00	1.00	
	Total Year To Date Other Financing Sources	49,526.00	65,537.00	.00	65,537.00	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Other Financing Uses							
Interfund Transfers Out							
7619	All Other Transfers Out	4,750.00	10,767.00			10,767.00	
	Total Interfund Transfers Out	4,750.00	10,767.00	.00	.00	10,767.00	
	Total Year To Date Other Financing Uses	4,750.00	10,767.00	.00	.00	10,767.00	

Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	661,411.93	581,652.64	1,243,064.57
9130	Revolving Cash	150.00		150.00
9200	Accounts Receivable	295,943.27	224,446.25-	71,497.02
9290	Due From Grantor Govt	1,184,198.27	916,035.67-	268,162.60
9310	Due From Other Funds	51,697.05	11,563.79-	40,133.26
9320	Stores	2,669.29		2,669.29
9330	Prepaid Expenses	1,285.00	1,285.00-	
Total Assets		2,197,354.81	571,678.07-	1,625,676.74
Liabilities				
9500	Accounts Payable		41,430.24-	41,430.24-
9510	Accounts Payable/Pr Yr	268,848.77	198,177.34-	70,671.43
9580	H&W Payable		5,783.13-	5,783.13-
9586	District Repay	297.60-		297.60-
9589	Salary Withhold		47,423.03	47,423.03
9590	Due To Grantor Govt	270,413.56	129,848.00-	140,565.56
9610	Due To Other Funds	126,098.40	126,098.40-	
9650	Deferred Revenue	39,353.60	3,399.60-	35,954.00
Total Liabilities		704,416.73	457,313.68-	247,103.05
Calculated Fund Balance		1,492,938.08	114,364.39-	1,378,573.69
Beginning Fund Balance				
9791	Beginning Fund Balance	1,492,938.08		1,492,938.08
9795	Other Adjustments		39,617.00	39,617.00
Total Beginning Fund Balance		1,492,938.08	39,617.00	1,532,555.08
Beginning Fund Balance Proof		.00	153,981.39-	153,981.39-
Change in Fund Balance - Excess Revenues (Expenditures)			(153,981.39)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720 Reserve for Encumbrances		1,282,184.93
Restricted Balance		
9740 Restricted Balance	206,086.00	675,179.00
Other Designations		
9780 Other Assignments		7,900.00
9789 Reserve for Economic Uncert	293,760.00	293,760.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 9, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Memo Only - Ending Fund Balance Accounts (continued)							
		Adopted	Revised				
Other Designations (continued)							
9790	Unassigned/Unappropriated	942,856.00		794,883.00			
Total Other Designations			.00		.00	.00	

Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	6,371,679.00	7,522,074.00		3,941,915.80	3,580,158.20	52.40
B. Expenditures	6,404,181.00	7,337,676.00	1,282,184.93	4,095,897.19	1,959,593.88	55.82
C. Subtotal (Revenue LESS Expense)	32,502.00-	184,398.00		153,981.39-	1,620,564.32	
D. Other Financing Sources and Uses						
Sources	49,526.00	65,537.00			65,537.00	
LESS Uses	4,750.00	10,767.00			10,767.00	
E. Net Change in Fund Balance	12,274.00	239,168.00		153,981.39-	1,675,334.32	
F. Fund Balance:						
Beginning Balance (9791)	1,430,428.00	1,492,937.00		1,492,938.08		
Audit Adjustments (9793)						
Other Restatements (9795)		39,617.00		39,617.00		
Adjusted Beginning Balance	1,430,428.00	1,532,554.00		1,532,555.08		
G. Calculated Ending Balance	1,442,702.00	1,771,722.00		1,378,573.69		
*Components of Ending Fund Balance						
Legally Restricted (9740)	206,086.00	675,179.00				
Other Designations (9780)		7,900.00				
Undesig/Unapprop (9790)	942,856.00	794,883.00				
Other	293,760.00	293,760.00		1,282,184.93		

Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit/Current Yr	64,105.00	44,381.00		44,381.00	
Total LCFF Revenue Sources		64,105.00	44,381.00	.00	44,381.00	
Other Local Revenue						
8711	Tuition/TCCS	214,752.00	253,282.00		253,282.00	
Total Other Local Revenue		214,752.00	253,282.00	.00	253,282.00	
Total Year To Date Revenues		278,857.00	297,663.00	.00	297,663.00	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	129,995.00	132,347.00	36,094.50	97,692.07	1,439.57-	73.82
1110	Teachers Sal/Subst	2,600.00	2,600.00		459.84	2,140.16	17.69
1300	Cert Superv & Admin	12,000.00					NO BDGT
Total Certificated Salaries		144,595.00	134,947.00	36,094.50	98,151.91	700.59	72.73
Classified Salaries							
2100	Instructional Aides	32,511.00	66,025.00	23,027.49	43,887.49	889.98-	66.47
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
Total Classified Salaries		36,023.00	69,537.00	23,027.49	43,887.49	2,622.02	63.11
Employee Benefits							
3101	STRS/Cert	24,466.00	22,833.00	6,107.19	16,467.26	258.55	72.12
3201	PERS/Cert		105.00		105.35	.35-	100.33
3202	PERS/Class	8,253.00	15,839.00	5,275.59	9,987.04	576.37	63.05
3301	OASDI/Cert	2,097.00	1,991.00	500.91	1,395.94	94.15	70.11
3302	OASDI/Class	2,756.00	5,320.00	1,694.85	3,222.76	402.39	60.58
3401	Health & Welfare/Cert	31,930.00	21,846.00	6,292.29	15,552.66	1.05	71.19
3402	Health&Welfare/Class	25,634.00	16,451.00	3,535.56	5,310.48	7,604.96	32.28
3501	SUI/Cert	1,779.00	675.00	180.48	490.78	3.74	72.71
3502	SUI/Class	443.00	598.00	115.11	219.39	263.50	36.69
3601	Workers Comp/Cert	2,414.00	2,253.00	602.79	1,639.16	11.05	72.75
3602	Workers Comp/Class	601.00	1,161.00	384.60	732.98	43.42	63.13
3911	HSA Certificated				500.00	500.00-	NO BDGT
Total Employee Benefits		100,373.00	89,072.00	24,689.37	55,623.80	8,758.83	62.45

Books and Supplies

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 9, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01, Resource = 0245)

[ESCAPE](#) [ONLINE](#)

Page 1 of 4

Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Books and Supplies (continued)							
4300	Materials & Supplies	10,353.00	11,159.00		3,360.86	7,798.14	30.12
	Total Books and Supplies	10,353.00	11,159.00	.00	3,360.86	7,798.14	30.12
Services and Other Operating Expenditures							
5200	Travel & Conference	4,000.00	4,000.00			4,000.00	
5300	Dues & Memberships				525.00	525.00-	NO BDGT
5400	Insurance	800.00	800.00			800.00	
5600	Rnt/Lease/Repairs	16,000.00	16,000.00			16,000.00	
5710	Transfer Of Direct Cost				188.16	188.16-	NO BDGT
5800	Consult Serv & Oper Exp	1,600.00	10,950.00	532.88	8,850.00	1,567.12	80.82
5810	Advertising	100.00	100.00			100.00	
	Total Services and Other Operating Expenditures	22,500.00	31,850.00	532.88	9,563.16	21,753.96	30.03
Tuition							
7142	Excess Costs/Billback	2,140.00	3,243.00			3,243.00	
	Total Tuition	2,140.00	3,243.00	.00	.00	3,243.00	
	Total Year To Date Expenditures	315,984.00	339,808.00	84,344.24	210,587.22	44,876.54	61.97

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Contributions						
8980	Contrib From Unrestr	37,127.00	48,510.00		48,510.00	
	Total Contributions	37,127.00	48,510.00	.00	48,510.00	
	Total Year To Date Other Financing Sources	37,127.00	48,510.00	.00	48,510.00	

Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	101,646.00-	218,587.22-	320,233.22-
9290	Due From Grantor Govt	111,122.00		111,122.00
	Total Assets	9,476.00	218,587.22-	209,111.22-
Liabilities				
9500	Accounts Payable		8,000.00-	8,000.00-
9510	Accounts Payable/Pr Yr	8,000.00		8,000.00
9590	Due To Grantor Govt	1,476.00		1,476.00
	Total Liabilities	9,476.00	8,000.00-	1,476.00
	Calculated Fund Balance	.00	210,587.22-	210,587.22-
	Beginning Fund Balance Proof	.00	210,587.22-	210,587.22-
Change in Fund Balance - Excess Revenues (Expenditures)			(210,587.22)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Other Designations		
9790 Unassigned/Unappropriated		6,365.00

Fund 01 - General Fund

Fiscal Year 2021/22 Through March 2022

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	278,857.00	297,663.00			297,663.00	
B. Expenditures	315,984.00	339,808.00	84,344.24	210,587.22	44,876.54	61.97
C. Subtotal (Revenue LESS Expense)	37,127.00-	42,145.00-		210,587.22-	252,786.46	
D. Other Financing Sources and Uses						
Sources	37,127.00	48,510.00			48,510.00	
LESS Uses						
E. Net Change in Fund Balance	.00	6,365.00		210,587.22-	301,296.46	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	6,365.00		210,587.22-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)		6,365.00				
Other						



April 11, 2022

To: Gretchen Deichler, Assistant Superintendent of Business Services

From: Jeff Morris, Facilities Fiscal Analyst

Re: Current Status re School Facilities

OVERALL

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.

CAL OES HAZARD MITIGATION FUNDING – In addition to submitting two Notices of Interest (NOI), Cal OES has recommended that TCOE develop a Hazard Mitigation Plan (HMP) for Trinity County's schools. Two direct benefits are that this will be a more explicit plan for our school sites in addition to ensuring that an HMP exists in support of our \$ 4 million of NOIs that might not be able to be funded if we rely on the County of Trinity updating the countywide HMP that expired in September of 2021. TCOE staff is recruiting for a small team of individuals to assist in the initial draft creation.

SHARED FACILITIES POSITION PILOT PROGRAM – This concept is still in process. A job description has been created and discussions regarding budget and other logistics are still in the works.

Universal Transitional Kindergarten (UTK) – While individual school district situations are still being assessed, at least one district will be moving forward with a facilities application to OPSC during this year's funding round (April 1 – 30, 2022).

Electric School Busses – TCOE staff is following the funding available for this opportunity. There are significant resources becoming available.

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

BURNT RANCH

- *Previous Project Close Out:* District and TCOE staff followed up on OPSC's "soft audit" and the district has also engaged their auditor to complete the official project audit.
- *Well / Water Supply:* Key call with the Division of State Architect this week which should give us solid direction on next steps.
- *Potential Solar Project:* BRESA was able to engage the Redwood Coast Energy Authority to facilitate the creation and release of an RFP for this project. We had at least 4 interested contractors at the site visit last week and expect a competitive bid process.
- *Shade Structure:* Plans have been submitted to DSA and should be stamped and approved within 1-2 weeks.

CHYBA (California Heritage Youth Build Academy) – Multiple conversations about this project which may result in CHYBA sharing a new campus with multiple, appropriate, community partners. CHYBA will be applying to get in the queue for Charter School Facilities Funding from the State Treasurer's Office (via OPSC). Also, significant discussions with McConnell foundation and the developer.

COFFEE CREEK – TCOE is working on an RFP for a temporary generator. Hope to release this RFP during April

DOUGLAS CITY

Working with DCESD on multiple projects that are ESSER driven, in whole or in part.

- *Shade Structure*: Waiting on design and then will contact architect to run through DSA.
- *Bleachers*
- *Asphalt update*

In addition to the following:

- *Future Modernization* – TCOE staff and district superintendent to reboot this conversation
- *Master planning* – We have forwarded Lewiston ESD's RFP to DCESD for their review.

JUNCTION CITY

- *Water System Replacement* – Application is now completely in the hands of the State funding agency and the California Rural Water Association. We are submitting current financial info and then the project should be fast tracked to funding.
- *Closing out original construction* – Ongoing
- *Future Modernization* – Still in process with updating enrollment status, etc.

LEWISTON

- *Main Project* – Project is substantially complete. DSA Letter has been received and architect has been contacted to update ADA necessary work parameters. Once that is complete, we will head back to OPSC for additional funding.
- *Facilities Master Plan* – We received 3 solid responses to the RFP and have interviews set up with those finalists for the week of 04.19.2022.
- *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 (MVUSD was included in Cal OES NOIs)

SOUTHERN TRINITY

- **HVAC replacement (AB 841)** – We are still working on getting a written estimate from a valid contractor for filtration changes and annual management. Once that's in hand, the application can re-boot.

TRINITY ALPS

- *Trinity High School Gym* – While there will be a number of areas of finish work, the project is substantially complete.
- *Main THS Campus* – Project is still moving along well. While there are no official projections for completion, the team is optimistic about our approach and the current progress. The team overall is working really well.
- *Weaverville UTK Expansion* – Weaverville Elementary will be submitting a facilities application to update the room formally utilized by the Weaverville Parent Nursey School to act as WES's TK facility.

TRINITY CENTER - No significant update but school did request a site visit to review potential future projects.

TRINITY COUNTY OFFICE OF EDUCATION

- Spoke with the selected design professional (Semingson) in late March regarding the ADA update designs and forwarded them all materials created to date, including original site construction photos. Will be checking in with the Semingson team regarding estimated timeline before end of April 2022.

TRINITY CO-OP

Trinity County Office of Education

Spring Guidance

LCAP

Develop timeline to ensure all surveys and data indicated in the LCAP is able to be collected and analyzed for reporting.

Develop timeline to ensure LCAP consultation takes place with all required entities including PAC.

Board meetings are to be scheduled for a public hearing of the LCAP and then approval at a subsequent meeting.

Local indicators are to be reported out at the same meeting as LCAP approval.

ELO-P

We will be sending video of some of the answers to the questions from the last Admin meeting. Tim and Fabio will follow up with each district Superintendent.

UPK

We are continuing to work on our sample plan to send out to LEAs. We will indicate which information is required to be kept.

Kudos

Over the last year, I've had the pleasure of working closely with Liz (LEW), Caroline (JCS) and Zach (CHYBA) as they have been learning to navigate processing their district payroll, new year set up, contracts, and other HR duties. They have repeatedly demonstrated their commitment to learn and understand the process, while always being mindful of doing what's best for district staff. They've gladly tackled complex

issues and worked overtime to get the job done right. I have learned so much from each of them and I look forward to continuing our collaborations and shared growth. - Liz M.

A big shout out to Robin Dummer, Business Manager of Burnt Ranch ESD. This has been an especially challenging year for our small district for multiple reasons. Robin has worked diligently, often long past her contracted hours, to keep our school functioning smoothly. Given the lack of a superintendent on campus for the first half of the school year, her workload far exceeded what is typically expected of someone in her position. Thank you Robin for all you do for Burnt Ranch! - Kristi K.

Kudos to Dawn for being a very friendly face and resourceful for all of us. - Shannon R.

Kudos to Anthony for being available even just to listen when I know he's buried with issues/work. - Shannon R.

Burnt Ranch School wants to thank Julie Ashton-Boyd for being so professional and reliable. She always shows up with a smile on her face and with our mail in hand, even after braving horrendous Highway 299! - Kathleen G.

WHO DO YOU APPRECIATE?



We would like to take time to recognize each other. If you have "**kudos**" for a fellow administrative colleague*(s), please send them to Tim at anytime.

***Kudos = compliments or congratulations**

PD Day Request

The committee is attempting to bring in some high quality presenters. Therefore, the cost per person for the day may be higher than in previous years. The committee will be reaching out to each LEA individually to communicate and provide clarity to any questions.

Trinity County Spelling Bee Results

We had a great turn out for the county spelling bee. Thanks to Mountain Valley for allowing us to host the event. Participants from Junction City school earned 1st and 2nd place in the junior division, while Hayfork Elementary earned 3rd. In the upper division, Douglas City, Junction City and Hayfork High School earned 1st, 2nd, and 3rd respectively. The 1st and 2nd place students in each division were invited to represent Trinity County at the state competition in May.



Trinity County History Day

Thank you to Trinity Center Elementary and Junction City Schools for participating in our History Day event. Students from both schools were chosen to compete at the state event in Rocklin in May. Congratulations!



STEAMEXPO

The committee has changed to a daytime event for 6-12th grade students and is hoping for more participation from schools.

The committee has chosen a STEAm challenge for participants to take part in the day of.

Please talk with your middle school teachers and high school science teachers to ensure they are aware.

The T-shirt design contest is ending this week. Please email Veronica Stewart for more details and info if you have any submissions. Vstewart@tcoek12.org

TRINITY TEACHERS

Trinity County Office of Education

Student Events

Trinity County Spelling Bee Results

We had a great turn out for the county spelling bee. Thanks to Mountain Valley for allowing us to host the event. Participants from Junction City school earned 1st and 2nd place in the junior division, while Hayfork Elementary earned 3rd. In the upper division, Douglas City, Junction City and Hayfork High School earned 1st, 2nd, and 3rd respectively. The 1st and 2nd place students in each division were invited to represent Trinity County at the state competition in May.

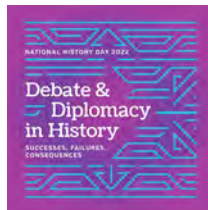


The **Young Artist Showcase** is happening now. The show is set up in the Highland Art Center on Main St. in Weaverville through April 29th. Thank you to all ten districts for participating. If you want to schedule a field trip to the center, please contact Julia Dixon jdixon@tcoek12.org or call the Highland directly at (530) 623-5111 and let them know you are a class.



Trinity County History Day

Thank you to Trinity Center Elementary and Junction City Schools for participating in our History Day event. Students from both schools were chosen to compete at the state event in Rocklin in May. Congratulations!



10 Tips for Supporting Standardized Testing

As testing season nears, here are 10 tips to help support students of all ages:

1. When scheduling testing sessions, **consider the student experience**. Create intentional spaces between sessions so that students are able to rest and recharge. Consider ways to ensure a quiet building during testing, and, when possible, schedule testing sessions during the morning hours to take advantage of students' morning energy and focus.
2. On testing days, share **personalized notes of encouragement** with students. Compliment their effort and reinforce that they just need to try their best. No matter the age, a personalized, uplifting note can calm worries and add joy.
3. Though testing can be a stressful experience for counselors and teachers, too, it is important not to share these feelings with students. Students pick up on even subtle cues from those around them. Aim to be a **supportive, calming presence** through words and actions.
4. Routines are calming for students. At the beginning of each day, **talk with students about the schedule** so that they know what to expect throughout the day. For younger students, consider making a visual schedule so they can keep track of what is ahead.
5. Build in **down time** to the testing day, and let students know ahead of time when they can expect a break. By letting students know when they will be able to relax or go outdoors, they are more likely to have the energy to persevere through long testing sessions.
6. Because testing requires a very controlled environment, some students may feel they don't have any agency. Before or after testing windows, **empower students with choices** when possible. For example, students might choose what activity they would like to do during down time. Beyond making kids feel like they have some control, this also helps to meet the unique needs of different learners as some students prefer quiet time to decompress after testing while others benefit from more active interactions with peers.

For tips 7-10, [Click Here](#) for the full article.



STEAMEXPO Changes

The STEAMEXPO planning committee is making some changes to the annual STEAMEXPO this year. In order to offer the event to schools that are further away from the Weaverville area, the event will be changed to a day event and will be offered to 6-12th graders. As a majority of our student projects have been primarily from the middle school, the committee felt this was an appropriate change.

- 1) **STEAM challenge** - the event will offer either individual or group participants the opportunity to compete in an STEAM challenge. Details will be sent out in the following weeks outlining the challenge. Students will compete during the event against other students from around the county.
- 2) **Student Projects** - Students will also be able to bring and showcase their projects to other students either individually, group or class.
- 3) The committee is planning to **switch** event venues between Weaverville and Hayfork every other year.

Please contact Tim Nordstrom or Julia Dixon for more info. tnordstrom@tcoek12.org jdixon@tcoek12.org

2022-2023

Board Approved:

R.I.S.E Academy

2022-23

Start: August 15, 2022

End: June 8, 2023

							LEGAL	LOCAL	TEACH	CUM DAYS								LEGAL	LOCAL	TEACH	CUM DAYS											LEGAL	LOCAL	TEACH	CUM DAYS
AUG		M	T	W	T	F			DAYS	TAUGHT		DEC		M	T	W	T	F			DAYS	TAUGHT		APR		M	T	W	T	F			DAYS	TAUGHT	
		1	2	3	4	5															2	72													
		8	9	10	11	12								5	6	7	8	9			5	77				3	4	5	6	7			5	145	
		15	16	17	18	19			5	5				12	13	14	15	16			5	82				10	11	12	13	14	1	4	0	145	
		22	23	24	25	26			5	10				19	20	21	22	23	2	3	0	82				17	18	19	20	21		1	4	149	
		29	30	31					3	13				26	27	28	29	30	1	4	0	82				24	25	26	27	28			5	154	
SEPT		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS		JAN		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS		MAY		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS	
					1	2				2	15																						5	159	
		5	6	7	8	9	1		4	19				2	3	4	5	6	1		4	86				1	2	3	4	5			5	164	
		12	13	14	15	16			5	24				9	10	11	12	13			5	91				15	16	17	18	19			5	169	
		19	20	21	22	23			5	29				16	17	18	19	20	1		4	95				22	23	24	25	26		1	4	173	
		26	27	28	29	30			5	34				23	24	25	26	27			5	100				29	30	31			1	1	1	174	
														30	31						2	102													
OCT		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS		FEB		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS		JUNE		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS	
										34																								2	176
		3	4	5	6	7			5	39							1	2	3			3	105												
		10	11	12	13	14			5	44												5	110				5	6	7	8	9			4	180
		17	18	19	20	21			5	49												5	115				12	13	14	15	16				
		24	25	26	27	28			5	54												5	115				19	20	21	22	23				
		31							1	55												2	117				26	27	28	29	30				
NOV		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS		MAR		M	T	W	T	F	LEGAL	LOCAL	TEACH	CUM DAYS		School Start/End Day											
																								*Holiday = Legal or Observed											
			1	2	3	4			4	59							1	2	3			3	120		Holiday = Local										
		7	8	9	10	11	1	1	3	62												5	125		Teacher Inservice = Aug 10 & 11 PD Nov 10										
		14	15	16	17	18			5	67												5	130		Emergency closure Days = April 17, May 26, & May 30										
		21	22	23	24	25	2	3	0	67												5	135		Early Release Days: Elementary 1:00 High School 1:35										
		28	29	30					3	70												5	140		8/15-8/19,9/12,10/7 10/10, 11/7, 12/5, 12/13-12/16,1/9, 2/6, 3/6, 4/3, 5/1, 6/5-6/8										
TCOE Back to School Day																									R.I.S.E. Elementary Early Release only October 25,26, &27.										
																									School Start Time: Late Start: End Time										
																									R.I.S.E. Elementary 8:30 10:20 3:25										
																									R.I.S.E. High School 8:35 10:20 3:35										

Board Approved:

Labor Day
Prof. Dev. Day
Veteran's Day
Thanksgiving Break
Winter Break

Sept 5
Nov 10
Nov 11
Nov 21-25
Dec 19- Jan2

Christmas Day
New Year's Day
MLK, Jr. Day
Lincoln's Day
President's Week

Dec 25
Jan 1
Jan 16
Feb 21 - obs.
Feb 20-24

Easter Sunday
Spring Break
Memorial Day
Juneteenth

Apr 9
Apr 10-14
May 29
June 19



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>

TRINITY COUNTY BOARD OF EDUCATION
RESOLUTION CHANGING LINCOLN DAY OBSERVANCE FROM THE
FRIDAY OR MONDAY OF THE WEEK OF FEBRUARY 12TH
TO A DAY DURING THE WEEK OF PRESIDENT'S DAY
FOR TRINITY COUNTY OFFICE OF EDUCATION

Resolution # 21-22-10

WHEREAS, Trinity County Office of Education Lincoln Day is celebrated on the Friday or Monday of the week of February 12th:

WHEREAS, Education Code 37220 provides that a district can, by adoption of a resolution, revise the day upon which it celebrates any holiday except Veterans Day;

WHEREAS, Trinity County Office of Education will be changing the Lincoln Day holiday to the Tuesday of the week of President's Day;

NOW, THEREFORE BE IT RESOLVED, that Trinity County Office of Education shall celebrate Lincoln Day in the 2022/23 school year on February 22, 2023

AYES _____

NOS _____

ABSENT _____

ABSTAIN _____

President of the Board

Date

Sarah E. Supahan, Trinity County Superintendent of Schools



**Trinity County
Office of Education**

Sarah E. Supahan
Trinity County
Superintendent of Schools

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TRINITY COUNTY BOARD OF EDUCATION
RESOLUTION CHANGING LINCOLN DAY OBSERVANCE FROM THE
FRIDAY OR MONDAY OF THE WEEK OF FEBRUARY 12TH
TO A DAY DURING THE WEEK OF PRESIDENT'S DAY
FOR R.I.S.E. ACADEMY

Resolution # 22-23-11

WHEREAS, R.I.S.E. Academy Lincoln Day is celebrated on the Friday or Monday of the week of February 12th:

WHEREAS, Education Code 37220 provides that a district can, by adoption of a resolution, revise the day upon which it celebrates any holiday except Veterans Day;

WHEREAS, R.I.S.E. Academy will be changing the Lincoln Day holiday to the Tuesday of the week of President's Day;

NOW, THEREFORE BE IT RESOLVED, that R.I.S.E. Academy shall celebrate Lincoln Day in the 2022/23 school year on February 21, 2023

AYES _____

NOS _____

ABSENT _____

ABSTAIN _____

President of the Board

Date

Sarah E. Supahan, Trinity County Superintendent of Schools



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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Trinity County Office of Education RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION G.C. sections 7522.56 & 21229

RESOLUTION #21-22-12

WHEREAS, in compliance with Government Code section 7522.56 the Trinity County Office of Education must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Mario Angelone, CalPERS ID 7088098308, retired from Trinity County Health and Human Services in the position of Program Manager, effective January 11, 2022; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is July 10, 2022 without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Trinity County Office of Education and Mario Angelone certify that Mario Angelone has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Trinity County Office of Education hereby appoints Mario Angelone as an extra help retired annuitant to perform the duties of Educationally Related Mental Health Clinician II under Government Code section 21229 effective April 1, 2022 and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and



Trinity County Office of Education

Sarah E. Supahan
Trinity County
Superintendent of Schools

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WHEREAS, the maximum base salary for this position is \$10,170.32 and the hourly equivalent is \$70.08, and the minimum base salary for this position is \$4,353.73 and the hourly equivalent is \$30.00; and

WHEREAS, the hourly rate paid to Mario Angelone will be \$48.00; and

WHEREAS, Mario Angelone has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Trinity County Office of Education hereby certifies the nature of the appointment of Mario Angelone as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of Educationally Related Mental Health Clinician II for the Trinity County Office of Education by April 1, 2022 because of a lack of staffing for these highly specialized services and to eliminate a caseload backlog.

PASSED AND ADOPTED this 20th day of April 2022, by the Board of Trustees, Trinity County Office of Education, Trinity County, California.

Ayes: _____
Noes: _____
Abstentions: _____
Absent: _____

President, Board of Trustees

County Superintendent of Schools

Trinity County Office of Education				Educationally Related Mental Health Clinician-Classified Salary Schedule		
				A	B	C
		Step	Mo/Hr			
	Column	1	Mo.	\$ 4,353.73	\$ 6,095.22	\$ 6,530.60
ERMHS Clinician I (Bachelors Degree & Enrolled In Masters Program Required)	A		Hrly.	\$ 30.00	\$ 42.00	\$ 45.00
		2	Mo.	\$ 5,079.35	\$ 6,385.47	\$ 6,722.16
			Hrly.	\$ 35.00	\$ 44.00	\$ 46.32
ERMHS Clinician II (Has a Masters, working on 2000 hrs of practicum)	B	3	Mo.	\$ 5,804.97	\$ 6,675.72	\$ 6,913.72
			Hrly.	\$ 40.00	\$ 46.00	\$ 47.64
		4	Mo.		\$ 6,965.97	\$ 7,105.29
ERMHS Clinician III **Fully Licensed	C		Hrly.		\$ 48.00	\$ 48.96
		5	Mo.		\$ 7,256.22	\$ 7,296.85
			Hrly.		\$ 50.00	\$ 50.28
**Notes: 180 work days, 12 holidays, 7.55 vacation days= 199.546 paid days calculated into monthly salary for 11 month employees		6	Mo.			\$ 7,488.42
			Hrly.			\$ 51.60
		7	Mo.			\$ 7,679.98
			Hrly.			\$ 52.92
		8	Mo.			\$ 7,871.55
			Hrly.			\$ 54.24
		9	Mo.			\$ 8,063.11
			Hrly.			\$ 55.56
		10	Mo.			\$ 8,254.67
			Hrly.			\$ 56.88
		11	Mo.			\$ 8,446.24
			Hrly.			\$ 58.20
		12	Mo.			\$ 8,637.80
			Hrly.			\$ 59.52
		13	Mo.			\$ 8,829.37
			Hrly.			\$ 60.84
		14	Mo.			\$ 9,020.93
			Hrly.			\$ 62.16
		15	Mo.			\$ 9,212.49
			Hrly.			\$ 63.48
		16	Mo.			\$ 9,404.06
			Hrly.			\$ 64.80
		17	Mo.			\$ 9,595.62
			Hrly.			\$ 66.12
		18	Mo.			\$ 9,787.19
			Hrly.			\$ 67.44
		19	Mo.			\$ 9,978.75
			Hrly.			\$ 68.76
		20	Mo.			\$ 10,170.32
			Hrly.			\$ 70.08

Approved 1/1/2022

As of 7/1/2021: Longevity eligibility is based on years of

Longevity beginning @ 10 years continuous service = 1% X current year increase (1.0327% total longevity for 21-22) Effective 7/1/2021

Longevity beginning @ 14 years continuous service = 3% X current year increase (3.0981% total longevity for 21-22) Effective 7/1/2021

Longevity beginning @ 18 years continuous service = 5% X current year increase (5.1635% total longevity for 21-22) Effective 7/1/2021

**Longevity is a direct increase to the employee's base pay rate. Salary cells above do NOT reflect any longevity.



TRINITY COUNTY OFFICE OF EDUCATION

Classified Salary Determination

SCHOOL YEAR 2021-22

EMPLOYEE NAME: ANGELONE, MARIO DATE OF HIRE: 3/7/2022

JOB CLASS/TITLE: ERMHS CLINICIAN II - EXTRA HELP

SOCIAL SECURITY #: XXX-XX-8216 POSITION #: 268

SALARY SCHEDULE: CLASSIFIED ERMHS STEP/COLUMN: B / 4

HOURLY RATE: \$ 48.00 CALENDAR: CLASS180

SCHEDULE

Days Before School Begins: 0 Total Full Time Work Days: 0

School Days: 0 Total Legal Holidays: 0

After School Ends: 0 Total Vacation Prorated: 0

Total Work Days: 0 Total Paid Days: 0

Contract Begin Date: 3/10/2022 Contract End Date: 6/30/2022

Day of the Week	Start	End	Hours Per Day
Monday			
Tuesday	Hourly part time extra help position		
Wednesday			
Thursday			
Friday			
Part Time or Full Time Employee: PART TIME EXTRA HELP		Weekly Total	0.00
		Avg. Hours Per Day:	0.00

SALARY INFORMATION

Average Hours Worked Per Day:	0.00	PERS Maximum hours monthly of 173.33 is used as the basis for the FTE calculation: Hrly Rate * 173.33 = 1 FTE (or 100%)	Full Time Equivalency	0%
Hourly Rate:	\$48.00			
Daily Average Rate:	\$0.00			
Daily Avg. Rate X Total Paid Days= Annual Salary (Est.):		\$ -		
Paycycle/Pay Periods =	11	Educational Stipend:	\$	-
		Stipend:		
		Longevity:	\$	-
Total Estimated Annual Salary w/Add Ons:			\$	-
Total Estimated Monthly/Per Pay Period Salary w/Add Ons:			\$	-

NOTES

This position is a timecard position, paid as worked, not to exceed 960 hours per FY. This temporary extra help position is not entitled to vacation or holiday pay, paid sick leave or any additional stipends.

Melanie R. Holmes 3/7/22 [Signature] 3/10/22

District Admin/Designee Signature Date Employee Signature Date



Quarterly Report on Williams Uniform Complaints
Education Code §35186

2021-2022 School Year

- ☐ July 1 through September 30, 2021 - 1st quarter
- ☐ October 1 through December 31, 2021 - 2nd quarter
- X January 1 through March 31, 2022 - 3rd quarter
- ☐ April 1 through June 30, 2022 - 4th quarter

April 1, 2022

To Whom It May Concern:

For the period of January 1, 2022 through March 31, 2022, Trinity County Office of Education has had no complaints regarding insufficient textbooks, teacher certification, and assignments or the safety and maintenance of its facility.

Sincerely,

Gretchen Deichler
Assistant Superintendent of Business Services

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

CHILD ABUSE PREVENT AND REPORTING

The County Board is committed to supporting the safety and well-being of County Office students and desires to facilitate the prevention of and response to child abuse and neglect. The County Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The County Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The County Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The County Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The County Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall be included in the County Office and/or school comprehensive safety plan.
(Education Code 32282)

County Office employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The County Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation.
(Education Code 44691; Penal Code 11165.7)

(7/02) 6/21

CHILD ABUSE PREVENTION AND REPORTING**Definitions**

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment (Penal Code 11165.5, 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; County Office police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, acting in a professional capacity or within the scope of employment, the mandated reporter has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety,

depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any County Office employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school County Office police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Such reports shall be made to the following agency(ies):

Trinity County Child Protective Services
P.O. Box 1470
Weaverville, CA 96093
(530)623-1314

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

The DOJ form may be obtained from the County Office office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class

- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the County Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the County Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, County Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the County Superintendent or designee shall provide training on mandated reporting requirements to County Office employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The County Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The County Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The County Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the County Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

Upon request, the County Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

To file a complaint against a County Office employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee shall also file a report when obligated to do so pursuant to Penal Code 11166 using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

Notifications

The County Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The County Office also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the County Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The County Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)No employee shall be subject to any sanction by the County Office for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

(11/10) 6/21

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)

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 shall establish enrollment priorities in accordance with Education Code 8263 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.

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)

(3/09) 6/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

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 (Education Code 8203.5; 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. (Education Code 8203.5; 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 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 Education Code 8208. (Education Code 8208, 8263.4; 5 CCR 18089, 18407, 18422)

Eligible families shall be those who document both an eligibility basis and a need for care, as follows: (Education Code 8263, 8263.1)

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 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 unavailability of the parents/guardians to care for and supervise their children for some portion of the day because they 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. (Education Code 8263)

Second priority for enrollment shall be given to families who are income eligible, as defined in Education Code 8263.1. 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. (Education Code 8263, 8263.1)

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. (Education Code 8263.4)

After all children eligible for subsidized services have been enrolled, the County Office may enroll 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 Education Code 8263.1, 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. (Education Code 8263)

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. (Education Code 8250, 8263, 8273, 8273.1, 8447; 5 CCR 18078, 18108-18110)

However, 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 8273.1; 5 CCR 18110)

In addition, any family receiving child care on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. (Education Code 8273.1)

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. (Education Code 8273; 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. (Education Code 8273.3)

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: (Education Code 8263.3)

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. (Education Code 8263)

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. (Education Code 8263)

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. (Education Code 8263)

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 (Education Code 8208)
2. Family emergency (Education Code 8208)

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 (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

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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STATE ACADEMIC ACHIEVEMENT TESTS

The County Superintendent or designee shall administer the California Assessment of Student Performance and Progress (CAASPP) to all County Office students at applicable grade levels, except those students exempted by law.

The students of any charter school that receives its state funding allocation through the County Office shall be tested in coordination with the testing of County Office students. In addition, the County Superintendent or designee shall arrange for the testing of students in any alternative education program or program conducted off campus, including, but not limited to, non-classroom based programs, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic, nonsectarian schools. No test shall be administered in a home or hospital except by a test administrator or test examiner. (5 CCR 851)

On or before July 1 of each year, the County Superintendent or designee shall identify any County Office school(s) with students who are unable to access the computer-based assessment of a CAASPP test and shall report the number of such students to the test contractor. If available, a paper and pencil version of the assessment may be administered to such students. (5 CCR 853, 857)

On or before July 1 of each year, the County Superintendent or designee shall designate a County Office coordinator who shall oversee all matters related to the testing program and serve as the County Office representative and liaison with the test contractor and the California Department of Education (CDE). The County Superintendent or designee shall also designate a coordinator for each test site. The duties of the County Office and site test coordinators shall include those specified in 5 CCR 857-858. (5 CCR 857-858)

The County Superintendent or designee also shall appoint trained test administrator(s) to administer the CAASPP achievement tests and test examiner(s) to administer the California Alternate Assessments. A test examiner shall be a certificated or licensed employee or contractor of the County Office or county office of education. (5 CCR 850)

As appropriate, the County Superintendent or designee shall assign a specially trained County Office employee to serve as a test proctor to assist the test examiner; a specially trained County Office employee, or other person supervised by a County Office employee, to serve as a translator to translate the test directions into a student's primary language; and a County Office employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian or sibling shall not be eligible to be that student's translator or scribe. (5 CCR 850)

All test administrators, test examiners, proctors, translators, scribes, County Office and site test coordinators, and other persons having access to any of the CAASPP achievement tests and corresponding test materials, assessment technology platform, or tests administered pursuant to Education Code 60640 shall acknowledge the limited purpose of their access to the achievement tests by signing a test security affidavit. In addition, all County Office and site test coordinators shall sign a test security agreement before receiving any CAASPP achievement tests and corresponding test materials. The test security affidavit and test security agreement shall be those set forth in 5 CCR 859. (5 CCR 850, 859)

Tests Included in the State Assessment System

The County Office shall administer the following CAASPP assessments: (Education Code 60640; 5 CCR 851.5)

1. The Smarter Balanced summative assessments for English language arts and mathematics in grades 3-8 and 11, except that:
 - a. Recently arrived English learners, defined pursuant to Education Code 60603 as English learners who are in their first 12 months of attending a school in the United States, shall be exempted from taking the English language arts assessment to the extent allowed by federal law. A recently arrived English learner may be administered the test upon request by the student's parent/guardian.

- b. Students with disabilities who are unable to participate in the English language arts and mathematics

assessments, even with the resources described in the section "Testing Variations" below, shall be provided an alternate test when designated in their individualized education program (IEP), as provided in item #3 below.

2. The California Science Test (CAST) at grades 5, 8, and once in grades 10-12

However, students with disabilities who are unable to participate in the CAST, even with the resources described in the "Testing Variations" section below, shall be provided an alternate test when designated in their IEP, as provided in item #3 below.

3. The California Alternate Assessments (CAA) in English language arts, mathematics, and science for students with significant cognitive disabilities who are unable to take the tests specified in items #1-2 above, even with appropriate accommodations or other testing resources, and who have an IEP that designates the use of alternate tests at the applicable grade levels

In addition, the County Superintendent or designee may administer the California Spanish Assessment (CSA) to English learners. Administration of this test shall not replace the administration of the above tests, administered in English, to English learners. (Education Code 60640)

The CSA also may be used to assess students in a dual language immersion program who are not limited English proficient or who are redesignated fluent English proficient, subject to approval by CDE of an agreement between the County Office and the state testing contractor. (Education Code 60640)

Throughout the school year, schools may use Smarter Balanced interim assessments and formative assessment tools at any grade level to provide timely feedback regarding students' progress toward mastery of the skills measured by the summative assessments in English language arts and mathematics and to assist teachers in continually adjusting instruction to improve learning. The County Superintendent or designee may determine the timing and frequency of the administration of such assessments.

Exemptions

Each year the County Superintendent or designee shall notify parents/guardians of their child's participation in the CAASPP and of the provisions of Education Code 60615 related to exemptions from testing. (5 CCR 852)

Parents/guardians may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the County Superintendent or designee. However, County Office employees shall not solicit or encourage any exemption request on behalf of any student or group of students. (Education Code 60615; 5 CCR 852)

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Period

The County Superintendent or designee shall establish testing days for County Office students within the following available testing windows: (5 CCR 855)

1. Unless otherwise specified in state regulations, assessments shall be administered between the date on which at least 66 percent of the school's or track's annual instructional days have been completed, but no earlier than the second Tuesday in January, and the last day of instruction for the regular annual calendar of the school or track, but no later than July 15 or, if July 15 is not a weekday, then the next weekday following July 15.
2. The CAA for science shall be administered annually beginning on a date in September as determined by CDE through the last day of instruction for the regular annual calendar of the school or track, but no later than July 15 or, if July 15 is not a weekday, then the next weekday following July 15.

3. The CSA shall be administered to English learners within the testing window specified in item #1.

Within the above testing windows, the County Superintendent or designee may designate one testing period for each school or track or, if a school has multiple tracks, a selected testing period for each track. The County Office shall not exceed six selected testing periods within the available testing window. The testing period shall be no fewer than 25 consecutive instructional days and may be extended up to an additional 10 consecutive instructional days if still within the available testing window set forth in items #1-2 above. (5 CCR 855)

Students who are absent during testing shall be provided an opportunity to take the tests within the testing window.

Testing Variations

All CAASPP tests shall be administered in accordance with the manuals or other instructions provided by the test contractor or CDE except that, as appropriate, the following testing variations may be used: (5 CCR 850, 853-854.4)

1. Universal tools specified in 5 CCR 854.1-854.4 may be used with any student.
2. Designated supports specified in 5 CCR 854.1-854.4 may be used with a student for whom the need has been indicated by an educator or team of educators, with parent/guardian and student input as appropriate, or for whom the need is specified in the student's IEP or Section 504 plan.
3. Accommodations specified in 5 CCR 854.1-854.4 may be used with a student with disabilities when included in the student's IEP or Section 504 plan as resources that are regularly used in the classroom for the student's instruction and/or assessment(s). Such accommodations shall be either utilized in the assessment environment or consist of changes in procedures or materials that increase equitable access during the assessment.
4. An unlisted resource that has not been specifically identified as an approved universal tool, designated support, or accommodation may be used with a student who has an IEP or Section 504 plan provided that the resource is one that is regularly used in the classroom for instruction and/or assessment and CDE has approved its use. At least 10 business days prior to the student's first day of CAASPP testing, the County Office or school site test coordinator may electronically submit a request to CDE for approval to use that unlisted resource during that year. If CDE determines that the unlisted resource changes the construct being measured, the unlisted resource may nevertheless be used with the student in order to generate an individual score report even though the student shall not be counted in the participation rate for accountability measures. (5 CCR 854.9)

In the administration of the CAA to a student with significant cognitive disabilities, the student may have all instructional supports that may be used in daily instruction or assessment, including language and physical supports, with the exception of any inappropriate test practices listed in test administration manuals. (5 CCR 850, 854.5)

Report of Test Results

For any state assessments that produce valid individual student results, the County Superintendent or designee shall forward or transmit the student's test results to the student's parents/guardians within 20 working days from receipt of the results from the test contractor or, if the County Office receives the results from the contractor after the last day of instruction for the school year, then within the first 20 working days of the next school year. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the County Office. An individual student's scores shall also be reported to the school and teacher(s) and shall be included in the student record.

(Education Code 60641; 5 CCR 863)

With parent/guardian consent, the County Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The County Superintendent or designee shall present districtwide, school-level, and grade-level results to the County Board at a regularly scheduled meeting. The County Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 49076, 60641)

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Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA